

Christian Korff's Application Guide for Postgraduates*

The Mathematics Department welcomes applications by UK, EU and international students. It is important to apply as early as possible to guarantee that you can take advantage of the various funding opportunities available.

To start in October 2010 apply either by December 2009 or early January 2010. Later applications will be considered but you might miss out on some funding schemes.

To make an application you can either

A) fill in an online form at

<http://www.gla.ac.uk/postgraduate/howtoapplyforaresearchdegree/> or

B) mail the filled in application form (see also the attachment to this guide) at

http://www.gla.ac.uk/media/media_30673_en.pdf

to *The Director of Postgraduate Studies*
Department of Mathematics
15 University Gardens
Glasgow, G12 8QW
UK

In addition, **you need to send in two referee reports.** The referee report form can be downloaded as PDF file at http://www.gla.ac.uk/media/media_30674_en.pdf; see also the annex to this guide.

If you have any questions regarding the application or referee report forms contact us under

Email: pginfo@maths.gla.ac.uk

Telephone: 0141 330 5176 or +44 141 330 6881 (outside UK)

Fax: 0141 330 4111 or +44 141 330 4111 (outside UK)

If you wish to discuss aspects of your application our postgraduate secretary or one of our postgraduate advisers will be glad to help you. Their contact details are

Postgraduate Secretary: [Mrs Gail Henry, g.henry@maths.gla.ac.uk](mailto:g.henry@maths.gla.ac.uk), +44 141 330 6881
Applied Mathematics: [Dr Chris Athorne, c.athorne@maths.gla.ac.uk](mailto:c.athorne@maths.gla.ac.uk), +44 141 330 5310
Pure Mathematics: [Dr Andrew Baker, a.baker@maths.gla.ac.uk](mailto:a.baker@maths.gla.ac.uk), +44 141 330 6140

* This application guide is not endorsed by the Department or the University of Glasgow. However, I believe that the information presented here is a concise and helpful summary of what you can find on the Department's web pages: <http://www.gla.ac.uk/departments/mathematics/postgraduate/>

Important points to note

Funding: In order to study for a PhD you need funding to cover

- (a) the University's tuition fees and
- (b) your subsistence costs (rent, food, travel etc)

Whether or not we will be able to fund both costs during your postgraduate studies will depend on your personal circumstances and academic qualifications. The funding landscape is complex and can vary from year to year. It is therefore difficult to give general guidelines which scholarship might be the right one to apply for. It is for this reason that it is best to apply early and provide as much information as you can on the application form as this will allow the postgraduate advisers to look at your individual case and make the funding recommendation best suited to you.

Subject area: under point 2 "Programme of Study" on the application form you will be asked to state "Research/Theme/Title/Project" and "Prospective Supervisor". This information is non-binding and simply serves as an indicator where your interests lie. Many staff members work in cross-disciplinary areas and there might be research connections you are not aware of. Preliminary knowledge is important to find the right project, so be as detailed as you can when applying. Applications are pooled and made available to all staff members to look at. The postgraduate advisers will then try together with you to find the best possible match.

It is also possible to arrange for a visit to the Department and meet potential supervisors in person.

If you are interested in doing a PhD with me you should have either an interest in algebra (representation theory) or mathematical physics. Once you have submitted your application form send me an e-mail and we can discuss possible projects based on your qualifications and interests. Some projects can be found on my research pages but the information there is only an indication and I usually try to tailor a PhD project around individual interests as much as I can.



University of Glasgow Application for Graduate Studies

Please consult the booklet Notes for Applicants and the Prospectus when completing this form as different departments require different information. **PLEASE COMPLETE THE FORM IN BLOCK CAPITALS AND BLACK INK**

This information is available in other formats upon request, for example for the visually impaired.

1 Personal Details App. Ref. no (official use only) _____

Once completed, you must return this form to the Department / Faculty / Graduate School to which you are applying-see Notes for Applicants

Family Name / Surname

Other Name(s).....

Title Dr / Mr / Ms etc Gender (please tick) M F Date of Birth / /

If you are a member of the staff of the University of Glasgow, please give your Staff Number

Permanent Address

.....

Post / Zip code

E-mail

Tel No. Fax No.

Correspondence / Employer's Address/Agent (if different from above)

.....

Post / Zip Code

E-mail

Tel No. Fax No.

Dates at Correspondence Address – from / / until / /

Country of Permanent Residence

Nationality.....

2 Programme of Study Please refer to the Prospectus for details of Research degrees and Taught programmes

Are you applying to be a Research student, or for a Taught degree programme? (please tick) Research Taught

Intended start date / / Mode of study (please tick) Full time Part time

Research –

Graduate School / Department

Qualification / Degree (PhD) (MSc by research) etc

Research / Theme / Title / Project

.....

Prospective Supervisor(s).....

Taught –

Graduate School / Department

Name of degree / Course / Module(s) / Strand

Qualification (MSc) (MPhil) (MRes) (PgDip) etc

**10 Referees**

See Notes for applicants

Please complete this section as well as including two references on letterheaded paper.

Referee One – Name and Address

.....

Post / Zip Code



Tel No.



Fax No.



E-mail

Referee Two – Name and Address

.....

Post / Zip Code



Tel No.



Fax No.



E-mail

**11 Source of Information**How did you hear about Graduate Studies at the University of Glasgow?
Please tick as many as apply. Prospectus Careers Service **At a Graduate Recruitment Fair** (where) Webpages Hobson's Guide **Education Magazine / Guide** (please name) Other website Hobson's website **Web Search Engine** (please name) Poster CSU Prospects Guide **Word of mouth** (whom) British Council CSU Prospects website **Other source** (please name) Agent (please name)

Now complete the checklist and declaration below.

Declaration

See Notes for Applicants

I hereby apply for Graduate Studies at the University of Glasgow and I confirm that the information given in this form is correct. I confirm that the documentation I have supplied with my application is genuine, and I understand that the University will withdraw my application if any aspect of my application is found to have been falsified.

I hereby confirm that I understand that the University of Glasgow will accept no liability for my tuition fees or living expenses in the event of my admission.

Signature..... Date

PLEASE SEND YOUR APPLICATION TO THE ADDRESS SHOWN IN NOTES FOR APPLICANTS FOR THE GRADUATE SCHOOL OR FACULTY TO WHICH YOU ARE APPLYING.

12 Checklist

See Notes for Applicants

1 I have enclosed documentary evidence of (please tick)

- i) academic and professional qualifications
- ii) proficiency in English
- iii) financial support

Copies should be sent at this stage. Do not send original documents. You may be asked to provide these for examination later.

- 2 Two confidential references in sealed envelopes
- 3 CV, if requested
- 4 Research proposal, or sample of academic work if required
- 5 I have signed the declaration above

The University collects information about its students for various academic, administrative, health and safety reasons. The information is processed in accordance with the 1998 Data Protection Act, and is disclosed to third parties only with the individual's consent or to meet a statutory obligation, an example of which is the disclosure of information to the Higher Education Statistics Agency.

We may wish to contact you occasionally with information on new course developments at the University.

Please tick here if you wish to receive this information.



For University Use Only

Please proceed to pages 7 and 8

Applicant's Name

App. Code

FOR COMPLETION BY HEAD OF DEPARTMENT

Admission Recommended (please tick) Yes No

Conditions (for admission) or Reasons (for rejection)

Qualification (please ring)

CBA	Cert	DClinPsy	DDS	Dip	LLM	MAcc	MArch
MBA(FT)	MBA(PT)	MCC	MD	MEd	MFA	MFin	MLitt
MMus	MN	MPH	MPhil(R)	MPhil(T)	MRes	MSc(R)	
MSc(T)	MSW	MTh(T)	MTh(R)	MVM	PhD		

Research Topic / course Title

Advisor

Supervisor(s)

Funding Source

Bench Fee / Discount Details (if any)

Is the research project as outlined one which, with reasonable diligence, will be completed within the statutory period of study? Yes NoIs the applicant sufficiently well-prepared to meet that target? Yes No

Suggested start date (to be approved by Head of Department)

Signature of Supervisor(s) / Director of Studies

University Staff Number(s)

Signature of Head of Department

FOR COMPLETION ON BEHALF OF THE HIGHER DEGREES COMMITTEE

Admission Approved (please tick) Yes No

Conditions

Signature of Convener

FOR OFFICE USE

Date received

Date offer sent

Reply

FEE STATUS (please ring)

Home / EU Full-time	Home / EU Clinical	Home / EU Part-time	Home / EU Pre-clinical	Overseas Full-time
Overseas Clinical	Overseas Part-time	Overseas Pre-clinical	Research Assistant	Staff

CHECKLIST

 Two References Engl Score Funding guarantee Academic Certs Research Proposal / Sample of recent academic work

Monitoring Form

The University collects information about its students for various academic, administrative, health and safety reasons. The information is processed in accordance with the 1998 Data Protection Act, and is disclosed to third parties only with the individual's consent or to meet a statutory obligation, an example of which is the disclosure of information to the Higher Education Statistics Agency. The information you supply on this sheet will be filed separately and not revealed to those making the academic decision on your application.

Criminal Convictions

To help us reduce the risk of harm or injury to our students by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant may have.

Relevant criminal convictions are only those for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Applicants who enter X in the box will not be automatically excluded from the application process. However we may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us during the application cycle. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

CRIMINAL CONVICTIONS: If you have a relevant criminal conviction, enter X in the box. See above for a definition of relevant criminal convictions.

Ethnic Origin Monitoring

Please enter in the box the code from the list below which best describes your ethnic origin. **Only applicants whose permanent residence is in the UK are asked to answer this question.** The University has a statutory obligation to collect this information which is required for statistical purposes only. This information will not have any bearing on the outcome of your application.

- 11.....White-British
- 12.....White-Irish
- 13.....White Scottish
- 19.....Other White Background
- 21.....Black-Caribbean
- 22.....Black-African
- 29.....Black-Other
- 31.....Indian
- 32.....Pakistani
- 33.....Bangladeshi
- 34.....Chinese
- 39.....Other Asian
- 41.....White and Black
- 42.....White and Black African
- 43.....White and Black Asian
- 49.....Other Mixed Background
- 80.....Other
- 90.....Not Known
- 98.....Information Refused

Ethnic Origin Code



Disability / Special Needs Monitoring

Please enter in the box the code from the list of statements below which is most appropriate to you, and expand in a separate letter upon any needs you may have.

- 00.....You do not have a disability nor are you aware of any associated additional support requirements in study or accommodation
- 01.....You have a specific learning difficulty (eg dyslexia)
- 02.....You are blind/partially sighted
- 03.....You are deaf/have a hearing impairment
- 04.....You are a wheelchair user/have mobility difficulties
- 05.....You have mental health difficulties
- 06.....You have an unseen disability eg diabetes, epilepsy, asthma, ME
- 07.....You have multiple disabilities
- 08.....You have a disability not listed above (please give details in a separate letter)
- 09.....You have autistic spectrum disorder/Asperger's Syndrome

Disability Code

Are you in receipt of the Disabled Students' Allowance? (please tick) Yes No

Disabled Students' Allowance: If you are a full-time or part-time postgraduate with a disability, you may be eligible for Disabled Students' Allowance (DSA), depending on the course for which you are applying and your funding body. For further information contact:

Skill: National Bureau for Students with Disabilities
 Chapter House
 18-20 Crucifix Lane
 London SE1 3JW

Voice /text: 020 7450 0620
 Fax: 020 7450 0650

Email: skill@skill.org.uk
 Website: www.skill.org.uk

Please note that the University considers applications from candidates with disabilities on the same academic grounds as apply to all candidates. Potential applicants are invited to visit the University prior to formal application, and applicants who have a disability/special need which may affect their studies are advised to contact the Special Needs Service as soon as possible, indicating the course or courses in which they are interested and the nature of their disability. Special Needs Advisers are available throughout the year to give personal advice and assistance with practical and academic matters relating to disability. Further information is available from:

Special Needs Advisers
Special Needs Services
University of Glasgow
John McIntyre Building
Glasgow G12 8QQ
Scotland UK

Tel: 0141 330 5497
 Fax: 0141 330 4562

Email: specialneeds@gla.ac.uk
 Website: www.gla.ac.uk/services/sls/specialneeds/special.htm



University of Glasgow Referee's Report

REFEREE'S REPORT

Instructions to Applicants

Please ask each referee to complete this form and to enclose it with a confidential reference on headed paper in a sealed envelope, signed along the seal by the referee, which you should then submit with your application. Please note that the University will not request references on your behalf from your referees, and your application will not be processed until both references have been received at the University. This report is not acceptable without a reference on headed paper.

Instructions to Referees

Please complete this form and attach a confidential reference on your headed paper and return it to the applicant in a sealed envelope, signed by you along the seal. For reasons of economy, the University of Glasgow does not routinely acknowledge receipt of references, however we would like to thank you for providing this reference: it will influence our decision on admission.

Applicant's Details

Applicant Code _____

Family Name / Surname

Other Name(s)

Graduate School / Department to which application is being made

Proposed programme of study/research

Referee's Details

Name

Post Held

University / College / Institution / Organisation you represent

Relationship to Applicant

How long have you known the Applicant?

Signature Date

Please Turn Over

 **Rating of Applicant**

Please detail in your written reference your assessment of the applicant's academic ability, and of his/her suitability for a University Scholarship/Studentship.

Please indicate with an X your rating of the applicant in the following categories.

N.B. The estimates in the grid should refer to the average standards of students over a period of years. It is appreciated that in small classes average standards may vary considerably from one year to another.

	Outstanding top 5%	Very Good top 20%	Good top 40%	Average	Below Average	Do not wish to comment
Intellectual capacity
Originality
Motivation
Analytical capacity
Ability to organise work

FOR APPLICANTS TO THE MSc/ Pg Dip INFORMATION TECHNOLOGY ONLY

 **Rating of Applicant**

Please detail in your written reference your assessment of the applicant's academic ability, and answer the following questions.

- a. To your knowledge, has the applicant written computer programs, or used computer-based systems? (e.g., software packages)
- Yes No

If YES, please give details of the programming language(s) used and/or the type(s) of applications used on computer-based systems.

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- b. How would you rate the applicant's programming ability?

- Excellent Unknown
- Good No experience
- Adequate

- c. If you have known the applicant as an employee or a colleague, please indicate the nature of the work done and the job responsibilities.

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- d. Do you have any other comments about the applicant and his / her suitability for undertaking Postgraduate study in Information Technology?

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University of Glasgow Referee's Report

REFeree'S REPORT

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Name

Post Held

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- d. Do you have any other comments about the applicant and his / her suitability for undertaking Postgraduate study in Information Technology?

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