



Shaped by the past, creating the future

POSTGRADUATE STUDY

2021 ENTRY

IMPORTANT INFORMATION ABOUT YOUR OFFER

INTRODUCTION

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

Congratulations on gaining an offer to study as a postgraduate student at Durham University. We look forward to welcoming you to our thriving postgraduate community.

This offer information booklet is intended to provide useful information in helping you prepare for your study at Durham. The information in this booklet is very important and lets you know more details about your offer to study at Durham, so please read it carefully and keep it safe. You should read this booklet alongside your formal offer letter, as it sets out the next steps in the admissions process and will advise you on what action you may need to take next.

If you have any other queries, please do not hesitate to contact the Student Recruitment and Admissions Team who deal with Postgraduate Admissions. Contact details can be found at the end of this booklet.

Richard Emborg
Director of Student Recruitment & Admissions Services

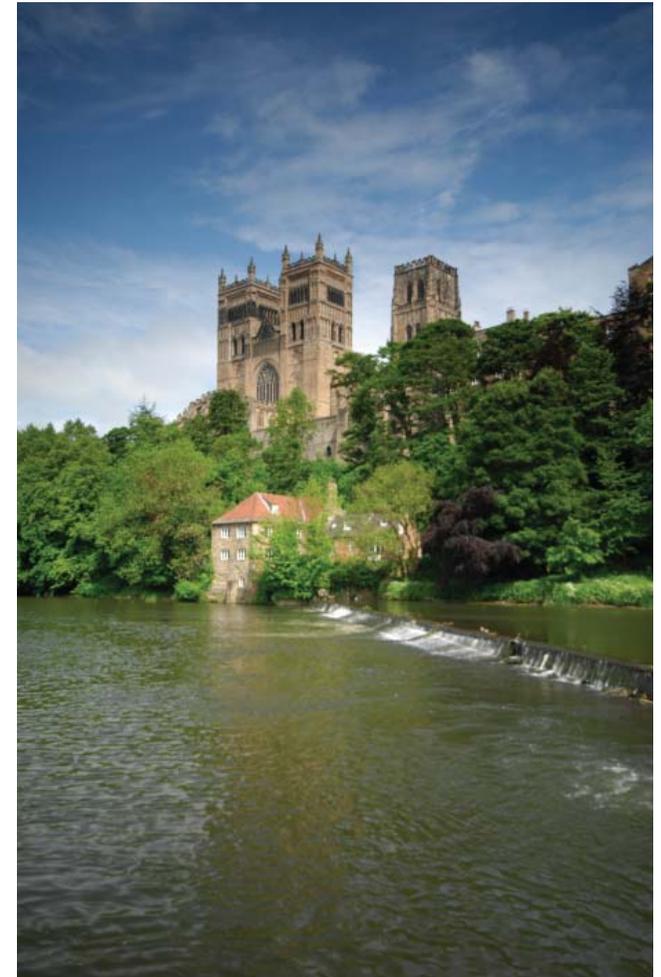
GLOSSARY OF TERMS

Throughout this booklet, you will find some acronyms. Below are some of those most frequently used, with an explanation of the meaning of each.

PGT = Postgraduate Taught

PGR = Postgraduate Research

CAS = Confirmation of Acceptance for Studies (needed for obtaining a Tier 4 Student Visa)



REPLYING TO YOUR OFFER

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

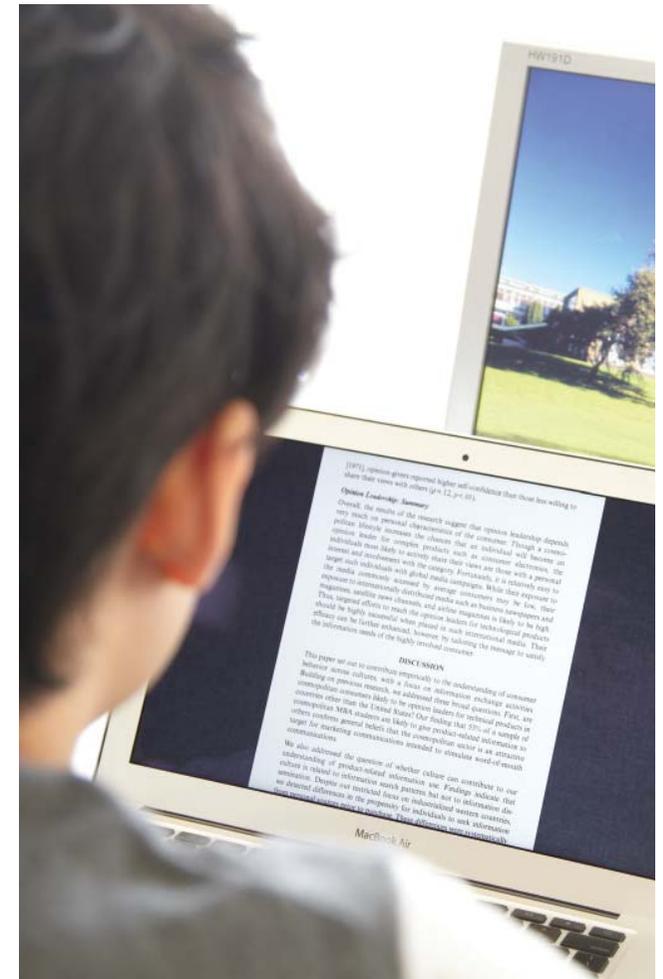
[Section 9. Additional Information](#)

Regardless of whether you have received a conditional or unconditional offer, you must let us know as soon as possible whether or not you will be accepting your offer.

If your offer is for a PGT programme or PGR, please log into your Applicant portal to accept your offer. Once you have done this you will receive a portal notification to confirm the new status of your application.

For most postgraduate programmes, there is normally no deadline for making a decision on whether or not to accept your offer. If the programme you have applied to does operate a deadline for acceptances, you will be advised of this.

However, if you intend to accept your offer, it is advisable to do so as soon as you are able, so that you can progress to the next stage in the admissions process. This is particularly important for international applicants who will require a student visa.



CONDITIONAL OFFERS

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

If you have received a conditional offer, you must provide the relevant evidence that you have met the conditions of your offer before being permitted to register at the University.

You should therefore let Student Recruitment and Admissions know if you have achieved the conditions of your offer as soon as possible.

The evidence that you are required to provide will be determined by the type of condition/s outlined in your formal offer letter, and may include:

- A final transcript or degree certificate
- English language evidence (if you are not a native English language speaker)
- Academic references

Documents can be submitted via your applicant portal. To upload the document(s), please visit your applicant portal home page and select 'My Details, then 'My Actions Required' and select from the menu next to the relevant Action Request.

If you are unable to find the relevant Action Request, you can upload your document(s) by clicking on the menu next to the correct application on the homepage of your applicant portal and selecting 'Add Supporting Document'.

Please also note that you will need to provide certified translations of any documents which are not in English. Further information can be found on our website at www.dur.ac.uk/immigration/extendvisa/requirements/.

In relation to academic references, you can obtain these from your referees and scan and upload the original, signed letter through your applicant portal. Alternatively, if you have stated you wish for your referees to be contacted, your referees will receive an e-mail prompting them to log in and upload a confidential reference letter directly to us.

Once you have provided evidence that the conditions of your offer have been met, your record will be updated. If you are required to pay a tuition fee deposit, once the payment is received, your record will also be updated. If you are an overseas applicant who requires a student visa to study in the UK, you will be provided with the information you require for your visa application. Please note that the provision of this information does not guarantee that you will successfully obtain a visa to study in the UK. Further information can be found in Section 6 of this booklet.

CHANGES TO YOUR OFFER

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

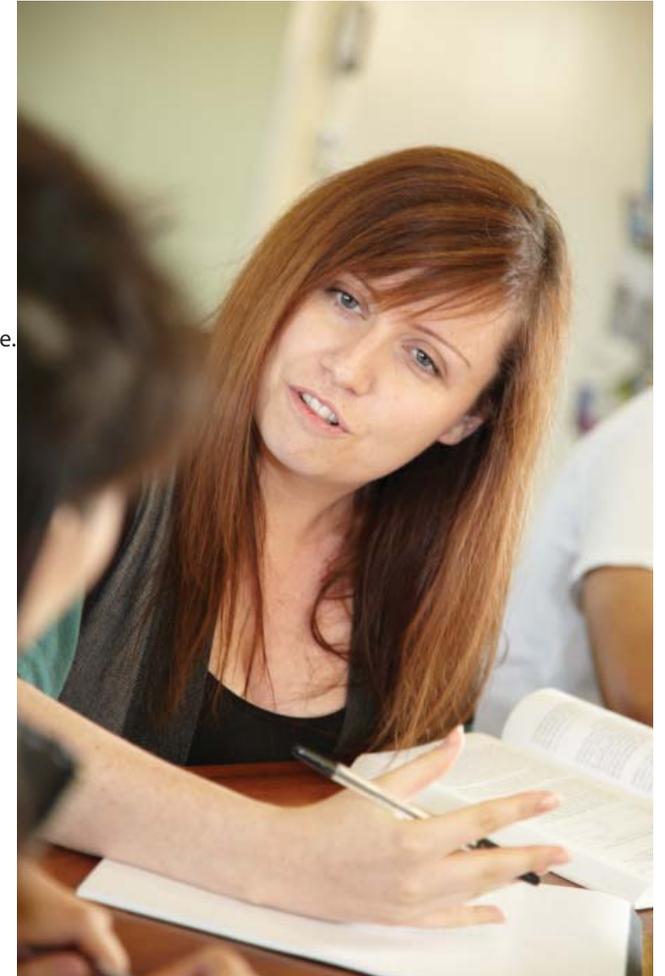
Once you have received your offer, it may be possible for the University to consider approving changes to the original offer. Examples of changes may include a change of programme or mode of study.

The type of change that may be possible will be dependent on the particular programme that you have applied for.

Please note that any requests for changes to your offer are at the discretions of Student Recruitment and Admissions.

You can request a change through your applicant portal homepage.

If approved, a revised offer will be issued by Student Recruitment and Admissions. You will find a copy of the amended offer letter on your applicant portal.



DEFERRING YOUR OFFER

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

If you wish to defer the start date of your programme of study, you must request this change through your applicant portal. Please note that requests for deferred entry are at the discretion of Student Recruitment and Admissions.

The University generally welcomes applications from students who intend to defer their entry. However, please note that you can normally only defer your offer one year at a time up to a maximum of two times.

Should you wish to defer again after this period you will normally be required to submit a new application via your applicant portal, as the Recruitment and Admissions team will require more up-to-date information in order to consider your application for postgraduate study.

For PGR applicants, departments can also consider deferrals within the same academic year. If your deferral request is approved, Student Recruitment and Admissions will process a deferred offer which will be available in your applicant portal.

Please note that if you request a deferral, your application will be deferred and reconsidered when the next admissions cycle opens. It is possible that the entry criteria for the programme may change in the subsequent year and so your application will be considered based on the criteria for the new year of entry.



FEE STATUS

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

Publicly funded educational institutions normally charge two levels of course fee: a lower 'Home' fee and a higher 'Overseas' fee. Which fee rate you pay depends on whether you meet certain criteria. The fee status criteria is provided in regulations, and guidance, published by the governments of the four countries of the UK - England, Scotland, Wales and Northern Ireland. Different criteria will be applied depending on which country you are studying in, and what level of course you are studying. Following the UK's exit from the European Union, students who are EU nationals will be charged the Overseas fee rate for courses starting in or after Autumn 2021. Those with settled or pre-settled status in the UK may be eligible for Home fees, as long as you also meet other criteria such as residency requirements. If this applies to you, we may ask you to complete a fee status assessment so we can correctly assign your fee status.

Each individual University is responsible for making a decision on an applicant's fee status. It is therefore possible that, in some cases, different Universities will come to different conclusions. At Durham University, the final judgement concerning the evaluation of a postgraduate applicant's fee status rests with the Recruitment and Admissions Office.

At Durham, in most cases, your fee status will have been automatically determined based on the information that you provided in your application. In some cases, we will need to contact you to request further information in order to accurately assess your fee status.

Your offer letter will state what the University has determined your fee status to be. Your fee status will have been assigned as either 'Home,' 'EU,' 'Islands,' or 'Overseas' and will be available in your applicant portal.

Please note that if you have been assigned an 'EU' fee status you will be charged at the 'Overseas' fee rate for programmes commencing from August 2021. Fees for postgraduate applicants assigned an 'Islands' fee status are charged at the 'Home' fee rate. It must be noted, however, that although the fee rate is the same, the fee status classification remains different.

Please note that part time postgraduate students, are charged pro-rata to full time fees based on the number of credits taken plus 10%.

If you think your fee status has been assigned incorrectly, you can submit a Fee Status Review Request through your portal homepage.

Full details of the postgraduate fee status evaluation process at Durham can be found on our website at www.dur.ac.uk/learningandteaching.handbook/1/2/9/.

You can also find further information and guidance relating to fee status criteria on the UKCISA website at www.ukcisa.org.uk/.

TUITION FEES

You will be charged an annual tuition fee for each year of your taught programme or supervised study, and research students will also be charged a continuation fee if they have not submitted their thesis three months after the end of supervised study. This fee will be calculated at 10% of the full time 'Home' fee paying PGR rate for the first year of continuation, and 15% of the full time 'Home' fee paying PGR rate if the continuation period progresses into a second year. The 'Home' fee rate applies in this situation regardless of an applicant's individual fee status.

Your tuition fee will differ depending on the programme you study and whether you are a 'Home' or 'Overseas' fee-paying student, and whether you are studying full-time or part-time.

Tuition fees for our postgraduate research degrees are available on our finance web pages at https://www.dur.ac.uk/treasurer/istudents/tuition_fees/full_time_postgraduates/2021entry/

Tuition fees for postgraduate taught degrees can be found on the relevant programme information page of the course database at www.dur.ac.uk/courses/?q=&level=Postgraduate+Taught.

However, your formal offer letter will also indicate the tuition fee relating to your specific programme and mode of study.

The Finance Department is responsible for invoicing your tuition fees after you have enrolled at the University. However, you will be asked to confirm certain details, such as information concerning any sponsorship or confirmation of how you intend to pay personally, when you enrol online, which can be done before your arrive in Durham. Further information on how to enrol can be found in Section 8 of this booklet.

Further details on payment of tuition fees, including different ways in which you can pay, can be sought from the Finance Department of the University. Should you receive funding to cover your tuition fees, the University will seek payment from your sponsor after you have confirmed evidence of your sponsorship at enrolment.

EU Referendum

Following the EU referendum in June 2016, the UK has left the European Union as of January 2021.

On our website, we have a dedicated FAQ page where we address some of the most commonly asked questions about the impact the EU referendum result will have on our students. This information will be extended in the coming weeks and months as we know more. Please visit www.dur.ac.uk/about/eu/applicants/ for further information.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

DEPOSITS

Tuition fee deposits

The UK's points-based immigration system requires overseas applicants to demonstrate that they have the appropriate finances in place in order to apply for a visa to enter the UK. To help all self-financing overseas applicants applying for postgraduate taught programmes at Durham, the University requires payment of a tuition fee deposit.

The tuition fee deposit needs to be paid before the University issues a Confirmation of Acceptance to Study (CAS) number which overseas applicants need in order to apply for a visa. The CAS will show the deposit paid and will help you to demonstrate that you have the finances required in order for you to enter the UK to study.

Self-funded, overseas, fee paying applicants for PGT programmes are normally required to pay a tuition fee deposit of £1000. Some programmes have tuition fee deposit requirements that may vary from this depending on the programme type and your fee status classification. For example, 'Overseas' fee paying applicants for Business School, MSc programmes are required to pay a tuition fee deposit of £2000 and 'Home/EU' fee paying applicants are required to pay £500. Full details of any tuition fee deposit payment required will be stated in your official offer letter.

Tuition fee deposits must normally be paid within 6 weeks of the date that the offer letter is issued. However, this will depend on when you apply and if you receive your offer close to your course start date, the date that the tuition fee deposit is due may be sooner than 6 weeks. The exact date that your deposit is due will be provided in your official offer letter.

Tuition fee deposits may only be refunded in certain circumstances. Full details of our Tuition Fee Deposit Refund Policy can be found at www.dur.ac.uk/resources/treasurer/PolicyforstudentdebtV.7002.pdf.

How to pay your tuition fee deposit

We strongly encourage you to make your deposit payment via our online payment facility which you can access at www.dur.ac.uk/deposits/. Please follow the instructions given on the website to make your payment. Once submitted, you will receive an email to confirm that the payment has been made. This is the most secure and efficient way to make your payment.

If you are unable to pay via this web page, please email credit.control@durham.ac.uk and a member of staff from the Finance team will be happy to assist you.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

FINANCIAL ASSISTANCE

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

As a commitment to supporting students, Durham University is delighted to offer a wide range of full and partial funding opportunities to outstanding applicants wishing to study towards Masters and doctoral degrees.

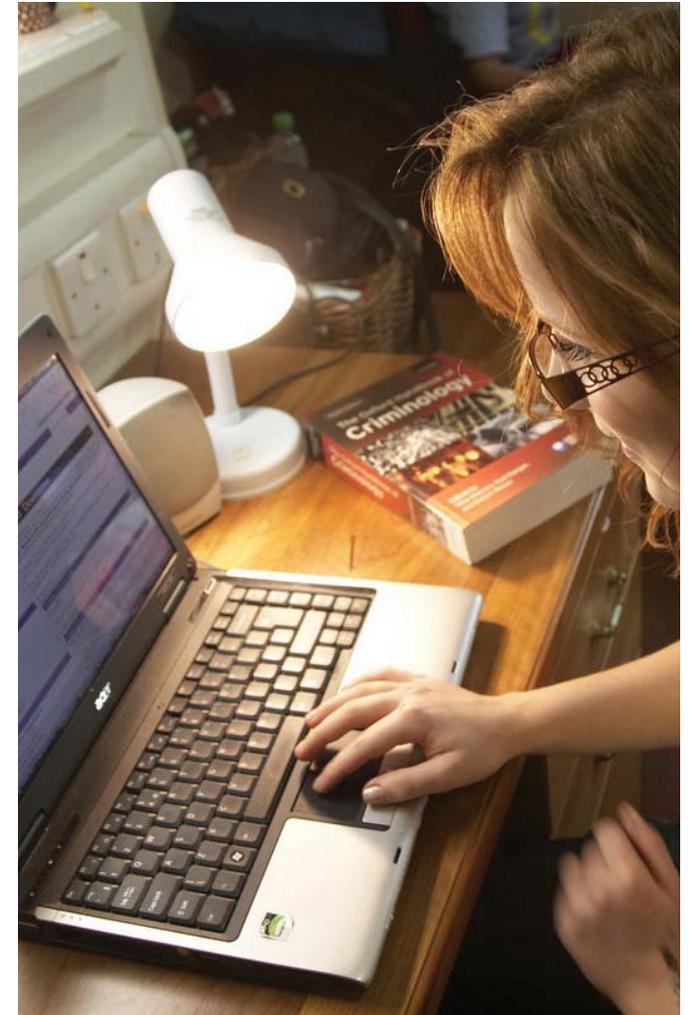
Durham Doctoral Studentships and Research Council Studentships cover tuition fees and living costs, whilst Scholarships contribute to tuition fees and/or living costs.

Postgraduate Loans

Students starting a postgraduate Master's course may be able to apply for a Postgraduate Loan (PGL) through Student Finance England. The loan will be:

- A contribution towards the cost of study
- Non-means tested;
- Paid directly to the student.

For additional information and to see if you qualify, please visit www.gov.uk/postgraduate-loan You can also send any queries to pg.loans@durham.ac.uk



FINANCIAL ASSISTANCE (2)

NEFirst Postgraduate Loan

For Full-Time, UK self-financing students, we are delighted to be able to offer an opportunity to apply for a Postgraduate Tuition Fee Loan of up to £7,000, to cover the cost of fees, through our collaboration with NEFirst Credit Union Limited . (The standard loan scheme is designed for full time students who will complete their postgraduate course within one year but applications from part-time students will be welcomed and considered.)

Eligible applicants who are accepted for the loan will enter into an Approved Finance Agreement with NEFirst. The tuition fees will automatically be paid by NEFirst directly to the University.

www.durham.ac.uk/postgraduate/finance/funding/loans/creditunion A

Postgraduate Student Support Scholarships

Durham University is delighted to confirm 100 Postgraduate Taught Scholarships, worth £3,000, will be available to applicants commencing with the University in October 2021.

www.durham.ac.uk/postgraduate/finance/pgscholarships/psss

The scholarships are intended to support students who wish to enhance their skills and knowledge by undertaking a postgraduate programme of study at Durham University.

The majority of taught master's programmes are eligible, except postgraduate diplomas, postgraduate certificates, MRes programmes, integrated masters and courses funded by other public bodies (e.g. PGCE).

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

COLLEGE MEMBERSHIP AND ACCOMMODATION

Full-Time Postgraduates at Durham University

Durham is a collegiate university and all students are a member of a college. There are seventeen (as of 2020 entry) colleges in Durham City all of which have postgraduate student members. College membership and accommodation for postgraduates is co-ordinated through the Accommodation and Allocations Office. Once you have accepted your offer, the Accommodation and Allocations Office will contact you with further information about college membership and accommodation options. You will have the opportunity to express three college preferences, should you wish to. If you wish to be considered for college accommodation you can also express facilities preferences for catering and room type. Please note, if you do not complete the application form, within an allocated time-frame which will be provided to you as part of your invitation, you will be automatically allocated to a college for membership only.

The following web page provides more details about the collegiate system at Durham:
<https://www.dur.ac.uk/experience/colleges/>

Our colleges offer a variety of accommodation options for postgraduate students and full information is provided within the Postgraduate tab. You don't need to wait until you fulfill the conditions of your offer to apply for college membership and accommodation. You can apply once you have accepted your offer, and the Accommodation and Allocations Office have contacted you, regardless whether this is conditional or unconditional .

Family Accommodation

We have a small number University couple and family rooms available within college accommodation for postgraduate students bringing their partner or families to Durham. Keenan House, part of Ustinov College, at Dryburn Court, contains 70 one, two and three bedroom flats. There are also a number of couple 'studio' rooms available at Sheraton Park, the main site of Ustinov College Please see www.dur.ac.uk/ustinov.college/college_life/accommodation/family/ for more information.

We regret that we are unable to offer a guarantee of accommodation to family applicants as demand always exceeds availability. Early applications for this type of accommodation are therefore strongly advised.

Further advice and guidance for seeking private rented family accommodation can be found at our web pages at www.dur.ac.uk/accommodation.office/helpandadvice/families/.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

COLLEGE MEMBERSHIP AND ACCOMMODATION (2)

Part-Time and Distance-Learning Postgraduates

Part time and distance learning postgraduate students are also provided with membership of a college.

Once you have accepted your postgraduate offer, you will be automatically allocated for membership at one of our designated colleges dedicated for part time and distance learning students. Allocations are based upon your programme of study.

College accommodation is unfortunately not available; however your allocated college may be able to provide short-term or temporary accommodation for their members. You should contact your allocated college directly for further information.

CONTENTS

The sections in this document are as follows:

Section 1. Receiving your offer

Section 2. Fees and Finance

Section 3. College Membership and Accommodation

Section 4. Fraudulent Applications

Section 5. Developing your Academic Skills

Section 6. International Applicants

Section 7. Enrolment, Module Registration and Induction

Section 8. University Regulations

Section 9. Additional Information

FRAUDULENT APPLICATIONS

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

The University has issued your offer in good faith on the basis of the information you have provided on your application form.

If any of the details you have provided are found to be false or fraudulent or if you have omitted important information from your application that may have affected the decision taken, your offer of a place may be revoked.

Any attempt to alter the details of an offer made to you will also result in your offer being revoked and no future offers being issued.



DEVELOPING YOUR ACADEMIC LITERACY SKILLS (PRE-ENTRY)

Pre-sessional Academic English Programmes

Durham Centre for Academic Development (DCAD) offers a number of preparatory courses in Academic Literacy Skills and English language development. These courses are designed to help students build the skills necessary for success on their chosen undergraduate or postgraduate programme. The Pre-sessional Programmes are intensive courses of English academic study which develop your language skills through learning to engage effectively with lectures and long readings, learning to research, analyse and plan assignments, and learning to think, present, discuss, and write critically based on academic sources. The Pre-sessional courses also collaborate with academic departments and Durham's colleges to provide insights into your discipline at Durham and experience of Durham's unique collegiate system. There are three intake points: March (20 week Pre-Sessional programme); June (10 week Pre-Sessional programme), and July (6 week Pre-Sessional programme).

If you hold a conditional offer for a place at Durham and this includes an English language condition, you may be eligible to take a Pre-Sessional programme to fulfil this condition. You need to achieve a minimum standard at IELTS (or equivalent) to be admitted to each Pre-Sessional programme and your offer letter will indicate the appropriate Pre-Sessional programme to allow you entry to your Academic Department and/ postgraduate programme. Please note that entry levels onto these programmes differ according to the degree programme you are entering. You will need to apply directly to the Recruitment and Admissions Office for a place on a Pre-Sessional programme. You can do this via your applicant portal.

Durham's Pre-Sessional courses (particularly the shortest 6 week programme) are also popular with students who have already met the language condition of their offer, or who have no English language condition to fulfil but still wish to further develop their academic skills in English. The 6 week programme provides a valuable introduction to (and practice of) the academic and writing expectations at Durham.

All summer Pre-Sessional students are encouraged to stay in Durham University college accommodation and the majority typically become members of Josephine Butler College during the summer programme, where there is access to a dedicated Pre-Sessional student support team as well as a diverse programme of extra curricula activities designed to widen your network and interests, including guest lectures, social events, and meetings with community 'mentors'. Just as the college experience is vital to term-time life at Durham, so too is it a key part of the summer Pre-Sessional programme experience.

Further information about course content, frequently asked questions, accommodation links to useful sites and resources can be found online at: <https://www.dur.ac.uk/dcad/study/presessional/>.

Please also feel free to email dcad.enquiries@durham.ac.uk with any questions you may have.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

DEVELOPING YOUR ACADEMIC LITERACY SKILLS (POST-ENTRY)

Academic Skills Courses - open to all students

Working effectively and productively at Durham requires a range of academic skills and strategies. Durham Centre for Academic Development (DCAD) offers dedicated provision to help you develop and enhance these skills. Classes and workshops range from academic writing and giving effective presentations to managing your time and being productive.

One-to-One Consultations

DCAD also offers one-to-one consultations for academic writing development and a drop-in service for maths and statistics. All classes and consultations are free and available to all students, home and international, throughout their time at Durham. Consultations can also be arranged by Skype for students unable to attend meetings in person.

Disciplinary Writing Workshops in Academic Departments

DCAD's Academic Development for Students (ADS) team deliver tailored academic writing sessions in Durham departments. These are designed to meet the specific writing needs of particular subject areas, modules and/or assignment types. Sessions are often designed collaboratively with departmental staff and are sometimes also co-taught.

Details of Academic Skills courses and Consultation Services can be found on the Durham Centre for Academic Development webpages. All provision is available free of charge to registered Durham University students.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

VISA INFORMATION

It is important that you ensure that you have the necessary entry clearance before coming to the UK as a student. Some very helpful guidance on obtaining a visa can be found at www.gov.uk/browse/visas-immigration/student-visas. You are advised to check this site regularly for any updates.

To apply for a new Student visa, you must have a Confirmation of Acceptance for Studies (CAS) issued by Durham University. The CAS is a unique reference number which confirms that Durham University has agreed to be your academic Sponsor. It is stored on a central database at UK Visas & Immigration (UKVI) and contains information about Durham University, you and your programme, and any payments towards fees you have made. Please note that a CAS can only be issued 5 months prior to the start date of the course you are coming to study.

At present, the University does not offer a route into the UK for students to study on a part-time course. Therefore, it is not possible for an overseas student to switch from full-time to part-time study.

If you are studying on a distance learning basis, Short-Term Study visas are granted for a maximum period of six months and are not renewable (i.e. you must leave the UK when your visa expires). Further restrictions apply, so please visit the following website for more detailed information at www.gov.uk/study-visit-visa.

If you require further information about student visas or any aspect of immigration, please visit Durham University's Student Immigration Service website at www.dur.ac.uk/immigration/ where contact details of staff and advisers can also be found.

Additional Considerations for Applicants who require a Student Visa

If you are intending to study in certain science and technology based subjects you may also need to obtain an ATAS (Academic Technology Approval Scheme) clearance certificate. Please see the next page of this booklet for more information on ATAS. Student Visa regulations are subject to change and you are therefore advised to regularly check the following websites for any updates and latest news, prior to making your visa application: www.gov.uk/tier-4-general-visa www.dur.ac.uk/immigration/news/scheme.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS)

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

The Academic Technology Approval Scheme (ATAS) is an additional requirement for international students coming to study certain courses. An ATAS certificate is a special clearance granted by the Foreign and Commonwealth Office (FCO), authorising study at postgraduate level in some science, technology and engineering subjects.

ATAS will affect you if you plan to undertake a degree by research (including PhDs and research masters programmes) in some science, engineering or technology disciplines or if you are applying for a taught programme in some science and engineering based subjects. MSc in Particles, Strings and Cosmology (F3K209) also requires ATAS clearance. If you need to apply for ATAS clearance, this will be identified on your offer letter.

Once you have received your offer letter, you must apply online for an ATAS clearance certificate at the Foreign and Commonwealth Office, where you will also find a list of the designated subjects and further details of the scheme. When you apply for your ATAS clearance, it is important that you submit the 'ATAS Statement' information exactly as it appears in your offer letter.

The application should not take you longer than 30 minutes to complete and there is no charge for this service.

You should allow at least 20 working days for your ATAS application to be processed and certificate emailed to you. Make sure you have enough time before your current visa expires (if you already hold a visa).

It is advisable that you apply for ATAS clearance as soon as you are able to, as at peak times of the year it can sometimes take longer than usual to receive a response.

If ATAS clearance is required to obtain a visa to study your chosen programme, you are required to provide a valid ATAS clearance certificate with your application for a student visa or an extension of stay in the UK.

Please be aware that it is ultimately an applicant's responsibility to check if this scheme is applicable. Then, if required, to make the application for ATAS clearance obtain a visa to study your chosen programme, failure to provide a valid ATAS clearance certificate will result in your visa application being refused.

For more information and the online application for ATAS clearance please visit: www.gov.uk/academic-technology-approval-scheme.

ENROLMENT, MODULE REGISTRATION AND INDUCTION

Enrolment and registration opens eight weeks before the start of your programme. However, first you will need to make sure that you have accepted your place and have met all conditions of your offer (if applicable). The Postgraduate Admissions Team will then process your acceptance and you will need to be allocated membership at one of our colleges (please see Section 3 of this booklet) before you are invited to enrol and register.

To begin the enrolment process, you will receive two email messages from no.reply@durham.ac.uk. The emails provide your username and password and further information on how to enrol and register. The messages are sent out 24 hours apart. You may also need to monitor your junk folders to see if the messages have arrived there.

The emails are sent to the email address you provided when you applied, so it is important that you keep us up to date with any changes to this information. If your email address changes, please email pg.admissions@durham.ac.uk to provide us with your updated details.

You will need to:

- Change your password
- Log onto Durham University Online (duo)
- Choose the 'Banner Self Service' link on duo
- Choose 'Registration and Enrolment'
- Enrol with the University

You will receive information from your department about registering for your programme and modules. You should follow the advice given about whether to complete registration for programmes and modules before you come to Durham or whether to wait until you arrive before making a final choice so that your department can give you further advice and information.

Enrolment is where you check, confirm and update your personal information held by the University.

Module Registration is where you check, confirm and sign up for the modules and programme you are studying.

Full details can be found at www.durham.ac.uk/student.registry/registration.

If you require any assistance throughout this part of the enrolment process, please contact your college, Academic Department or check the Student Registry website at www.durham.ac.uk/student.registry.

If you experience any technical problems whilst completing the online enrolment process, please contact the IT Service Desk at itservicedesk@durham.ac.uk.

Please read on to the next page for details of how to obtain your campus card.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

ENROLMENT, MODULE REGISTRATION AND INDUCTION (2)

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

When you enrol with the University you will also need to upload a photograph for your campus card. You will be able to collect your campus card from your allocated college but you should aim to upload the photograph and complete enrolment two weeks of the start of your programme..

Before you can collect your campus card, you will be required to provide proof of your identity. We accept the following photographic identification as proof of identity:

- current Passport
- current UK Driving Licence
- current European Identity card

If you are a UK student and you do not have any of these forms of identification, you may supply your original Birth Certificate.

Please note that you may be required to produce original versions of the qualification certificates that you submitted in support of your application so you should bring these with you when you come to enrol.

All PGR students must make every effort to attend the Academic Induction Programme arranged by the Centre for Academic, Researcher and Organisation Development. This occurs in October and January each year. Induction for PGT students is arranged by each Academic Department.

You can find more details regarding induction for postgraduate students at www.durham.ac.uk/graduate.school.

In addition, all postgraduate students are invited to attend the Postgraduate Welcome Programme. The programme aims to help students settle into a new environment and provides the opportunity to meet other students through a range of informative and social events. Details of the Postgraduate Welcome Programme will be provided by your college prior to your course start date.

UNIVERSITY REGULATIONS

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

The University Calendar is the primary source of information for University regulations on all matters from admission through to graduation. Examples of core and general regulations (for all postgraduate students), and individual programme regulations, for the current academic year are available from the Terms & Conditions section of the University's website: <https://www.dur.ac.uk/termsandconditions/>.

If you require more specific programme information, please contact the relevant Academic Department.

Postgraduate students who are in receipt of studentships administered by the University (either University funded, such as Durham Doctoral Scholarships, or on behalf of external funders, for example Research Councils UK), should be aware of separate sets of Terms and Conditions in respect of these students which can be found at:

www.dur.ac.uk/graduate.school/finance/awardholders/pgr_terms_and_conditions/.

CAREER DEVELOPMENT FOR POSTGRADUATE STUDENTS

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

The Careers & Enterprise Centre provides a broad range of services and opportunities that are available to all postgraduate students. This includes employer events and presentations, careers fairs (Graduate and Internship, Law and STEM), career sector forums, skills development activities and enterprise workshops.

The Centre also advertises job vacancies and related opportunities (e.g. internships, campus jobs, part-time positions). Individual careers appointments are available at the Careers & Enterprise Centre, which is on the ground floor of the Palatine Centre, but can also be offered remotely. In addition to careers advice, you can access 1:1 support in related areas including business start-up and enterprise, part-time employment and work experience. You will find useful careers resources in the Careers & Enterprise Centre where you also have the support of a dedicated Information Team to help you access relevant information. Much of this information is also available on the Careers Centre website: [Careers & Enterprise Centre - Durham University](#).

For postgraduate taught students, the Careers & Enterprise Centre runs the PGT Career Development Programme. This is a series of presentations and workshops exclusively for postgraduate taught students irrespective of subject discipline (Careers & Enterprise Centre : Career Planning for PGTs - Durham University). For postgraduate research students, there is a dedicated Careers Adviser and Enterprise Manager. Their remit is to provide individual support and deliver bespoke career development and enterprise workshops as part of the Researcher Development Programme provided by the Durham Centre for Academic Development (DCAD). The Researcher Development Programme (RDP) is a suite of workshops, events and resources designed to support research students from all disciplines across Durham University.

You can find out more about this programme at [Durham Centre for Academic Development : Researcher Development - Durham University](#). To find out more about careers and enterprise support for postgraduate research students visit [Careers & Enterprise Centre : Career Planning for PhDs - Durham University](#).

For further information about the services available via the Careers & Enterprise Centre visit [Careers & Enterprise Centre : Supporting Students - Durham University](#). You can also keep up to date with the latest careers news and activities via the Centre's Facebook page: [Careers@DurhamUniversity](#). All of the appointments, events and opportunities are accessible on the Student Services Portal, which you will find on the home page of the Careers & Enterprise Centre website.

INTELLECTUAL PROPERTY RIGHTS (IPR)

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

As a general principle the University recognises the student as the owner of any Intellectual Property the student produces while a registered student at the University. Intellectual Property is the term given to the production of original intellectual or creative activity in the course of their academic work, studies or research while a registered student at the University.

Intellectual Property Rights are the legal terms that arise from these productions. This principle of recognition may, however, be subject to variation in the case of collaborative or externally sponsored work, or other exceptional circumstances where ownership has to be shared or granted to the University.

In connection with their academic studies or research, students may become involved in work with commercial potential. The University is committed to encouraging the successful exploitation of Intellectual Property Rights by its students and maximising the value of the Intellectual Property for the benefit of all involved in its creation. To that end, the University will seek to promote the recognition, protection and exploitation of potentially valuable Intellectual Property produced by its students.

The University retains the right to require any student to assign his or her interests in any Intellectual Property Rights arising from the financial exploitation of any work with commercial potential. Assignment will only take place in the event that Intellectual Property is generated. Students who are required to assign Intellectual Property Rights to the University will be entitled to a share in any revenue arising from the commercial exploitation of that Intellectual Property.

Students shall in such circumstances be required, in conjunction with their supervisor, or the member of staff directing their studies :

- To ensure that the Chief Financial Officer of the University is notified in writing of any Intellectual Property or other result developed or obtained in the course of their academic work which it is considered, by the University, may have commercial significance;
- Notification by a student must take place in a timely manner before publication or other disclosure and to withhold publication for a limited period if required to do so by the Council of the University.

It is University policy that all Intellectual Property or other results developed or obtained in the course of a student's academic work or studies shall be published. The University, however, retains a right to request a delay in publication when it is necessary to secure the Intellectual Property or where the prior permission of a third party, for example an external sponsor, is required.

The University will also assert its rights over a student's academic work or studies to prevent publication where it deems publication to be unethical and/or likely to promote improper use of the work and/or to bring the University into disrepute, for example by promoting or facilitating plagiarism through the process of publication.

DISABILITY SUPPORT

Disability Support is a specialist service providing information, advice and guidance to prospective and current disabled students, as well as staff working with disabled students. We aim to support students in fulfilling their academic potential to help them achieve a positive university experience.

By telling us about your disability early we can begin to identify the support you need, including any financial support you may be eligible for. To tell us about your disability and support needs, please complete a 'Tell Us More' form . This form enables us to begin a dialogue with you about your support needs before you arrive.

The Disability Support Service operates all year round and Disability Advisers are available to offer advice to prospective students.

You can contact Disability Support at disability.support@durham.ac.uk or on 0191 334 8115, and speak with an Adviser to get further information on the available support.

We look forward to meeting you.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

DISCLAIMER

This University publication is intended as a general guide to the University of Durham's courses and facilities and forms no part of any contract between you and the University except as provided below. The publication is prepared in advance of the academic year to which they relate.

The University makes every effort to ensure that the information contained here is accurate. Although reasonable steps are taken by the University to provide the courses and services described, the University cannot guarantee the provision of any course or facility. Any course may be altered or withdrawn owing to circumstances beyond the University of Durham's reasonable control. Such circumstances include (but are not limited to) industrial action, pandemic or the outbreak of any infectious disease, lack of demand, departure of key personnel, change in Government policy, withdrawal or reduction of funding, change of Law. The University will take such steps as are available to it to minimise the effect of any alteration or withdrawal of a course. Such steps may include the offer of a place on an alternative course.

Please note that the University's website is the most up to date source of information regarding courses and facilities and we strongly recommend that you always visit the website before making any commitments.

Durham University and Durham University logo are registered Trade Marks of the University of Durham. Unless otherwise stated, all material in this publication is copyright of the University of Durham. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form, or by any means, electronic, mechanical, photocopying, recording or otherwise, without the permission of the University.

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

CONTENTS

The sections in this document are as follows:

[Section 1. Receiving your offer](#)

[Section 2. Fees and Finance](#)

[Section 3. College Membership and Accommodation](#)

[Section 4. Fraudulent Applications](#)

[Section 5. Developing your Academic Skills](#)

[Section 6. International Applicants](#)

[Section 7. Enrolment, Module Registration and Induction](#)

[Section 8. University Regulations](#)

[Section 9. Additional Information](#)

CONTACT DETAILS

Please use the following information to help direct your enquiry regarding postgraduate admissions.

Postgraduate Admissions Team
(Student Recruitment & Admissions Services)

<https://www.durham.ac.uk/study/askus/> for all enquiries regarding the postgraduate admissions process including policy, fee status and existing application enquiries.

Telephone: +44 (0)191 334 1000

In all correspondence with Student Recruitment and Admissions, please quote your student ID number which usually begins 000. This can be found in your applicant portal or on your offer letter just below your name and address.

For more information about programme content and structure, please go to the following link on our website and select the academic department in which you have chosen to study.

<https://www.durham.ac.uk/departments/>

