

Online PG Application Form

Applicant

The online Postgraduate Application form will enable students to apply for their degree course online.

Application for Admission to Postgraduate Studies

1

Welcome

Thank you for choosing to apply for a Postgraduate programme at the University of Sussex. This online service is easy and simple to use. The process involves signing up to create a login, completing the application and uploading your supporting documents. Once you submit your application, you can login to check its status.

Note: If you are a current Sussex student, then you should not use this system. You should login to [Sussex Connect](#), from where you can apply for a Postgraduate programme at the University of Sussex.



Are You A New User?

If you would like to apply to the University of Sussex for a Postgraduate programme, your first step should be to complete the sign up form.

This will create an account which will allow you to track your application through its various stages.

[Sign Up](#)

Are You An Existing User?

If you are a returning applicant, please enter your email address and password. You need to click on the Login button to proceed.

Email address:

Password:

[Login](#)

* Another required field

Applicants create an online account – meaning they can save and return to applications



2

Application for Admission to Postgraduate Studies

Applicants search for the course they want to apply for



Search for a programme and add it to your list of potential applications.

Programme Search

Year of Entry:

Programme Type:

Attendance:

Subject Area:

[Search](#)

* Another required field

List of Programmes	
Applied Social Psychology - MSc	(i) +
Health Psychology - MSc	(i) +
Psychology of Methods - MSc	(i) +
Psychology of Methods - DIPPS	(i) +
Substance Misuse - DIPPS	(i) +
Substance Misuse - MSc	(i) +

[View Details](#)

3

Application for Admission to Postgraduate Studies

Programme Checklist & Submission

Please, complete the following sections before that are marked with a red cross. Check all sections are complete then you will be able to submit your application.

Status	Section
<input checked="" type="checkbox"/>	Programme Details
<input checked="" type="checkbox"/>	Address
<input checked="" type="checkbox"/>	Personal Details
<input checked="" type="checkbox"/>	Education
<input checked="" type="checkbox"/>	Experience
<input checked="" type="checkbox"/>	References
<input checked="" type="checkbox"/>	Origin Language
<input checked="" type="checkbox"/>	Supporting Documents
<input checked="" type="checkbox"/>	Request References

[Submit](#)

Note: Once you submit an application, you won't be able to amend your personal details for additional applications.

Applicants use a checklist to navigate and enter required information under each heading

Online Postgraduate Applications System Summary Cont.

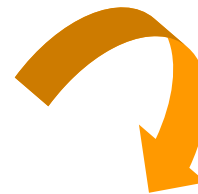
4

Under each heading applicants can add and edit key information, including attaching copies of supporting documents



When all items on the checklist are complete the application can be submitted

5



The applicant receives a notification to confirm receipt of the application

6



Following this, the applicant can log into their account at any stage for a status update

7

Further information:

- Full Usability Testing has been undertaken and the outcomes fed back into the system design
- Development is taking place additionally on the central database to assist PG Co-ordinators with processing online applications
- A Sussex Direct module is proposed to allow Academic Selectors to read and comment on applications

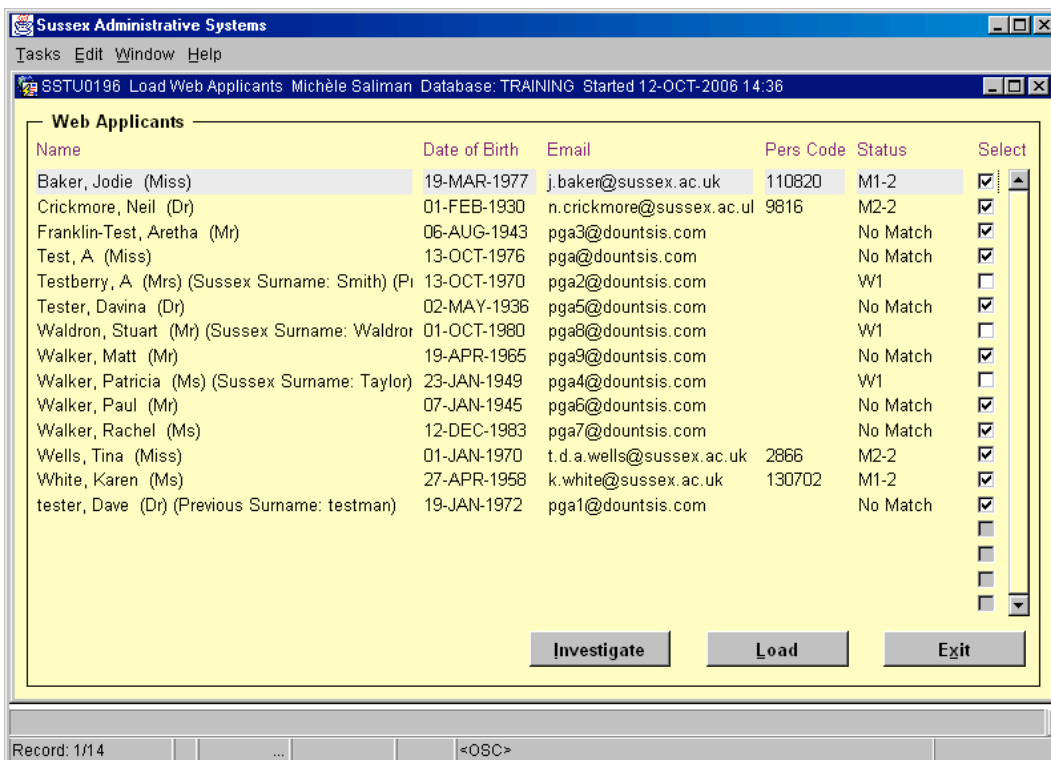
Loading the Application onto the Database

Post Graduate Office

From here the application will be loaded onto the database.

The Postgraduate Office (PGO) will use a loading and matching form. This gives the PGO the opportunity to check that applicants haven't submitted dummy applications (e.g. Mickey Mouse) also check that the person doesn't already exist on the database.

Once the valid records are loaded in, an application record will be created on the database for all courses an applicant has applied for.



Outstanding Documentation and Postal Applications

Post Graduate Office

An applicant can submit all supporting documentation with the application; however they may send documents in by post, or submit a postal application in the usual way. If this is the case the PGO will scan any supporting documentation and use Sussex Direct to attach it to an applicant record.

If the application comes in by post, the PGO will input the application onto the database.

Processing by PG Co-ordinators

**Post Graduate
Co-ordinators**

At this point the PG Co-ordinators (PGC) will be able to see the application. To find all the applications that are awaiting decision and need to be processed the **Applicants by Status** screen can be used.

Applicants By Status Screen

PGCs will be able to search for the new applicants through the new screen **Applicants by Status** where they will check for applicants who are AWAITING DECISION.

Applicants by Status Set default button: []

Year: 16/17 AppType: PG Level: All Levels Total: 1 [Clear]

School: LifeSci School Dept: All Departments

Status: AWAIT-DECIS No Restrictions added in past N/A

Check: No Restrictions No Restrictions [Find]

App No Name Received Start Programme Naric 1+3 Check Rec Status

App No	Name	Received	Start	Programme	Naric	1+3 Check	Rec Status
212958012	Alamri, Hannadi Jari S	18-DEC-15	SEP-16	Gen Manip and Mol Cell Biol (M: N			

Addresses App Details Course Choices Overview Personal
Progression Qualifications Supervisors Exit

Applicants by Status Screen

Checking Online Application and Supporting Documentation

All the information for the online application can be seen on the tabs of the Progression screen, which is called from the **Student Applicants (CCE/PG/VE)** form. The information can be seen by clicking on the **Language, Experience, Referees and Documents** tabs.

SSTU0088 (11.0.9) Applicant Details: Application Progression (CCE/PG/VE) *Dawn Stewart* DB:TRAINING Started:21-DEC-2015 11:55

Miss Hannadi Jari S Alamri App No: 212958012
Email h2h_h@hotmail.com Person Code: 385249
Alt Email international@iecabroad.com Web App - Agent

Application Details

App. No.	212958012	1	Type: PG	Entry Date: 15-SEP-2016	MoA: FT	Per: 1	Status: AWAIT-DECIS
Course:	C7504T	Gen Manip and Mol Cell Biol		PGYR16/17	QAF: MSC		
Dept:	Life Sciences	H/O: Overseas	ELQ:	V/E: No			

Decisions | Condi... | Checks | Visa | Place... | Ed His... | Qualifi... | Langu... | Experi... | Refs | Docs | Select... | Schola...

Application History

Activity	Status	Effective Date	Created By
AGNT-SELCT		18-DEC-2015	SSTU0196:c:AKC21
NEW-APP	AWAIT-DECIS	18-DEC-2015	SSTU0196:c:AKC21

Decisions & Replies

References: **Two**

Recommendation:

Checks cleared?

Select Com View History

Notes Back

It is possible to check the supporting documentation from the progression screen by going to the **'Documents'** tab, highlighting the correct record (by clicking on it) and clicking the **View Doc** button. This will cause the document to open in another window.

It is also possible to view the Academic Interests completed by the applicants using the online application system. This can be seen by clicking on the **Ac. Interests** button.

Adding Selectors

This facility will enable you to add faculty to make a comment or recommendation on the application through Sussex Direct.

SSTU0088 (11.0.9) Applicant Details: Application Progression (CCE/PGVE) *Dawn Stewart* DB:TRAINING Started:21-DEC-2015 11:55

Miss Hannadi Jari S Alamri App No: 212958012
Email h2h_h@hotmail.com Person Code: 385249
Alt Email international@iecabroad.com Web App - Agent

Application Details
App. No: 212958012 1 Type: PG Entry Date: 15-SEP-2016 MoA: FT Per: 1 Status: **TO-SELECTOR**
Course: C7504T Gen Manip and Mol Cell Biol PGYR16/17 QAF: MSC
Dept: Life Sciences H/O: Overseas ELQ: V/E: No

Decisi... | Condi... | Checks | Visa | Place... | Ed His... | Qualifi... | Langu... | Experi... | Refs | Docs | Selectors | Schola...

Selector Name: James, Philip Role: Recommend Special Research Project:
Faculty Contact: No faculty contact Supervisor suggested by applicant: Supervisor suggested by selector:

Add Delete Email Selectors Save Back

Click the **Add** button to add a person to make a recommendation or comment on the application.

Sussex Administrative Systems

Tasks Edit Window Help

Add New Selector

Mr Keith Alexander Busch IDS Development Studies

Select Role: Comment Current staff only?
Enter Surname: SALIMAN **Find**

Name	Details
Saliman, Michèle O	Current Staff ITS BIS Business Service Delivery Manager

Select Role (e.g. Comment or Recommend) and enter the SURNAME of a current staff member.

Click on the **Find** button to return the search and click on the name (in blue) to select.

Awaiting Documents

If the application cannot progress until documentation is received the application status **IN HAND** can be used.

Template Applications

If a course conforms to a template application (PGT only) then the PG Co-ordinator can make the decision, otherwise s/he should refer the application to the Course Selector.

The courses using templates have yet to be confirmed. Once they have the PGCs will be able to see whether a course is a template course from the database screens.

Course Selectors

Course Selectors can see the application details through Sussex Direct, once they have been associated to an applicant by a PG Co-ordinator (see above). Once this has happened they need to go to **Admin > Online PG Admissions** where they will be able to see the application information for the applicant they have been assigned to.

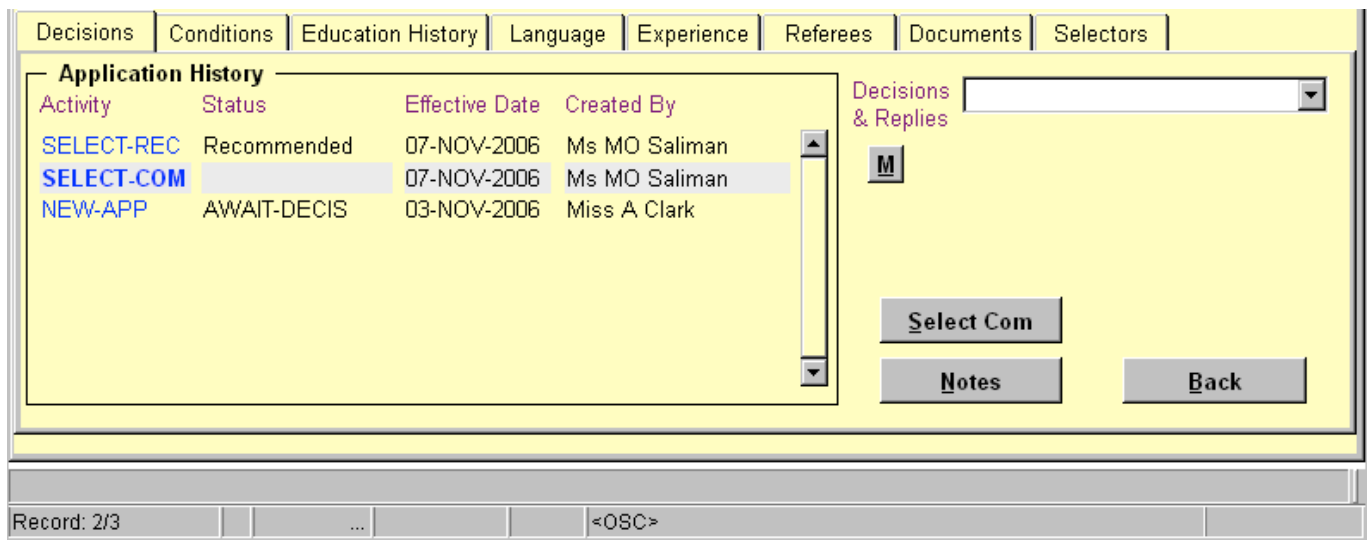
The screenshot shows a web interface for 'Online PG Admissions - Personal Details'. At the top, it identifies the applicant as Michele Saliman and the programme as Art History (MA). Below this, there are radio buttons for 'Available Pages', with 'Personal Details' selected. Other options include Programme Interests, Education, English Language, Experience, Referees, Supporting Documents, Your Comments, Your Recommendation, and View All. There are links for 'View as PDF' and 'Back To Applicants List'. A table titled 'Personal Information' contains the following data:

Personal Information		Help	Close
Surname:	Saliman		
Forename:	Michele		
Title:	MS		
Previous Surname:			
Sex:	Female		
Date Of Birth:	09-Feb-1973		
Country Of Birth:	England		
Nationality:	United Kingdom		

From these pages they will also be able to add comments for other staff to see and can put their recommendation as to whether an offer should be given or not. If the programme selector wants any conditions to apply they can put this information in their recommendation as well.

Putting in Your Comments for the Course Selectors

Click on the **Select Com** button on the 'Decisions' tab to put in your own comments, which can be seen by the course selector in their **Comments** section in Sussex Direct.



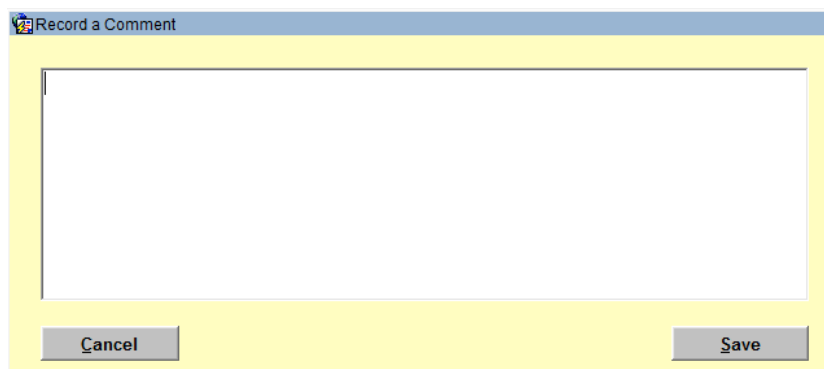
Available Pages: Personal Details Programme Interests Education English Language Experience
 Referees Supporting Documents Your Comments Your Recommendation View All

[View as PDF](#)

[Back To Applicants List](#)

Your Comments		
Comment	Written by	Date
Please note, any comments you enter here will be available to the Co-ordinator.		
Good IELTSs but according to Naric needs a A- or more to be equivalent to a 2:1	ACFB0	07-Nov-2006

When a comment or a recommendation has been put in by the course selector it will appear in the **'Decisions'** tab as either a **SELECT-COM** (Comments) or a **SELECT-REC** (Recommendation). You will be able to click on the link to see what the selector has put in their comments and what offer has been made through the recommendations. If a course selector thinks that any conditions should be applied, these will be shown on their recommendation. A decision can then be added to the applicant by the PGC in the 'Decisions' tab taken from the recommendations made by the course selector.



Making a Decision

Rejection: If it is decided to reject the applicant then it will be necessary to put down the circumstances behind the rejection – this is chosen from a pick-list.

Conditional: If the decision is made to give a conditional offer then the PCG must record the conditions in the Condition tab. This will only become active if **CO-OFFER** is chosen as a selection criteria. The conditions which can be added are **Standard Conditions**, which indicate the qualification conditions, and **Other Conditions** for anything else. It is also possible to use the comments boxes if the correct qualification or other condition isn't listed.

Standard Conditions			
Att. Type	Grade	Comments	Met?
BA	2(ii)		<input type="checkbox"/>

Other Conditions

Attainment	Comments	Met?
CRB CHECK	Criminal Records Bureau Check	<input type="checkbox"/>

The PGO will then send the applicant an offer letter incorporating any conditions.