

School of Life Sciences

Life and Biomedical Sciences Education

Procedure for Managing Student Applications to Transfer to SLS MSci Programme

(1) Eligibility to Transfer to Level 5 MSci

The process of transfer from BSc to MSci programmes normally commences at the end of level 3 and will be approved following the Level 4 Exam Boards. Admission to the MSci Programme is competitive and normally requires a continuously maintained minimum of a running B3 Grade Average AT FIRST ATTEMPT in all core modules throughout levels 1 and 2, and all modules at levels 3 and 4.

(2) Constraints on Applicants

There is an upper level on the number of students who may register for MSci and this will depend upon the number of places available for the MSci project which runs in Level 5.

(3) Applicants Registering Interest

- 3.1 Students interested in transferring to the MSci should raise the issue with the Undergraduate Office or their Adviser of Studies. The deadline for application is 2 weeks before students enter semester 1 of their 4th year. **Late applications will be considered, but only if space is available.**
- 3.2 An Application Form will be available on-line and the completed form, together with a CV, should be submitted to the Undergraduate Office (by the deadline given in 3.1. above). The Undergraduate Office will record the student's name and research interest area on the application control sheet.
- 3.3 The Undergraduate Office will check the applicant's academic performance to date and complete this information in the relevant section of the pre-interview Selection Table.

(4) Reviewing Applications

A selection panel will meet to review the applications and score the applicants using the pre-interview selection table.

The panel will meet over the summer vacation period.

(5) Interviewing Applicants and Offers

- 5.1 Once the selection panel has identified suitable students from the application pool, interviews will be arranged via the Undergraduate Office to be run early in Semester 1.
- 5.2 Letters will be sent to students who have not met the selection criteria.
- 5.3 An Interview Panel will be appointed by the MSci Programme Co-ordinator.
- 5.4 The Interview Panel will interview each student using the Interview Criteria Sheet, ensuring a consistent objective approach is maintained for all candidates.
- 5.5 At the end of the Interview, the MSci Programme Co-ordinator will approve the successful applicants and Interview Criteria Sheets will be passed through to the Undergraduate Office for action.
- 5.6 The Undergraduate Office will send a formal letter to the successful applicants. They will also notify any students who have been unsuccessful at the interview stage.