

# Graduate Admissions Coversheet Guide

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## Coversheet Fields

### Start Term and Subject

The start term and subject should exactly match the most recent row on the application. If you need to change either of these (e.g., generic application code moving to specific admission code, NOTAF to CPGS), please do so on the main application page before making the offer.

### Subject of Research

This short summary of the topic of research is only required by the GAO for PhDs

### Supervisor

Please enter the supervisor's *full* name and USN (a 9 digit code beginning with a 1, 2 or 3).

### Offer conditions

If the applicant already holds a degree which meets the University Minimum Requirement (2.i Honours degree at Bachelor level or international equivalent) please tick this box; otherwise, please leave blank.

If the applicant is currently studying and you wish to set a requirement higher than the University Minimum Requirement, please enter it here. **Please try to use either the grading system used by the applicant's university, or the UK grading system.** We are able to convert most UK grades to the international equivalences following guidelines from UK NARIC.

Grades which are easily convertible are:

- Upper Second Class Honours (around 60%)
- High Upper Second Class Honours (around 67%)
- First Class Honours (around 70%)

Additionally we are able to provide equivalencies for pass, merit and distinction in a Masters course, although this will usually be done in consultation with the department as the conversion is not as well defined.

We are able to accommodate more complex requirements, such as marks in specific modules/dissertation or a grade in the final year rather than overall (which is our normal stance).

If you wish to include other conditions, you may do so here. It is not necessary to explicitly mention language, funding, visa or college places at this point.

### Staff Fees

If the applicant is to be charged staff fees, please tick this box. You will need to complete and submit a Staff Fee Application Form).

## IP

If applicant will be working in a group where shared intellectual property arrangements apply, please tick this box. We will ensure the applicant is made aware.

## DBS (CRB) check

If the applicant requires a DBS as part of their offer conditions, please indicate as such here. We are unable to process the offer without an indication of what level of DBS check is required. Please enter details of the check level required in the box titled "The details are:"

The different levels available are:

- **Enhanced Check for Regulated Activity (Children)** - used when someone is undertaking regulated activity relating to children. This check involves a check of the police national computer, police information and the children's barred list.
- **Enhanced Check for Regulated Activity (Adults)** - used when someone is undertaking regulated activity relating to adults. This check involves a check of the police national computer, police information and the adult's barred list.
- **Enhanced Check for Regulated Activity (Children and Adults)** - used when someone is undertaking regulated activity relating to both children and adults. This check involves a check of the police national computer, police information and the children and adult's barred list.
- **Enhanced DBS Check** - used where someone meets the pre September 2012 definition of regulated activity. This level of check involves a check of the police national computer and police information.
- **Standard DBS Check** - used primarily for specific positions or for work that brings a person into contact with vulnerable groups. Standard DBS checks just involve a check of the police national computer and do not include a check of police information or the children or adult's barred lists.

For a more complete guide on the different types of DBS checks available and when to use them, please consult the [DBS Guide](#).

## Additional charges

If there are additional costs to your course, please indicate them here. Please make explicit whether these costs are optional or mandatory, as this will affect the applicant's Financial Tracker. Please also include any text you wish to be displayed to the applicant on their offer information.

## Language Centre Referral

Please tick this box **only** if you wish for the applicant to **have** to pass a language test in order to meet the language condition.

It is not necessary to tick this box if the applicant already meets the language requirement because they:

- are a native English speaker
- have passed a language test
- have studied in an English speaking country for three years no more than two years ago

## FAQs

### **How do I change the course being offered?**

Please contact the GAO *before* making the offer so that we can make sure everything is up to date.

### **How do I change the admit term?**

Please contact the GAO *before* making the offer so that we can make sure everything is up to date.

### **What does this row/reason mean?**

An explanation of the application workflow, with descriptions of each row and reason used in the process can be found in [this document](#).