

GRADUATE SCHOOL FUNDING FAQs

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PRE-APPLICATION

- When can I start applying for funding?

You would need to consider funding as soon as possible as deadlines are usually set early in the year prior to when you plan to start your study/research.

The Graduate School at King's College London normally announces their funding schemes from October/November in the year before an applicant plans to commence their studies i.e. funding for the 2012/13 academic year will be available for application from Oct/Nov 2011. Applicants can start applying to the Graduate School for funding once the announcement of funds is made.

Please note that the funding opportunities offered by other sources will have their own application timelines and therefore you must check with the funding provider carefully as to when their processes commence.

- Do I need to hold an admissions offer before I apply for funding?

Please note that certain Health Schools (that is, Biomedical Sciences, Medicine and the Dental Institute) would expect an applicant to have received an admissions offer by the funding deadline - If you have any queries about this please liaise with the relevant Admissions and/or Divisional contact.

For students applying to all other Schools, you do not need to hold an admissions offer prior to applying for Graduate School funding. You can apply for Graduate School funding before you get an offer of admissions for the programme that you have applied to, however you do need to eventually receive an offer of a place in order to hold a Graduate School funding award.

- When is the Graduate School funding application deadline?

The application deadline for Graduate School Postgraduate Research (PGR) funding is 17:00GMT on 1st February 2012.

The application deadline for Graduate School Postgraduate Taught (PGT) funding is 17:00GMT on 1st March 2012.

- What do I do if the funding deadline is different to the deadline for the programme?

If you wish to be considered for Graduate School funding then the admissions application must be completed by the application deadline that is set for funding, this is regardless of what the application deadline is for the postgraduate programme itself. That is, the funding deadline supersedes the admissions deadline.

- How do I find out about other available funding opportunities?

You can:

1. Search for funding opportunities via the College online funding database at: <http://www.kcl.ac.uk/graduate/funding/database/>
2. Contact the department/school where you plan to study, and/or contact your proposed supervisor at King's College London, for information about any internal funding opportunities that might be available
3. Search through external funding search engines such as www.postgraduatestudentships.co.uk for a comprehensive list of external funding opportunities such as charity funding

- What funding am I eligible to apply for?

The answer to this question is dependent on various factors such as nationality, level of study, subject area that you want to study, fee status etc. Each funding opportunity will have its own set of criteria that you need to fulfil and the only way you can really know what you are eligible for is by carefully checking the conditions and criteria that the relevant funding body has set. Information should be available from the funding provider.

- Do Graduate School funding schemes support part-time study?

With the exception of the King's Alumni Bursary the answer is NO. All funding opportunities offered by the Graduate School are only valid for full-time study. Part-time registration is NOT permitted for candidates in

receipt of Graduate School funding (except for the King's Alumni Bursary), and any changes from full-time registration status can result in the withdrawal of the fund.

- It has been some years since I last studied. Can I still apply and does this affect my application?

This will not affect your application providing you can demonstrate a continued level of academic knowledge and interest in the research area.

- I am currently undertaking my postgraduate programme at the College. Am I eligible to apply for funding and if so what funds?

If you in your first or second year of a full-time postgraduate research (i.e. MPhil/PhD) programme at King's College London (or part-time equivalent) then you could be eligible for the King's Continuation Scholarship (KCS) that is offered by the Graduate School. For information about this scheme please refer to the weblink here: <http://www.kcl.ac.uk/graduate/funding/database/index.php?action=view&id=307>.

Unfortunately the Graduate School does not currently offer any funding to Masters students who have already commenced their programme.

- I am in my final year – am I eligible for funding?

There are limited funds available to students who are in the final years of their postgraduate research degree. The Graduate School does not currently offer any significant funding to support final year students however there may be opportunities that you can seek outside of the College. Please refer to the college postgraduate funding database (<http://www.kcl.ac.uk/graduate/funding/database/>) for information.

- I have been awarded before – am I eligible to receive another award?

Students who have previously been awarded Graduate School funding are eligible to apply again. However, please note that some awards offering partial funds cannot be held concurrently with fully-funded studentships or other overlap awards. Where funding does overlap (for instance, both funds cover full tuition fees) the student will be required to choose which funding opportunity they wish to take.

- I do not meet the academic entry requirements - can I still apply for funding?

In view of the limited number of awards and the high standard of applications that is normally received, it is expected that the possession or likely attainment of a first class or very good upper second class honours undergraduate degree (or equivalent) will be the minimum requirement for funding. If your academic qualifications do not meet the entry requirements for the programme but your School/Department is still keen to accept you onto the programme and feel that you are a strong candidate for funding based on your other achievements such as experience/professional qualifications and awards/prizes then your funding application may still be considered.

- Are there any funding opportunities available for Masters by Research or MPhilStud students?

Yes. Funding for 'Masters by Research' and 'MPhilStud' programmes fall within the Graduate School's postgraduate taught funding opportunities.

- What should I do if I am applying for a 1+3 research programme?

The Graduate School does not currently offer funding to fully cover a research programme that includes a Masters degree prior to the MPhil/PhD degree (a 1+3 research degree). Students who are applying for a 1+3 research programme will need to apply separately for funding for each part of the degree, that is, apply for funding for the first year Masters programme, and then apply again for the MPhil/PhD programme in the following year.

APPLICATION

- Is there an application fee?

No, there is no application fee for funding.

- How do I apply?

To apply for Graduate School funding, applicants must do the following by the specified application deadline (as given above):

- Complete and submit an *Admissions Application* form via the online admissions application portal (<https://myapplication.kcl.ac.uk/>). NOTE that this admissions application must include academic transcripts and two supporting references.
- Complete and submit a *Graduate School Online Funding Form* which is accessible at: <https://www.kcl.ac.uk/forms/graduate/gsfunding-form.html>.
- A *Graduate School Funding 'Case for Support form'*. This must be completed and submitted directly to the Research & Graduate School Support Office via email at graduateschool@kcl.ac.uk.

-Do I need to provide a research proposal?

If you are applying for funding to support a postgraduate research (PGR) programme then the answer is: Yes. You must provide one as part of your admissions application and you must also provide one as part of your funding application. Students seeking to undertake a Masters programme are not required to provide a research proposal.

- What is a research proposal and what sort of information is required for it?

The ability to identify and propose a viable research project is a major indicator of your potential for doctoral study. A research proposal should explain the field of study that you want to contribute to, the current research gaps, what you want to do, and how you propose to do it.

A good research proposal typically includes the following components:

- A clear statement of the proposed research question
- An explanation of the importance and originality of the proposed topic.
- A section describing not only your proposed methodology but also an explanation of why this methodology is the most appropriate for the proposed topic.
- A prospective chapter outline of the proposed thesis
- A timetable showing a realistic plan, including critical milestones, for the completion of your research and writing within three years
- A concluding section showing why this research should be conducted specifically here, at King's College London, rather than anywhere else.

For full details on what you are expected to provide as part of the Graduate School funding Case for support form, please follow the instructions/guidelines given on the form.

NOTE: Candidates are encouraged to take due care in the preparation of the proposal, to consult former academic advisors for advice on preparing a proposal or to discuss their research ideas with potential supervisors in the Department where they intend to undertake their research.

- Can the same research proposal be used for both the admissions application and the funding application (Case for support form)?

Yes. As long as the research proposal covers the required areas/questions that are highlighted on the specific form, and as long as it falls within the specific word/character limit, then you can use a copy of the same one for both.

-Do I need to provide a personal statement?

Applicants applying for postgraduate taught (PGT) funding to support a Masters programme must provide a personal statement as part of their Case for Support form.

Applicants applying for postgraduate Research (PGR) funding do not need to provide a personal statement as part of their funding application but they may be required to provide one as part of their admissions application for the programme.

-What is required as part of a personal statement?

The statement should describe your academic background, reasons for applying for the programme of choice and what you hope to gain from it, including any relevant interests, strengths, ambitions or research interests.

- Can the same personal statement be used for both the admissions application and the funding application (Case for support form)?

Yes. As long as the statement covers the required areas/questions that are highlighted on the specific form, and as long as it falls within the specific word/character limit, then you can use a copy of the same one for both.

-Do I need to provide a CV as part of my funding application?

No. We do not request this as part of the Graduate School Funding process. You can however submit one as part of your admissions application if you wish, but please note that we will not consider this in the funding selection process.

- Do I need to submit references to support my funding application?

References will be considered as part of the funding selection process however applicants do not need to submit copies of their references directly to the Research & Graduate School Support Office. What you will need to do is ensure that your references are submitted as part of your admissions application and this must be done within 2 weeks following the funding application deadline. The Research & Graduate School Support Office will then extract copies of your references from your admissions application. *Late references will not be considered.*

Note that: The online admissions application form has a function that will enable your referees to be contacted via email for their reference. It is your responsibility to make contact with your referees promptly to allow your application to be completed in time.

- Who can I nominate to be my referee?

You must nominate two referees in support of your application. If you are currently studying/have recently studied, both your referees must be familiar with your academic work, preferably from the institution at which you have recently studied/currently study e.g. from an undergraduate tutor or postgraduate taught (masters) tutor who is able to comment on your academic ability and potential. If you are in employment then you may include a relevant work reference as one of your references.

Please remember to check that your referees are happy to provide a reference for you before you include their details on the online admissions application form.

- Do I need to submit academic transcripts to support my funding application?

Transcripts will be considered as part of the funding selection process however applicants do not need to submit copies of their references directly to the Research & Graduate School Support Office. What you will need to do is ensure that your transcripts are submitted as part of your admissions application and this must be done within 2 weeks after the funding application deadline. The Research & Graduate School Support Office will then extract copies of your references from your admissions application. *Late transcripts will not be considered.*

- What are academic transcripts?

A transcript is a certified document which shows the student's full name, course, title and date of enrolment. It also shows the course unit marks and confirms the final award classification.

- I am a prospective research student, do I need to identify a proposed supervisor as part of the funding process and if so how?

Ideally, prospective students should make contact with the department where they intend to undertake their research in order to identify a supervisor for their proposed research project. It is important that all applicants discuss with their chosen supervisor/potential supervisor or department/division their proposed topic when drafting their research proposal for their application. To identify a supervisor, you can search for contact information via relevant academic staff web-pages on the King's website, and here you should find details of each academic member's research interests.

- Do you consider, awards/prizes, professional qualifications and relevant work experience as part of the funding process?

Awards/Prizes/professional qualifications and relevant work experience can add weight to your funding application. Applicants will have the opportunity to highlight these achievements in the Funding Case for Support form.

- Do I need to provide proof of English Language proficiency as part of the funding application process?

With the exception of the Kings-China Scholarship Council PhD Scholarship programme, the Graduate School does not generally request English language proficiency as part of its funding application process. English language proficiency is normally a requirement of the admissions application process for the postgraduate programme, and so as long as applicants are able to fulfil the requirements for admissions then they can be considered for funding.

If you are applying for the Kings-China Scholarship Council PhD Scholarship programme then you must be aware that you will be required to confirm a specified level of English Language Proficiency by the point of nomination to the China Scholarship Council (CSC) (which for 2012-13 is 20 March 2012).

- Can I apply for funding for more than one programme at King's and if so how do I do this?

Yes, you can apply for funding for more than one programme at the same time. What you will need to do is submit a different set of applications for each of the programmes that you want to be considered for, that is, one admissions application; one online funding form; and one Case for Support form, for each of the programmes that you want to apply for.

To submit multiple admissions application, you will first need to complete an [online application](#) for one of the programmes, and after this you can click on 'new application' and create another application for a different programme, including a second research proposal.

POST-APPLICATION / SELECTION

- How are funding applications assessed?

Essentially, assessment of applications for both PGR and PGT funding is based on academic merit and potential.

For PGT funding, marks will be given for the quality of an applicant based on the application documentation provided.

For PGR funding, marks will be given for the quality of applicants based on:

- Evidence and strength of academic qualifications gained (minimum entry qualification is a 2i and/or a higher degree), and where applicable, professional qualifications and/or relevant experience;
- Strength of the research proposal;
- Matching of the applicant's interests with his/her supervisor or the potential supervisor if the degree programme has not yet commenced

- Do you take into account a student's financial 'need' as part of the funding selection process?

No. Funding that is administered via Graduate School is allocated based on the assessment of applicants' academic and professional achievements as well as their academic potential. Unfortunately, these funds are not offered on a 'need' basis.

- Will I receive acknowledgement that my funding application has been received?

Please note that different forms of acknowledgement will be received at each step of the application process, as follows:

- *Online Admissions Application*: Once this is submitted you should receive notification to say that you have successfully submitted and you will also be given a student number/reference that is unique to your application. The system will allow you to log back in and track your admissions application every step of the way.

- *Graduate School Online Funding Form*: Once this online funding form has been submitted you will be directed to a web page which confirms that the form has been submitted. Please note that no further confirmation will be sent about this.

- *Graduate School Funding 'Case for Support form'*: Once this is submitted to the Research & Graduate School Support Office via email at graduateschool@kcl.ac.uk, you should receive an automated (Out of office) message to say that the form has been received. Please note that this is proof that your message has reached the Research & Graduate School Support Office email inbox. No further confirmation will be sent to confirm this.

- How can I track the status of my funding application?

Unfortunately there is no quick and easy way for you to track the status of your funding application.

The Research & Graduate School Support Office will endeavour to contact you as soon as progress has been made on your funding application.

Please refrain from contacting the office to chase for a decision as they may not be able to provide you with an update until they hear back from the decision makers.

- If I apply earlier do I stand a better chance of being successful with funding?

Not really. Applicants are encouraged to apply as soon as possible in order to ensure that they meet the application deadline, however an early application will not directly affect the decision making process as the selection process does not take place until after the application deadline has passed.

The real advantage of applying earlier is to ensure that you meet the deadline and also if there were any problems with your application then this could be picked up and corrected in time.

- Are you willing to consider any applications after the deadline has passed?

No. The application deadline is absolute and any materials received after the specified time and date will not be accepted. No exceptions can be made.

RESULTS

- When will results for PGR funding be announced?

Notification of the outcome of your application will depend on how far your application goes in the selection process.

End of February: Candidates who are deemed ineligible for Graduate School Funding will be informed as soon as they have been identified as ineligible by the Research & Graduate School Support Office.

Beginning of April: Candidates who have not been short-listed for final consideration by their School/Department will be informed of the outcome as soon as the information is available to the Research & Graduate School Support office. This will normally take place in early April.

Beginning of May: The outcome of the final selection stage will be announced towards the beginning of May. Please note that at this stage there will be a list of successful candidates and a list of reserve candidates in the event that a selected candidate declines the offer of an award, therefore there will usually be a period where awards are reallocated resulting in final decisions being made beyond May.

- When will results for PGT funding be announced?

Notification of the outcome of your application will depend on how far your application goes in the selection process.

End of March: Candidates who are deemed ineligible for Graduate School Funding will be informed as soon as they have been identified as ineligible by the Research & Graduate School Support Office.

Mid May: Candidates who have not been short-listed by their School/Department will be informed of the outcome as soon as the information is available to the Research & Graduate School Support office.

Beginning of June: Final decisions will be announced towards the beginning of June. Please note that at this stage there will be a list of successful candidates and a list of reserve candidates in the event that a selected candidate declines the offer of an award, therefore there will usually be a period where awards are reallocated resulting in final decisions being made beyond May.

- How will results be announced?

Candidates will be informed of the result via email in the first instance

- Will I be informed of the outcome regardless of the decision?

Yes. The Research & Graduate School Support Office will contact all applicants to inform them of the decision on their Graduate School funding application.

- If I am selected as a reserve, when is the latest by which I might receive a final outcome?

The latest by which awards will be reallocated is the End of July. If you have not heard from us by this point then please get in touch with the Research & Graduate School Support Office at graduateschool@kcl.ac.uk.

- My funding application has been unsuccessful. Can I find out why?

Where possible, the Research & Graduate School Support Office will seek to provide you with feedback on your funding application. Where the office is unable to provide you with direct & constructive feedback we will refer your query to the section/office/person that was responsible for making a decision on your application.

- Why does it take so long for you to make a funding offer?

Due to the vast numbers of applications received and the general high level of competition involved, the College requires a certain amount of time to process all the applications and make an informed decision so that the best students are selected. Unfortunately for applicants, who we understand to be anxiously waiting on results, a process of such great importance cannot be rushed.

POST-AWARD

- I have been offered funding, what do I need to do to confirm that I want to accept it?

To confirm your acceptance of Graduate School funding, you will normally be required to email the Research & Graduate School Support Office directly to confirm that you wish to accept the award and its terms and conditions. You are not normally required to provide any further confirmation, however the Research & Graduate School Support Office reserves the right to make any further requests if required.

- Is there a deadline for accepting an offer for funding?

If you receive an offer of funding from the Graduate School you will be given a deadline by which you must respond to confirm your acceptance. If you fail to respond by the deadline the fund will automatically be transferred to a reserve candidate who is next in line for the fund.

Please note that it is not the responsibility of the Research & Graduate School Support Office to chase you for a decision.

- I have been offered funding but cannot decide if want to take it, can I extend the deadline for accepting the offer?

This is not normally permitted as it will be unfair on other candidates (reserves) who are waiting on the opportunity. If you have a reasonable excuse for the request for an extension then you must contact the Research & Graduate School Support Office who will then take it into consideration.

-What happens to funding that is not taken up by a candidate?

If a successful candidate fails to respond by the deadline or if the candidate declines the offer of their award then the fund will automatically be transferred to a reserve candidate who is next on the reserve list.

- I have been offered a fully funded award, how much will I get for the stipend?

The Graduate School will always try to match its stipend value to that of the Research Councils and this may vary slightly year on year. The exact value of your stipend will be confirmed in the award confirmation letter that you will receive after you have accepted an offer of the award.

- Is Graduate School funding free from Tax?

Yes. Funding that is offered through the Graduate School is offered tax free.

- How long does Graduate School funding last?

The maximum duration of Graduate School funding for a full-time postgraduate research programme (i.e. MPhil/PhD) is 3-4 years. Postgraduate research funding is renewable for up to 3-4 years, subject to satisfactory progress. Please note that this excludes the writing-up period which is not covered.

- How do I renew my Graduate School funding award?

The renewal of Graduate School funding is done automatically via a process conducted internally by staff. Award-holders are not required to reapply for the funds, however if there is any query over progress then the Research & Graduate School office will be in touch.

- Do I need to pay a deposit?

No, you do not need to pay a deposit fee for funding. But you may be required by the academic School/Department to pay a deposit fee in order to secure your place at King's. If you have any questions about this then you must contact your Department/School directly.

- Is it possible to defer my funding?

Deferral of Graduate School funding to another academic year is not permitted. Funding is normally offered to commence during a specific academic year only (from September through to July). As long as you commence your programme within the specified academic year then your award will still be valid.

- Can my funding be transferred to a different programme?

No. Funding is normally offered based on the programme that you had initially applied for so if there are any changes to your programme i.e. research project, supervisor or department, you must inform the Research & Graduate School Support Office so that we can assess if your award is still valid.

- When are the funds paid and how are they paid?

Graduate School funding for new students normally commences once the award-holder registers at the College.

If you are a current student then funds that are to go towards a stipends will be paid from the start of the academic year (September/October) and funding for tuition fees will be paid from the point where you re-register for your next academic year.

If your fund is to go towards your tuition fees then this will normally be paid internally to your hosting academic School.

Funding that contributes towards maintenance will normally be paid in instalments and is normally paid into the award-holders UK bank account. Full details about how you will receive this will be provided in the award letter that you will receive after you have confirmed your acceptance of the funding opportunity.

- Do Graduate School funding schemes cover bench fees / writing-up fees / conferences fees / travel fees?

Unfortunately the answer is no. General Graduate School funding does not provide a cover for bench fees, writing up fees or conference/travel fees. Students are normally expected to cover these additional expenses or apply for alternative support to cover these. The Graduate School does however offer a Conference Fund competition which registered postgraduate research students can apply to – for details please go to:

<http://www.kcl.ac.uk/graduate/funding/database/index.php?action=view&id=311>

- During my studies I will be accompanied by my spouse and/or family, does Graduate School funding support this?

Whilst the Graduate School does not object to this it does not unfortunately provide any extra support towards an award-holder's spouse and/or family members.

- Who should I contact if I have any questions about, or experience any problems with, my Graduate School funding award(s)?

Please contact the Research & Graduate School Support Office at graduateschool@kcl.ac.uk or Tel: +44 (0) 20 7848 3376/3389

- I am an international student applying for a visa. How will my Graduate School funding affect my visa application?

The Graduate School will issue you with an award confirmation letter upon your acceptance of the award and its terms & conditions. You will need to use this award letter as proof of your funding when applying for a visa.

- I am an international student, if I hold Graduate School funding will my CAS number reflect this?

CAS numbers do not normally include a record of the funding that you have been offered through the Graduate School.

- Can I hold other funding in conjunction with my Graduate School funding?

This will depend on the additional fund that you will be holding. If the additional funding opportunity overlaps with our Graduate School funds then you may not hold the funds together. The Graduate School will need to assess this on a case by case basis.

- If I am offered other funding do I need to inform the Graduate School?

Yes. If you have been offered Graduate School funding, you must inform the Graduate School of any other funding awards (that includes scholarships/studentships/fellowships/grants/bursaries) that you have been offered from other sources. The Graduate School will need to know who is funding the award, how much it is worth and whether there are any restrictions attached to the fund. Failure to inform the Graduate School could lead to the Graduate School funds being withdrawn.

OTHER

- I do not meet the academic entry requirements - can I still apply for the programme?

The basic admission requirement is a recognised first degree in an area that is relevant to the programme that you intend to undertake at King's College London. It is normally expected of at least good upper second-class honours (or equivalent). If you do not meet the academic entry requirements but feel that you are a strong enough candidate for the programme then you must get in touch with the admissions team directly to make your case.

It is highly unlikely you will be offered a place if you fail to meet the academic entry requirements and do not have additional qualifications or experience, since competition for places at King's is very high.

- How much are Tuition fees?

Tuition fees are set per year and may vary each year.

For details about the latest Tuition Fee rates for Postgraduate Research programmes, please refer to the link here: <http://www.kcl.ac.uk/study/pg/funding/fees.aspx>

For details about the Tuition Fee rates for Postgraduate Taught (Masters) programmes, please refer to the online prospectus: <http://www.kcl.ac.uk/prospectus/> (you will need to search for your specific programme and look under the tab 'Applying, fees & funding').

- How can I find out what my fee status is and what should I do if I don't agree?

Your fee status is confirmed by the admissions office and can be found on your offer letter and found via your online admissions application - [myApplication system](#).

If you have any questions about the fee status that has been assigned to you then before responding to your admissions offer please send a message to the Admissions Officer through the [myApplication system](#) explaining why you feel your fee status is incorrect. You may be asked to complete a fee status questionnaire or provide documentation to give further details of your circumstances in order for us to make an assessment.

- Do you have any guidance on estimated living costs in London?

For a rough guide to the cost of living in London, please refer to the link here: <http://www.kcl.ac.uk/study/pg/funding/expenses/index.aspx>.

- What is the difference between a "scholarship" and a "studentship"?

Different funding schemes use different words - another one is "fellowship" - but there is no practical difference at least as far as the Graduate School at King's College London is concerned. ([Wikipedia](#) suggests that things might be different elsewhere.)

- Who should I contact if I have any problems/questions about my admissions status/offer?

Please contact the relevant admissions officer for the programme that you have applied for. Contact details per academic School are as follows:

SCHOOL	EMAIL	TELEPHONE
Biomedical & Health Sciences	pg-healthadmissions@kcl.ac.uk	+44 (0) 20 7848 8390
Dental Institute	pg-healthadmissions@kcl.ac.uk	+44 (0) 02 07848 8252
Institute of Psychiatry	pg-healthadmissions@kcl.ac.uk	+44 (0) 20 7848 8391
Medicine	pg-healthadmissions@kcl.ac.uk	+44 (0) 20 7848 8393
Nursing & Midwifery	postgrad-nm@kcl.ac.uk	+44 (0) 207 848 3024/3705/3233
Arts & Humanities	casa_pgr@kcl.ac.uk	+44 (0) 20 7848 2736
Law	casa_pgr@kcl.ac.uk	+44 (0) 20 7848 2555
Natural & Mathematical Sciences	casa_pgr@kcl.ac.uk	+44 (0) 20 7848 2555
Social Sciences & Public Policy	casa_pgr@kcl.ac.uk	+44 (0) 20 7848 7206

- I am an overseas student and need a CAS number for my student visa. How do I get this number?

Please ensure that you have informed the admissions office that you will require a visa by ticking the box on the admissions application form titled “International student: Will you require a visa to study in the UK?”. Please make sure that you have recorded the necessary details from your passport.

The admissions team will request a CAS number for you once you have an unconditional offer. Once the admissions team have the CAS number an email will be sent to you to log in to your [online application](#) and a new tab will appear on the left called “Your Visa”. All the CAS information will be in this area. Please be aware that the CAS number is only valid for six months from the date of issue and therefore we are only able to issue these six months before the start of your programme.

- What is the writing-up period?

When a student has completed his/her data collection and the research required for the PhD, s/he may be transferred from full or part-time student status to 'writing-up' according to the procedure established by the School of registration. The maximum period permitted for writing-up for both full and part-time students is one year. When a student goes into the writing-up period, they will register as so and their tuition fees will change (normally reduced).

- How long do I have to complete my postgraduate research programme?

For a full-time MPhil/PhD programme, students will be expected to be complete within 3 years but be required to submit their thesis within 4 years. For full guidance, please refer to the College Regulations for research degrees, below is an extraction from the 2011/12 document:

4.1 Notwithstanding the provisions of Regulation 4.2 below, students are expected to submit their thesis within the following timescales:

- (a) for the MPhil or PhD programme - within three years of full-time registration or six years of part-time registration. This is with the exception of students on funded four-year degrees, who are expected to submit within four years;
- (b) for the MD(Res) degree - within two years;
- (c) for the MPhilStud - within two years full-time or the part time equivalent;
- (d) for professional doctorates – within three years of full-time registration or six years part-time registration.

4.2 Excluding any period of interruption, students are required to submit their thesis within the following timescales:

- (a) for MPhil and PhD programmes - within four years of registration for full-time study or within seven years for part-time study;
- (b) for the MD(Res) programme – within three years of registration for full-time study or the part-time equivalent;
- (c) for the MPhilStud programme – within two years of registration for full time study or the part time equivalent;
- (d) for professional doctorates - within four years of registration for full-time study or seven years part-time. A period of study as defined in the programme specification must be spent on the taught elements of the programme.