



Durham
University

Inspiring the extraordinary

PG Offer Guide 2023





Congratulations on receiving an offer to study at Durham University!

We look forward to welcoming you to our thriving postgraduate community.

We've prepared this guide to give you useful and important information to help you as you progress through your journey as an applicant with us. You should read this guide alongside your offer letter which you will find in your **Postgraduate Applicant Portal**. You should also refer to our General Regulations.

All of these form part of the terms and conditions of your offer as well as providing the basis of your student contract should you accept our offer and become an enrolled student at Durham. It is important that you read these documents carefully before accepting an offer with us. As we send additional important information by email, don't forget to add us to your contacts to ensure you receive messages from us and check your junk folders regularly.

Throughout this booklet we use the following acronyms:

PGT - Postgraduate taught

PGR - Postgraduate research

CAS - Confirmation of Acceptance for Studies (for international students needing a visa to study in the UK)

If you have any questions then please **Ask Us**, and we hope you accept our offer!



Your offer

You'll have received either a conditional or an unconditional offer. You can see the exact details of your offer and your offer letter in your [Postgraduate Applicant Portal](#).

It's important to read your offer details carefully, including your course and year of entry. If you think something's not right then you must [tell us](#).

Conditional offer

If you've received a conditional offer you may need to provide evidence of the qualifications you've been asked to achieve and possibly one or more references as outlined in your offer letter. For any academic conditions this might be:

- A final transcript or degree certificate
- English language evidence (where this is stated as an offer condition)

Documents can be submitted in your [Postgraduate Applicant Portal](#). From the home page select 'My Details' then 'My Actions Required' and select from the menu next to the relevant Action Request. You can also upload your document(s) by clicking on the menu next to the application you want to upload documents for on the home page of your portal and selecting 'Add Supporting Document'.

You will need to provide [certified translations](#) of any documents which aren't in English.

If you need to provide one or more references in support of your application you can upload a document received from your referee(s) or if you have told us your referee can be contacted by the University then they will receive an email from us prompting them to upload a reference through the portal.

Your record will be updated when we receive the evidence we need from you.

If you are required to pay a tuition fee deposit your record will also be updated when we receive confirmation this has been paid.

If you are an overseas applicant (which will be stated on your offer) and require a visa to study in the UK we will also send you the information you need for your visa application. Please see the section entitled 'Visa Applications' later on in this booklet.

Requesting a change

We're able to consider, on a case-by-case basis:

- Change of year
- Change of course
- Change of mode of study

You can request a change through your applicant portal homepage.

We aren't able to approve all requests, but if we are able to you will receive a new offer letter which you will be able to view in your applicant portal.

If you request a deferral your application will be deferred and reconsidered when the next admissions cycle opens. You can only defer one year at a time (for example from 2023 to 2024 - not 2025). If you wish to request another deferral you should request this through your applicant portal in the normal way. If you are not able to take up your place following a second deferral you will need to re-apply.

If you are a PGR applicant you can also request a deferral within the same academic year. If your department approves your deferral then your portal will be updated to reflect this.

Replying to your offer

We very much hope that you will accept your offer with us, and you can let us know your decision by logging in to your applicant portal. While most courses don't have a deadline by which you need to do this (where one exists for the course you have applied for you will be advised what the deadline is), we do recommend you make your decision as soon as possible. This is especially important if you are an international applicant and need a visa to study in the UK.

Once you have made your decision you will receive a portal notification confirming the new status of your application.



Fees and funding

Fee status

Publicly funded educational institutions charge two fee rates – a ‘home’ fee and an ‘overseas’ fee, which is usually higher. Which fee rate you pay depends on whether you meet certain criteria.

We assess your fee status using the UK government fee regulations for Higher Education in England and guidance provided by [UKCISA](#). In most cases, the decision about your fee status has been based upon the information provided on your application. If we are unable to determine your fee status we will contact you to ask for further information. If you think your fee status is incorrect then you can submit a Fee Status Review Request through the homepage on your applicant portal.

You can find out more about how fee status is assessed at Durham by visiting [Fee Status](#).

Your fee status will be one of:

- Home
- EU
- Islands
- Overseas

Home and Islands students pay fees at the lower, ‘home’ rate. EU and overseas applicants pay fees at the higher, ‘overseas’ rate.

If you are an EU applicant with ‘settled’ or pre-settled’ status and have been told you must pay fees at the higher rate, you should submit a ‘Fee Status Review Request’ in your portal as you may be eligible to pay fees at the lower rate.

If you are studying your course on a part-time basis, you will be charged fees pro-rata, based on the number of credits you are studying each year plus 10%.

Tuition fees

You’re required to pay tuition fees at the beginning of your course and for each year of taught or supervised study you undertake with us. The fee you will have to pay can be found in your offer letter and on our [Courses Database](#) for PGT students and at [Tuition Fees and Charges](#) for PGR students. The fee you will pay will depend on your course of study, whether you pay the ‘home’ or ‘overseas’ rate, and if you study full-time or part-time.

You are responsible for the payment of all fees and charges unless receiving sponsorship or a scholarship. The Finance Department at the University will issue an invoice to you for your tuition fees after you have enrolled. If you are receiving sponsorship or a scholarship you will need to provide evidence of this as part of the enrolment process. Tuition fees can be paid by interest free direct debit.

You can find out more information about enrolment on page 12 of this booklet.

Important information for PGR students

You will be required to pay a continuation fee if you have not submitted your thesis within three months of the end of your supervised study.

The fee you will have to pay is calculated as 10% of the full-time ‘home’ tuition fee for your course for the first year of continuation, and 15% of the full-time ‘home’ tuition fee for your course if your continuation progresses into a second year. The ‘home’ fee rate applies regardless of your individual fee status.

Deposits

If you are an overseas applicant you will be required to pay a tuition fee deposit of £1000.

If you have received an offer for an MSc programme at Durham University Business School the tuition fee deposit is £2000 for overseas applicants and £500 for home applicants. A deposit of £500 is also payable by applicants to the MA in Archaeology.

Full details of any tuition fee deposit you will have to pay can be found in your offer letter.

Your deposit should be paid within 6 weeks of the date of your offer letter. If you receive your offer less than 6 weeks prior to commencement of the course then your tuition fee deposit will be due sooner. You can find the exact date that your deposit is due in your offer letter.

Tuition fee deposits can only be refunded in certain circumstances and you should refer to the section on deposits in our [Student Debt Policy](#) for more information.

You can pay your deposit via our [online payment facility](#). You can find out about additional payment methods at [How to pay your invoice](#).

Financial assistance – home students

Postgraduate Loans

If you are a ‘home’ student you may be eligible for a [postgraduate loan](#) to help you with tuition fees and living costs.

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 £7000 to help 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 course within one year, but applications from part-time students are welcomed and considered.

Financial assistance – overseas students

While most overseas students are self-financing, there are a number of different funding sources you can apply for to help with the cost of course fees and living expenses. You can find out more information at [Funding your Studies](#) and at [Scholarships, Bursaries and Awards](#)



Disability Support

Our Disability Support Service provides information, advice and guidance on all aspects of support if you consider yourself to have a disability.

You can submit information about your disability through your applicant portal by clicking on the arrow next to your course and choosing the 'Submit Medical Conditions' option. It's important you do this as soon as possible so that your needs can be considered and discussed with you before you arrive.

You can also contact Disability Support at disability.support@durham.ac.uk or on 0191 334 8115.



College membership and accommodation

Full-time postgraduates

Durham is a collegiate university and all students are members of a college. There are 17 colleges in Durham City, all of whom have postgraduate members.

College membership and accommodation is co-ordinated by the [Accommodation and Allocations Office](#). Once you have accepted your offer they will be in touch with you with further information about college membership and accommodation options.

Family accommodation

We have a small amount of [couple and family accommodation](#) if your partner/family are joining you in Durham. As space is limited, early application is strongly advised.

You may also choose to seek [private rented accommodation](#).

Part-time and distance learning postgraduates

If you are studying your course part-time or via distance learning you will also become a member of a college. If you accept your offer you will automatically be allocated membership of one of our colleges dedicated to part-time and distance learning students. Where you are allocated will depend on your course of study.

While accommodation is not available, if you need short-term or temporary accommodation for any reason then please contact your allocated college for further information.

Developing your academic literacy skills

Pre-entry

Durham Centre for Academic Development (DCAD) offers a number of preparatory courses in academic literacy and academic language development. Our Pre-sessional courses are specifically designed to prepare international postgraduates for the demands of academic study here at Durham. Successful completion of the relevant Pre-sessional will also satisfy the language condition for entry onto a Durham degree.

A pre-sessional course will help you 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 course also offers you the opportunity to explore academic issues from the perspective of your own discipline. You will become familiar with a range of teaching and learning methods common in Durham University, including small-group seminars (approx. 10 students to a tutor), lecture engagement, peer project work, and guided independent study. You will also become familiar with Durham's Virtual Learning Environment and the Library catalogue during your studies, while enjoying a Durham college experience and learning how colleges support the academic experience.

There are three intake points: March/April (20-week Pre-sessional programme); June/July (10-week Pre-sessional programme), and July/August (6-week Pre-sessional programme). All courses are offered in-person at Durham.

If you have not met the language condition for your chosen degree at Durham, you may be eligible for a pre-sessional course. Your conditional offer letter will state which length of course you can take. You will need to apply directly for a place and you can do this via your applicant portal.

You can also take a pre-sessional course if you have received an unconditional offer but still wish to further develop your academic skills in English. The 6-week programme, in particular, provides a valuable induction into the academic and writing expectations at Durham.

If you take a summer pre-sessional programme you are encouraged to stay in Durham University college accommodation in either Josephine Butler or Stephenson College. You will have access to a dedicated pre-sessional student support team as can enjoy 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.

You can find out more at [Durham Centre for Academic Development](#).

Post-entry Academic Skills and Writing Development - free and open to all students

Working effectively and productively at Durham requires a range of academic skills and strategies. DCAD offers dedicated provision to help you develop and enhance these skills. Classes and workshops range from note-taking, reading strategies and developing your writing, to giving effective presentations, 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.

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.

You can find out more at [Academic Development](#)

Visa requirements for international students

It is important that you ensure that you have the necessary entry clearance before coming to the UK as a student.

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.

If you are studying by distance learning and need to spend a short period at Durham, you can travel to the UK with permission as a Visitor. Visitor permission is granted for a maximum period of six months and is not renewable (i.e. you must leave the UK when your permission expires).

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 you to switch from full-time to part-time study.

Please visit [Visa Requirements](#) for more information.

You should also visit [UK Visas and Immigration](#). As visa regulations are subject to change you are advised to check these pages regularly for updates.



Academic Technology Approval Scheme (ATAS)

You will need Academic Technology Approval Scheme clearance if you are an international student intending to study a science, technology or engineering subject, either taught or research. The MSc in Particles, Strings and Cosmology F3K209 also requires ATAS clearance.

If you need to apply for ATAS clearance we will tell you in your offer letter. 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.

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 30 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.

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.

It is your responsibility to check if this scheme is applicable to you and make an application for ATAS clearance. If you do not provide a valid ATAS clearance certificate when you apply for a visa your visa application will be refused.



Enrolment, module registration and induction

Enrolment and registration

Enrolment and registration opens eight weeks before the start of your programme.

Before you can start enrolment you will need to make sure that you have accepted your place, paid your tuition fee deposit (if applicable) and have met all conditions of your offer (if applicable). You will also need to be allocated to a college and have your acceptance processed by Postgraduate Admissions before you are invited to begin the enrolment process.

You will receive two emails from no.reply@durham.ac.uk, which will be sent 24 hours apart and to the email address contained in your application form. Please ensure you check your junk/spam folders regularly.

- 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 [Registration Process](#)

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.

If you require any assistance throughout this part of the enrolment process, please contact your college, Academic Department or visit [Checklist for New Students](#).

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

Campus Card

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 before 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.

Induction

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. In addition, all postgraduate students are invited to attend the Postgraduate Welcome Programme. The programme aims to help you 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.

Career Development for Postgraduate students

The Careers & Enterprise Centre provides a broad range of services and opportunities that you can access as a postgraduate student.

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 should you wish to discuss your career plans and next steps, including preparing for job applications and interviews.

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 can find out more about the support that is available, as well as access to careers resources at [Careers and Enterprise Centre](#).

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.

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 via the Durham Centre for Academic Development at [Academic Development for Postgraduate Researchers](#).



Intellectual Property Rights

As a general principle the University recognises you as the owner of any Intellectual Property you produce 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 academic work, studies or research while you are 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 your academic studies or research, you 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.

If you are required to assign Intellectual Property Rights to the University, you will be entitled to a share in any revenue arising from the commercial exploitation of that Intellectual Property.

You shall, in such circumstances, be required, in conjunction with your supervisor, or the member of staff directing their studies to ensure:

- 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 your academic work which it is considered, by the University, may have commercial significance;
- This takes 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.

How to contact us

You can contact us by:

- Raising an enquiry in your [Applicant Portal](#)
- Using our online form [Ask Us](#)
- Telephone: +44 (0)191 334 1000

In all correspondence with us please quote your student ID number which usually begins 00 or 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 search for your course on our [courses database](#).

The Legals

Fraud

The University issues offers in good faith on the basis of the information provided by you 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.

University Regulations

You should read the information contained in this guide carefully, as well as the information contained in your offer letter. You should also refer to:

[Statutes and Regulations](#)

[Admissions Regulations](#)

[Terms and Conditions](#)

[Student Protection Plan](#)

[Postgraduate Admissions Policy](#)

As these form part of the terms and conditions of your offer as well as providing the basis of your student contract should you accept our offer and become an enrolled student at Durham. It is important you read these documents carefully before accepting an offer with us.



Contact us

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Durham DH1 3LE
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Enquiries

T: +44 (0)191 334 1000

W: durham.ac.uk/study/ask-us

durham.ac.uk



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.

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