



Application for admission to a Taught Programme: Postgraduate

Guidance Notes

Please be aware that more information on the admissions process can be found here:
<http://www.bathspa.ac.uk/services/student-services/prospective-students/your-application/>

Academic Year of Entry

- Postgraduate applicants should please select September of the next academic year. Our postgraduate courses only commence in September.
- For all other courses please seek advice, email admissions@bathspa.ac.uk

Part 1: Which course are you applying for?

Please note that non-EU applicants must normally study on a full-time basis only.

Please see below for available postgraduate courses (and, if applicable, their pathways), awards and modes of study:

| Postgraduate Programmes | | |
|--------------------------------------|-----------------------|---|
| Name of course: pathway | Awards available | Available modes of study |
| Biology | Grad Cert, Grad Dip | Full-time/Part-time |
| Business and Management | PG Dip, MA | Full-time/Part-time |
| Creative Sound and Media Technology | PG Cert, PG Dip, MMus | Full-time/Part-time |
| Creative Writing | MA | Full-time only |
| Curatorial Practice | PG Cert, PG Dip, MA | Full-time/Part-time |
| Design: Brand Development | PG Cert, PG Dip, MA | Full-time/Part-time |
| Design: Ceramics | PG Cert, PG Dip, MA | Full-time/Part-time/Distance Learning available |
| Design: Fashion and Textiles Design: | PG Cert, PG Dip, MA | Full-time/Part-time |
| Investigating Fashion Design | PG Cert, PG Dip, MA | Full-time/Part-time |
| Feature Filmmaking | PG Cert, PG Dip, MA | Full-time/Part-time |
| Fine Art | PG Cert, PG Dip, MA | Full-time/Part-time |
| Geography | Grad Cert, Grad Dip | Full-time/Part-time |
| Heritage Management | PG Cert, PG Dip, MA | Full-time/Part-time |

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| Investigating Crafts | PG Cert, PG Dip, MA | Full-time/Part-time |
| Literature and Landscape | MA | Full-time/Part-time Distance Learning (indicate full-time for two residencies, part-time for one residency) |
| Performance | PG Cert, PG Dip, MA | Full-time/Part-time |
| Performing Shakespeare | MA, MFA | Full-time/Part-time |
| Principles of Applied Neuropsychology | PG Cert, PG Dip, MSc | Full-time/Part-time |
| Professional Master's Programme (PMP): <ul style="list-style-type: none"> • Education Studies • International Education and Global Citizenship • Specific Learning Difficulties/Dyslexia • Counselling and Psychotherapy Practice | Professional Grad Cert, Cert HE, Grad Cert, PG Cert, PG Dip, MA, MTeach | Full-time/Part-time* (if Part-time, please return application form to CPDadmin@bathspa.ac.uk) |
| Professional Practice in Higher Education | PG Cert, PG Dip, MA | Full-time/Part-time |
| Scriptwriting | MA | Full-time/Part-time considered |
| Songwriting | MMus | Full-time/Part-time/Distance Learning |
| Theatre for Young Audiences | MA | Full-time/Part-time |
| Travel and Nature Writing | MA | Distance learning full-time (two residencies)/Distance learning part-time (one residency) |
| Writing for Young People | MA | Full-time/Part-time |

Part 2: Personal Details

Please ensure that you enter your Department for Children Schools and Families (DCSF) number if applicable and your student number if you were previously a student at Bath Spa University

Part 3: Other Personal Details

If you have any concerns about this section, please contact us at admissions@bathspa.ac.uk

Please see our disability statement here: <http://www.bathspa.ac.uk/services/student-services/prospective-students/your-application/admissions-policy-documents/Disability-statement.pdf>

Please see our statement regarding criminal convictions in our Admissions Policy document, section 6: <http://www.bathspa.ac.uk/services/student-services/prospective-students/your-application/admissions-policy-documents/undergraduate-admissions-policy.pdf>

Part 4: Further Information

If you have any concerns about this section, please contact us at admissions@bathspa.ac.uk

Section A

All applicants should complete this section

- If you are a UK or EU national who has been resident, or stayed for longer than 3 weeks outside of the EU in the last 10 years, please attach details to the application form. This should include dates (from and to), the country, and the reason for your stay. You may be sent a questionnaire so that we can determine your fee status.
- Arts and Humanities Research Council (AHRC) Funding
- Masters applicants whose courses come under the remit of the Arts and Humanities Research Council (www.ahrc.ac.uk) may be eligible to apply to the AHRC for funding. Applicants should note that the University can only support applications of the highest quality and can only submit a limited number of applications to the AHRC. Potential applicants should discuss their plans with the award leader at the earliest possible opportunity and should only proceed with an application to the AHRC with the support of the relevant award leader.
Please note that if you wish to apply for AHRC funding, you will need to ensure that you make your MA application to Bath Spa University before the end of February.

Section B

Candidates where English is a second or subsequent language should complete this section

You will need to have IELTS 6.5, or equivalent, for the majority of our MA courses. For MA Creative Writing, Script Writing and Writing for Young People, candidates must demonstrate, to the satisfaction of the interviewers, their ability to produce creative writing in English to the required standard, and to participate in classes, in English, to the required level. This would usually be IELTS 7.0. Please send a copy of your IELTS, or equivalent, certificate with your application.

Section C

Candidates who are not a UK or EU national should complete this section

Please include your passport number and, if possible, a copy of your passport and visa, with your application.

Part 5: Personal Statement and Submission

- 1. Your statement should not exceed one side of A4 or 600 words.** If we are looking for particular information to be provided in a personal statement for a course, brief guidance will appear below.

Creative Writing: The statement should describe the creative writing you have done and are currently doing, your interests, aims, plans and aspirations as a writer, some specific ways in which you believe the course would benefit you and your writing, and any other interests or kinds of experience that seem relevant. You should say as much as possible about the book (novel, story collection, book of poems, work of literary non-fiction) that at this point you feel you would like to write on the course.

Curatorial Practice: The statement should give an indication of any curatorial or related experience you already have as well as briefly describing your plans and aspirations in this area. How do you think the course might help you to fulfil your plans?

Heritage Management: Your statement should include details of any voluntary or other experience you have had of working in the heritage sector. Please indicate whether this has formed part of your undergraduate studies – e.g. through a placement scheme. You should also provide some evidence of your awareness of current issues and challenges facing the sector.

Literature and Landscape: The statement should describe the kinds of academic interests you have pursued (either as part of your degree or otherwise) and any other interests or kinds of experience that seem relevant. You should also describe some specific ways in which you believe the course would benefit you, why you have chosen this particular MA and your interest in or knowledge of issues relating to landscape and literature.

Principles of Applied Neuropsychology: The statement should mention any relevant experience you have or have planned, whether paid or voluntary.

Writing for Young People: The statement should describe the creative writing you have done and are currently doing, your interests, aims, plans and aspirations as a writer, some specific ways in which you believe the course would benefit you and your writing, and any other interests or kinds of experience that seem relevant. You should say as much as possible about the book that at this point you feel you would like to write on the course.

- 2. Your submission of work should be as follows.** Please note that submissions are not necessarily returnable - do not send us your only copies. If the course for which you are applying does not appear below, then it means that you do not need to send a submission:

Creative Writing: You must include with your application a sample of your best creative writing – up to 20 pages of prose fiction (novel or short story), poetry or literary non-fiction, or any combination of these.

Curatorial Practice: You are not required to submit work with your application, but may be asked to present examples of any curatorial or related experience at interview.

MMus courses: Please state which pathway you are interested in and provide examples of your work on CD or appropriate format.

- **MMus (Experimental Music):** Applicants should submit a portfolio with their application, comprising no more than three pieces of representative work. The form of this portfolio will depend on the music you make: we are happy to receive CDs, DVDs, electronic recordings, scores, documentation of performances or installations, or online material as appropriate. We would also welcome examples of writing, particularly where this relates to your own practice, focusing on technical and/or aesthetic concerns. If you need guidance on this, please contact the Course Director.
- **MMus (Songwriting) – both pathways:** You must include with your application evidence of your songwriting – a four song CD or electronic recording (eg. MP3) of entirely self-written original work with A4 printed lyrics in the English language. If you do not hold an undergraduate honours degree, you will also need to submit a 1000 word reflective songwriting essay regarding your own songwriting and influences complete with Harvard referencing.

Scriptwriting: You must include a sample of a drama script (theatre, television, film or radio) with this application – up to 20 pages.

Writing for Young People: You must include with your application evidence of your current writing – up to twenty pages of writing for a young audience (picture book up to teenage/young adult fiction), in any form or genre.

Design: You are not required to submit work with your application, but may be asked to present it at interview.

Education: If you have not included it in your personal statement, please explain why you are attracted to Education Studies and, if possible, indicate what area of education you feel your dissertation might be in and why.

Fine Art: With your application form you should send a disc or photographic record of examples of recent work. If your work is time-based a disc of edited clips should be sent. All examples should be clearly marked with size, date and medium.

In your statement we would like you to tell us what you think are the questions currently of most interest to you in your practice and how this relates to your awareness of contemporary art, particularly art that you have seen at first hand.

At interview you would, where possible, bring actual examples of this work. The studio element of the course, four of the six modules, is driven by the writing of proposals for work and reflective statements and it is useful for us to hear how you think you might begin to develop your work and the facilities that would be necessary to carry this out.

Part 6: Referees

Your reference from your first referee should be included with your application form. It should preferably be on headed paper or, if sent by email, it should be sent directly to admissions@bathspa.ac.uk from a verifiable professional email source with your name and the course for which you are applying clearly stated. It should contain the full contact details of your first referee.

If your reference does not contain sufficient information, we will write to your second referee.

Current Bath Spa University students should enclose an email of endorsement from their tutor.

Part 7: Qualifications, Employment Information and Accreditation of Prior Learning (if applicable)

Accreditation of Prior Learning/Accreditation of Experiential Learning for Postgraduate Study

If you do not hold an undergraduate degree, you will be asked to provide evidence to demonstrate that you are able to study at Masters level. This would be in the form of an assignment based on your experiential learning.

Please note that MA Songwriting is an exception to this – please complete the document ‘MA Songwriting APEL Application’ if you do not hold an undergraduate degree and submit this with your main application form.

Excerpt from Taught Postgraduate Framework Regulations document:

“2.3.2 APL/APEL

Alternatively, entry may be available to other candidates who can demonstrate their ability to take the course. This may be through Accredited Prior Learning (APL), for example where previous formal learning other than at degree level (eg. certain types of professional qualification) may be considered as acceptable, or through Accredited Prior Experiential Learning (APEL), for example where candidates have extensive professional or other acceptable experience, or a combination of both. Such cases will always be considered by the Award Leader (Course Director). APEL cases will always involve interview.”

Part 8: Declaration

You are required to declare that the information you are providing in your application to Bath Spa University is true and complete to the best of your knowledge.

Appendix: Checklist

Verified copies of documents

If you are required to produce copies of documents or certificates, please use the 'Document Verification Cover Sheet' (below). You should make a copy of your document, and then sign your verification that the document is a true copy of the original/s.



Bath Spa University

Postgraduate Studies Document Verification

Name:

Course:

Application Year:

Document Verification

To be completed and returned, with copies of your documents to: The Admissions Service, Bath Spa University, Newton Park, Bath BA2 9BN

Student declaration

- I enclose copies of my required documents and can verify that they correspond exactly with the details I have confirmed on my application to the Bath Spa University Admissions Service as part of the admissions process.
- These copies of my documents are an exact likeness to the originals.
- I understand that I may be required to produce my original documents to Registry at any time and am prepared to do this at short notice.

Signed:

Date: