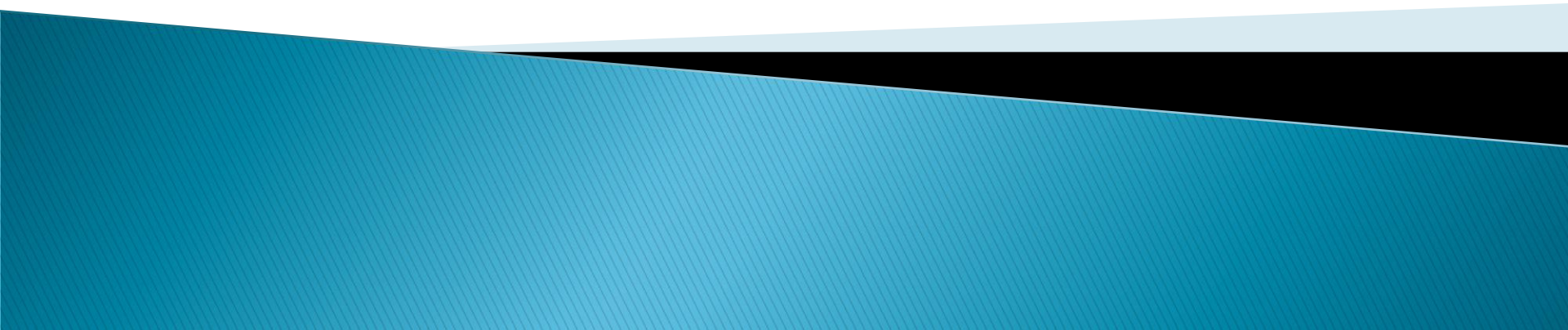


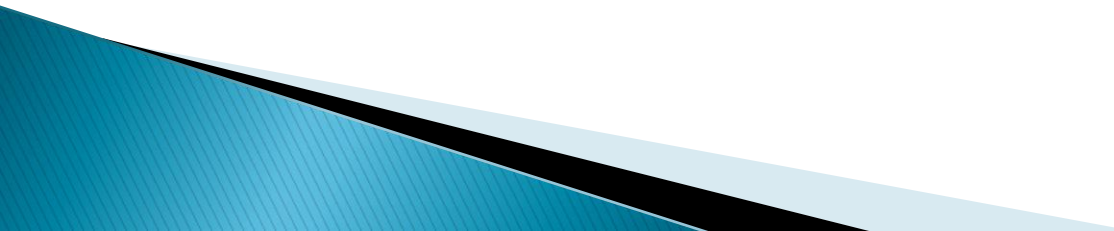
Steps To A PhD Degree

Prepared by
Dr. Haider M. Mekkiyah, Dr. Maysaa Jaber and
Dr. Rajaa Tuama Al-Wasity



Transition Phase

- ▶ Entering graduate studies requires a phase transition in comparison to undergraduate studies. It may be analogous to the phase transition encountered when moving from high-school to undergraduate studies. Whereas undergraduate studies focus on study of what is known, the focus of graduate studies is on the study of the unknown. The latter is called research

- ▶ **How to study the unknown?:**
 - ▶ Indeed there could be no definite answers, only a few suggested attitudes and even they may not be universally valid. I would suggest to cherish truth, be patient (especially with yourself), follow your feelings, and avoid prejudging.
- 

▶ **Entering a student–advisor relationship:**

Typically (but not always), a student–advisor relationship plays an important role in the first stages of the research. Since such a relationship is quite intimate, one should not commit to it without proper two–sided "examination" (in the sense of each of the parties seeing that the other is suitable for him/her).

- ▶ PhD students should have knowledge about various area of their Major. So, first 2 years you will be taking variety of courses (Diversity courses). You will do this at the same time you are doing the next step:
- ▶ Find a supervising professor and identify a research area (but not a specific topic at this point). In consultation with your advisor, choose three courses (in addition to your diversity course). Choose courses designed to prepare you for the research you plan to do.
- ▶ Schedule a Research Preparation Exam.
- ▶ Submit a Research Qualification (RQ) Document to the Graduate Office. In the RQ document, the student:
 - Provides evidence of satisfying the background requirements
 - Submits coursework (5 Diversity courses completed and 3 Depth courses, some of which may remain to be taken) with satisfaction of the GPA requirements
 - Provides evidence of completing the Research Preparation Exam
 - Formalizes dissertation advisor(s)
- ▶ The RQ document must be filled by the end of the 3rd year in the PhD program.

- ▶ **Become PhD Candidate**
 - With the assistance of your supervising professor, select a committee.
 - The Graduate Adviser must approve your committee prior to making final committee plans
 - Select a date and time when all committee members can be present for the proposal.
 - Pass the proposal exam.
 - After passing your proposal exam, you will need to complete an Application for Candidacy
- ▶ **Schedule and Pass the Final Defense**
 - At least 4 members of the 5+ member committee must be present. Non-attending members must provide written explanation for their absence and must agree to read and comment on the dissertation by the time of the defense.
- ▶ **Submit the Dissertation to the Graduate School.**

Cont.,

▶ PhD Graduation Timetable

▶ Milestone

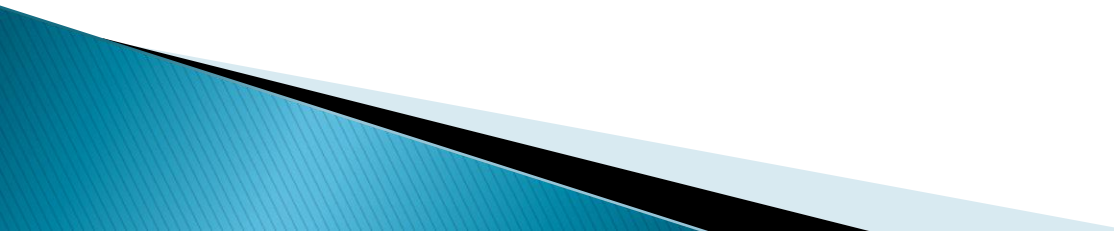
<u>Time Since Admission</u>		USA	UK, Malaysia	“FR”
Completion of diversity courses	1.5 – 2 years	}	1–1.5 years (Proposal+3 Depth	
Submission of RQ proposal	2 – 2.5 years			
Admission to candidacy	2.5 – 3.5 years		1–2 years	
Dissertation defense	3 – 5 years		2–4 years	

- ▶ Timeline and procedure will vary between universities, but above listed steps will give an overall idea about completing PhD and time required to complete Doctorate degree. You can apply for PhD right after Bachelors degree (B.E., BSc or B.S.). You maybe be required to take additional coursework during first 2 years.

Getting OL

- ▶ To get any offer letter (OL) from abroad universities you need to follow university requirements as per Online admission and /or filling application forms along with RR, FR, TOFEL, ILTES score and academic certificates to show your stand step for your study. After getting such OL you can proceed towards opening your file within your university and MOHE as well. This step generally takes about 3–5 months along with Visa process from now.

Cont.,

- ▶ Timetable for UK universities
 - ▶ PhD in UK universities is by research.
 - ▶ 3 years for research
 - ▶ 4th year : writing-up year
 - ▶ Take into consideration that the submission and viva processes might take a long time.
 - ▶ Viva
 - ▶ Corrections after submission
 - ▶ Final submission
- 

Proposed Universities

- ▶ After opening your file within the MOHE you can get the letter for study on leave from it and then you can fly to the aboard university and start your Millstone steps towards the PhD Degree.
- ▶ Some Proposed Universities from USA: Michigan, Georgia , Central Florida, Texas and Maryland.
- ▶ Some Proposed Universities from UK: Leeds, Birmingham (UB), Manchester and Sheffield.
- ▶ Some proposed Malaysian Universities: UM, USM, UPM,UNITEN, UTM and PETRONAS.

- ▶ Some Proposed Universities from Germany:
 - ▶ ایرلنکن، فرایبرک نورنمبیرک، ماربورک
- ▶ Some Proposed Universities from Canada:
- ▶ ، Toronto, Waterloo, ،Calgary, Ottawa

How to apply

- ▶ After opening your file within the MOHE you can get the letter for study on leave from it and then you can fly to the aboard university and start your Millstone steps towards the PhD Degree.

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To apply for a course you will need to complete and submit our online application form. Follow the link below to begin the application process. You will find instructions and help throughout the form.

You can save and return to your application as many times as you like before submitting, but your application will expire after 28 days of inactivity. We will email you to remind you before this happens.

- [Apply online](#)

Before you apply

Make sure you have all your supporting documents scanned and ready to upload. Documents vary by course, so always check the academic department website for which specific documents are needed. Documents required usually include:

- Evidence of qualifications (certificates or transcripts) to show that you meet, or expect to meet the entry requirements;
- Evidence of English language ability, if English is not your first language;
- Two references – [download our referee report form](#) (PDF document, 50 KB);
- A research proposal (for research programmes only) – always check the department website for instructions and guidance as requirements vary;
- A copy of your passport (if you will need a visa to study here).

Check the academic department website for any additional documents you need to provide (for example, some courses may ask for a personal statement).

Apply as early as possible as our courses are popular – check the academic department website for any [closing dates](#) (or funding deadlines for research applicants).

If you cannot upload supporting documents with your application, you can submit your application online and email or post copies of your documents to the academic department. Please make sure you include your University ID number on any correspondence and do not send in any documents before you have submitted your application.

You will need a PDF reader such as Adobe Acrobat (downloadable from [Adobe](#)) to view PDF files. PDF files open in a new window

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Apply for postgraduate study

► General entry requirements

General entry requirements for postgraduate study

English language requirements

English Language requirements vary by course and department but are usually the equivalent of IELTS 6.0 - 7.5.

Some departments ask that the appropriate score has been met before you apply for a course whilst other departments give conditional offers subject to applicants achieving our general entry requirement level of English Language proficiency before starting the course.

Other entry requirements

Some courses have additional entry requirements such as previous work experience, submission of written work with the application or previous study of a particular subject.

Departments sometimes have different entry requirements so it is important to check the individual course information before you apply:

- [Postgraduate taught courses](#)
- [Postgraduate research programmes](#)

General entry requirements by country

Visit for your country in our international section for country-specific entry requirements:

- [For your country](#)

Entry requirements



Departments sometimes have different entry requirements so check individual course information before you apply.

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Thank you for choosing to apply for admission to a Postgraduate Programme at The University of Manchester.

NEW APPLICANT

If this is your first application:

- Enter your **email address**. This will be used as your sign on name. We will also use this email address to contact you regarding your application.
- Type in the **security code** (case-sensitive). This helps protect our online application service.
- Enter your **password**. Select a password that is easy for you to remember, but is not obvious to others. It must be at least six characters long, and should contain numbers and letters.
- Finally click the REGISTER button. You will be asked to confirm your password.
[Follow the instructions carefully.](#)

Please read the guidance notes before submitting your application.

Contact admissions@manchester.ac.uk if you need further help or would like to comment on our online application service. We value your feedback.

RETURNING APPLICANTS

If you are a returning applicant, please enter your email address, security code and password.
Then click the SIGN ON button.

Note: Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

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Unlike the undergraduate course admission procedure, the postgraduate application process is more efficient and straightforward.

Our aim is to make the application process as efficient as possible.

If you prefer, you can contact us by phone on +44 (0)115 9513311.

Online application

The online application is the quickest and easiest way of applying to The University of Nottingham and also allows you to follow the progress of your application for postgraduate study.

The online postgraduate application system:

- enables you to fill out a standard application form online
- submit your application to the University immediately
- ensures that your application is not delayed or lost in the post
- issues an automatic acknowledgement of receipt of your application

In addition, when you have submitted your postgraduate application

Our Research and Teaching

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- » Teaching excellence
- » The Research Assessment Exercise (RAE)

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- » Student volunteer centre

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Postgraduates

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APPLICATION FOR ADMISSION

Please apply online via <http://www.sgs.upm.edu.my> and send your application supporting documents to the address below :

Dean
School of Graduate Studies
Universiti Putra Malaysia
Zone 4, Off Jalan Stadium
43400 UPM Serdang
Selangor Darul Ehsan, Malaysia

Update: 15 Nov 2010

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Examples of OL

Our Ref: MINESPA / ID 827448
(Please quote in all correspondence)

11 April 2006

Mr Hayder Mohammed Mekkiyah
House 11, Street 32
Destination 909 (Karrada)
Baghdad
Iraq

UNIVERSITY OF BIRMINGHAM

Admissions
The Academic Office
Edgbaston
Birmingham B15 2TT
United Kingdom

Admissions Contact:
Paul Mines
Telephone: 0121 414 7929
Email: p.a.mines@bham.ac.uk

Dear Mr Mekkiyah

Programme Title: Doctor of Philosophy
School of Civil Engineering
Minimum Duration: 36 months full-time
Proposed Start Date: 01 December 2006
Fee Status: Overseas Tuition Fee: £ 11700 Bench Fee:

Supervisor(s): Dr I Jefferson
Dr GS Ghataora
Dr DN Chapman

Thesis Title: Investigation into the behaviour of helical displacement piles in stiff over consolidated plastic clays

I am pleased to be able to offer you admission to the research programme shown above, subject to the following condition(s):

- Please provide an original certificate giving evidence of proficiency in the English Language. For this programme we require 6.0 IELTS with no less than 5.5 in any band, 550 TOEFL (213 computer based test) with 4.0 TWE or an equivalent qualification, which should be no more than two years old at the time of admission. Alternatively you can attend one of our professional English language courses. Please see attached sheet for entry and exit requirements for your School.

The 12 month tuition fee for the academic year 2006/07 is shown above. You will be charged a proportion of this based on your start date. Tuition fees are liable to increase in subsequent years.

Once you have fulfilled this/these condition(s), we will send you an unconditional offer of admission. At the same time, we will send you a certificate to assist you with UK immigration procedures. Enclosed is a pamphlet about accommodation in Birmingham for students which contains a form with which you can apply for accommodation. If you decide to accept this offer, please read this form carefully and act according to the instructions given.

Your supervisor and research topic have been agreed as above. You may also be required to undertake course work.

Please let me know within two months of the date of this letter whether or not you accept this conditional offer by completing and returning the attached form. If you do not let me know within this time that you intend to take up the place, we cannot guarantee that it will be held open. This deadline refers to your acceptance of the offer, not to the fulfilment of the conditions.

Please note that you need to have sufficient funds available for your living costs and tuition fees for the duration of your programme and you will be responsible for the payment of your fees at the time of registration. If you are, or hope to be sponsored please send a copy of the confirmation of sponsorship from the sponsoring body to the named contact on this letter as soon as possible.

Please read the notes on the reverse of this letter carefully as they give information on admission to and membership of the University.



SEKOLAH PENGAJIAN SISWAZAH
SCHOOL OF GRADUATE STUDIES

Ref : UPMSPSA/MT
May 28, 2008

HAYDER MOHAMMED HAMMOODI
UNIVERSITY OF BAGHDAD
DEPARTMENT OF ENGINEERING AFFAIRS, FLOOR 11
P.O. BOX 47041 BAGHDAD
IRAQ

Dear Sir,

Offer of Admission to Graduate Studies - First Semester 2008/2009

We are pleased to inform you that your application for graduate study has been approved.
The details of the programme offered are as specified below:

Programme	: Doctor of Philosophy
Field of Study	: Geotechnical and Geological Engineering
Programme Structure	: With Thesis
Faculty/Institute	: Faculty of Engineering
Advisor/Supervisor	: Supang b Kim Huel (Prof. Dr.)
Registration Period	: 30 June 2008 - 07 July 2008
Length of Study	: 2 - 5 years
Fees Payable	: Please refer to Attachment 2
Offer Status	: Provisional

2. The University, Faculty, Supervisor or Coordinator is not responsible for securing the financial support for your study.

3. You are advised to enter Malaysia at the earliest, 2 weeks before 30 June 2008 but please via www.sgu.upm.edu.my to confirm actual date of registration. If you enter Malaysia without visa, a RM500.00 Journey Performed Fee will be imposed. If for any reason, you cannot arrive in Malaysia by 14 July 2008, please defer your registration to the following semester, by informing us in writing.

4. Deferment of registration is allowed for two semesters only and must be applied in writing. Please return the reply slip before 08 July 2008.

We look forward to meeting you in due course.

Thank you.

"WITH KNOWLEDGE WE SERVE"

Yours Sincerely,


SITI ZUHAIRAH BT OSMAN
for Registrar
encl.

c.c. - Dean, Faculty of Engineering
- Supang b Kim Huel (Prof. Dr.)

Miss Maysa Jaber
PO Box 850180
Amman
11185
Jordan

10 May 2007

Application Number 169034

Re: Application for PhD English and American Studies

Dear Miss Jaber

I am pleased to inform you that your application for the above programme has been successful and I would therefore like to make you an unconditional offer to study at The University of Manchester.

Your research project entitled "The Figure of the Femme Fatale in Selected American Fiction: A Study of the Writings of Poe, Hawthorne, Dreiser and Updike" will be supervised by Dr Monica Pearl. No modification may be made to the approved title without prior consent from the School.

This full-time programme starts in September 2007 and finishes in September 2010. It has a total duration of 3 years.

Candidates are required to register annually for the programme each September. Information regarding registration will be sent to you in due course once we have received confirmation of your acceptance of this offer.

Details of tuition fees can be found at: <http://www.manchester.ac.uk/postgraduate/fees/>. If you are unsure whether you will be classed as a home/EU or international student for the purposes of tuition fees please complete and return a tuition fee assessment form. Please see <http://www.manchester.ac.uk/postgraduate/fees/>

If you have any queries about tuition fees, please contact the Fee Status team in the Student Services Centre directly on +44 (0) 161 275 5000 selecting option three from the automated prompts. Alternatively please email Student Services stating tuition fees in the title of your message at ssc@manchester.ac.uk.

In order to complete registration, you must be able to either provide documentary evidence from your sponsor which confirms that full fees will be paid on receipt of an invoice, or confirm that you are personally able to meet the full cost of the tuition fees. In addition you are advised to ensure that you have the necessary funds to cover the costs associated with your living costs.

The Degree of Doctor of Philosophy (PhD) is awarded by the University in recognition of the successful completion of a programme of supervised research *and* training; therefore, all students will be required to undertake research methods and

transferable skills training (where applicable) as part of the PhD programme and as a requirement for progression throughout their period of registration. All candidates for

the degree of PhD are expected to undertake a Skills Audit at the beginning of their programme to determine their research and transferable skills requirements and annually thereafter throughout the prescribed period of study. Students are also offered the opportunity to engage in Personal Development Planning or PDP.

For information about the wide range of accommodation options at The University of Manchester, please see the following pages on the University website:

<http://www.accommodation.manchester.ac.uk/>

Please find the School's Postgraduate Research Student Handbook at

<http://www.currentstudents.arts.manchester.ac.uk/pg/handbooks.htm>

You should read this document carefully and use it for reference throughout the period of working for your degree.

Please let us know within eight weeks from the date of this letter whether or not you wish to accept this offer by logging onto our self-serve facility and registering your decision. You can do this by logging onto our Student System:

<https://studentadmin.manchester.ac.uk/CS89PROD/signon.html>

If you are an existing user, please use the same user ID and password you have used previously. If you are a new user, you can enter the system using the following:

User ID: 7135000
Password: Your date of birth (ddmmyyyy)

Please change your password the first time you enter the system. If you have any problems logging in to this facility, please telephone +44 (0) 161 306 5678 (9am to 5pm UK time, Monday to Friday) or email cs.admissions@manchester.ac.uk

Alternatively you can let us know your decision by telephoning us on 0161 275 3116 or by email on sahcpg@manchester.ac.uk.

I very much look forward to hearing from you.

Yours sincerely,



PP Anna Walsh
Postgraduate Admissions Administrator

10 May 2007

0007135000

To Whom It May Concern

Letter of Acceptance for Immigration Purposes

This is to confirm that Miss Maysa Jaber has been offered a place on the following full-time degree programme at The University of Manchester:

PhD English and American Studies

The University of Manchester is registered as a higher education provider with the DfES under the postcode M13 9PL

This offer is an unconditional offer.

This full-time programme starts in September 2007 and finishes in September 2010. It has a total duration of 3 years.

Details of tuition fees can be found at: <http://www.manchester.ac.uk/postgraduate/fees/>

The University of Manchester's guidelines on living costs are available at: <http://www.manchester.ac.uk/international/money/costoflivingintheuk>

The Diplomatic Service Procedures (Chapter 12) state that 'postgraduate students can expect to be granted leave to enter until four months beyond the end of the programme'.

The above student will receive full assistance in finding either University-owned or University-managed accommodation.

Yours sincerely,



Anna Walsh
Postgraduate Admissions Administrator

English Language Courses
University Language Centre
Oddfellows Hall
The University of Manchester
PO Box 88
Manchester M60 1QD

Tel: +44 (0)161 306 3397
Fax: +44 (0)161 306 3396
E-mail englang@manchester.ac.uk
www.manchester.ac.uk/langcent

02 May 2007

Mrs Maysa Hussam Jaber
Karrada, Sec 925
St 47 House No 47
Baghdad
Iraq

Dear Mrs Jaber

LETTER OF ACCEPTANCE

Course Name:	PRE-SESSIONAL ENGLISH COURSE PS5B
Hours per week:	21 hrs
Number of weeks:	5 weeks
Study Period:	06 August – 07 September 2007

Thank you for your application for the above. I am pleased to inform you that we can offer you a place subject to confirmation of sponsorship.

Please ensure that you arrive before the start of your course in order to visit your sponsor to confirm your sponsorship details and arrange any other business. The course fee is £184.00 per week and it is payable at the beginning of the course when an invoice will be sent to your sponsor.

On the first day of the Course, please come to Room LG 12, Humanities Lime Grove (see map enclosed) at 9:00am for registration. Please do not be late.

You will be given a test to establish your level of English, after which you will be placed in a class. In the afternoon, you will have the opportunity to meet our Welfare & Accommodation Officer, Jane Cockrem (Jane.cockrem@manchester.ac.uk).

We cannot guarantee a place on the course for any student who does not arrive when expected.
Please advise us if you are unable to arrive on the first day of your course.

Please note that we are unable to meet individual students at the airport however we wish you a safe and pleasant journey, and look forward to meeting you on the first day of the course.

Yours sincerely


pp Julie Mellor
Admissions and Programmes Support Officer

Offer of a place on a postgraduate course - terms of offer

Offer made to:	Mrs Maysa Jaber
Date of Birth:	18th December 1976
Date of Offer:	7th February 2007
Qualification:	PhD
Subject:	Doctor of Philosophy in American Studies
Expected minimum study length:	36 months
School:	American & Canadian Studies
Method of Study	Full time
Start Date	Monday 24th September 2007
Fee Status	Overseas
*Tuition fee :	£9,600
***Estimated living costs :	£700 per month
Bench Fee - per Annum:	£
**Supervisor(s):	Professor JA Heinrich Professor PB Messent
Conditions of offer:	That we receive two satisfactory original academic references. That we receive original confirmation of the award of your MA with a final grade of 86.22% (very good), together with an original final transcript on official institution letterheaded paper. That you obtain one of the following: IELTS at least 7.0 (minimum 6.5 in each element) or TOEFL at least 600/250 (minimum TWE/essay 5.0) or TOEFL IBT 100 (minimum 21 in each element). Alternatively that you attend and pass a five week pre-session English language course at CELE (details enclosed). To be eligible to attend the CELE course your current score must be at least IELTS 6.5 (minimum 6.0 in each element) or TOEFL 573/230 (minimum TWE/essay 4.5) or TOEFL IBT at least 88 (minimum 19 in each element). IELTS/TOEFL test reports must be originals, dated September 2005 or after.
Statements:	
Contact name in case of query:	Julia Rushforth Julia.Rushforth@nottingham.ac.uk +44 (0)115 8467795

* Please note that the figure shown is provisional for the session you will be registered for. If you accept this offer you should be confident of being able to pay fees in accordance with the University regulations.

** Supervisors are for Research students only.

*** Including provision for accommodation, food, books, equipment, clothes, laundry, pocket money, travel but not international travel



The University of
Nottingham

Application number: 83781

Mrs M Jaber
Po Box: 47041
University Of Baghdad Campus
Jadiriya Baghdad
IRAQ

The University of Nottingham
Admissions Office

E Floor
Portland Building
University Park
Nottingham
NG7 2RD

Tel +44 (0)115 951 4749
Fax +44 (0)115 951 4668
www.nottingham.ac.uk

07 February - 2007

Dear Mrs Jaber

I am delighted to confirm that your recent application to study for a postgraduate course at the University of Nottingham has been successful. If there are conditions, please note that you must provide satisfactory original documentary evidence that you have met these conditions prior to your arrival at the University. If you are an international student, once we have received your original supporting documents we will issue an unconditional offer letter to assist you to obtain a student visa and register at the University on the start date overleaf.

I do hope you will accept this offer - you may do so on-line or by completing and returning the enclosed PG01 form to the contact named overleaf.

We will be sending you further information regarding arriving and registration approximately 4 weeks prior to the start of your course but in the mean-time please keep in touch by using our Applications On-line web site (<https://pgapps.nottingham.ac.uk/>).

I hope you will accept our offer and we look forward to welcoming you in due course as one of our registered postgraduate students. If you have any queries about this offer please do not hesitate to contact us.

Yours sincerely

Jonathan Lamley
Postgraduate Admissions Manager

Please turn over to see the details of your offer.

UNIVERSITI TENAGA NASIONAL

College of Graduate Studies

Application Form for Postgraduate Studies (COGS/A/01)



Please complete this form in BLOCK LETTERS using a black pen or in typescript.
Please refer to 'Notes for Guidance' provided at the back of this form.

The completed form must be returned to THE DEAN, COLLEGE OF GRADUATE STUDIES, UNIVERSITI TENAGA NASIONAL, 43009 KAJANG, SELANGOR DARUL EHSAN, MALAYSIA. Tel: (603)89212020 ext: 3016/3019/3023, Fax: (603)89212066, E-mail: postured@uniten.edu.my

Note: Incomplete application form will be rejected

Please affix a recent
passport size color
photograph
(compulsory)

1. PERSONAL DETAIL

1.1 Title: Mr/Mrs/Miss/Ms/Dt/Other* (please specify)	1.2 Name as in Identification Card or Passport		
1.3 Date of Birth (dd/mm/yyyy)	1.4 Nationality	1.5 Identification Card No. or Passport No.	1.6 Gender (Male/Female)*
1.7 Permanent Address		1.8 Correspondence Address	
.....		
Post Code..... Country		Post Code..... Country	
Telephone No.		Telephone No.	
Fax No.		Fax No.	
Mobile No.		Mobile No.	
E-mail Address		E-mail Address	
1.9 Next of Kin			
Name:		Relationship:	
Permanent Address:			
Country:		Postcode:	
Telephone No.:		Fax No.:	
.....		Email:	

Note: Please include 4 copies of colour passport size photos and for international applicants - 3 copies each of all marked/stamped passport pages (including blank pages) - for international applicant only.

2.0 REGISTRATION SOUGHT

2.1 Program of Studies: (PhD/Master)	2.2 Area of Study: (e.g. Electrical Engineering/Mechanical Engineering/ Civil Engineering/Information Technology/Engineering Management/Business Management or MBA)
--------------------------------------	---

2.3 Mode of Study:*		2.4 Proposed Start Date: *	
Full-Time []	Part-Time []	Year []	June/July [] or Nov/Dec []*
2.5 Program Structure:			
Structure A: Full Research* [] (Please attach research proposal)	Structure B: Coursework and Research* []	Structure C: Coursework and Project/Case Studies* []	

3.0 QUALIFICATIONS

3.1 University/Institution attended at Postgraduate Level:	
3.1.1 Degree Title:	
3.1.2 Class or Grade e.g. CGPA	3.1.3 Year of Award
3.1.4 Full-Time/Part-Time/Distance Learning*	3.1.5 Dates of Attendance: From (dd/mm/yy) to (dd/mm/yy)

3.2 University/Institution attended at Undergraduate Level	
3.2.1 Degree Title:	
3.2.2 Class or Grade e.g. CGPA	3.2.3 Year of Award
3.2.4 Full-Time/Part-Time/Distance Learning	3.2.5 Dates of Attendance: From (dd/mm/yy) to (dd/mm/yy)

3.3 A-Level, Diploma or Pre-University or Other Professional Qualifications
(You should include here details of any qualifications taken prior to University entrance. Please include type of qualification, grade and date)

3.4 Graduate Management Admission Test (GMAT) or Graduate Requirement Examination (GRE).

If your academic degree is not from UNITEN or degree not recognized by UNITEN, you are required to take GMAT (if applying for business program) or GRE (for engineering or information technology program).

GMAT/GRE* Score Date of Exam:
(Please attach official or certified copy of GMAT or GRE score)
* Please tick if appropriate

3.5 English Language Qualification/Proficiency

3.5.1 What is your first language?

3.5.2 Is English the medium of instruction at your former institution of higher learning? YES* [] NO* []

If English is not the medium of instruction at your former institution of higher learning, please give details of your English Language qualification, including grade, class, awarding body and date awarded.

Please attach an official or certified copy of your English Language certificate.

3.5.2 IELTS/TOEFL*	Score	Date Taken
3.5.3.. Other (please specify)	Score/Grade	Date Taken

(*Please fill-up or tick appropriate box)

4.0 WORK EXPERIENCE

4.1 Current Employment

4.1.1 Position:

4.1.2 Organization:

4.1.3 Address:

.....

.....

.....

4.1.4 Telephone No.: Fax No.:

4.1.5 Date begin work: Date end work:

4.1.5 Explain briefly your nature of job

.....

.....

.....

.....

.....

.....

.....

.....

4.2 Previous Employment	
4.2.1 Position:	
4.2.2 Organization:	
4.2.3 Address:	
4.2.4 Telephone No.: Fax No.:	
4.2.5 Date begin work: Date end work:	

5.0 FINANCIAL SUPPORT
(Please attach copies of sponsorship/scholarship letters or financial statement where appropriate)

5.1 Please state how you intend to finance your studies at UNITEN (e.g. self-funding or sponsorship)
5.2 If you been awarded a scholarship/sponsorship, please give details including dates.
5.3 What will this sponsorship/scholarship covers? (e.g. tuition fees, maintenance, books etc)

6.0 OTHER APPLICATIONS
(Please inform of other Malaysian universities that you have applied to)

7.0 REFEREES

(Please provide details of two persons whom you have approach as referee. The referees should submit sealed references using the form provided)

Name:	Name:
Position	Position
Name of Institution	Name of Institution
Address	Address
Country	Country
Telephone No. and Fax No.	Telephone No. and Fax No.
Email Address	Email Address

8.0 PUBLICITY

(What was your main source of information about postgraduate studies at UNITEN. Please tick one box only.

<input type="checkbox"/>	University Prospectus
<input type="checkbox"/>	University Website
<input type="checkbox"/>	UNITEN Graduates/Alumni
<input type="checkbox"/>	Education Fair
<input type="checkbox"/>	Newspaper or Other Printed Material
<input type="checkbox"/>	Friends/Relatives
<input type="checkbox"/>	Other – Please Specify

.....

9.0 CHECKLIST AND DECLARATION

I enclose the following documents with this form (Please tick where appropriate)

<input type="checkbox"/>	Evidence of academic or professional qualification and transcripts which are certified true copy. If it is not in English it should be certified translated into English.
<input type="checkbox"/>	Copies of English Language certificates e.g. TOEFL or IELTS (if appropriate)
<input type="checkbox"/>	Copies of GMAT/GRE Test Score (if appropriate)
<input type="checkbox"/>	Sponsorship/Scholarship letter or Financial statement
<input type="checkbox"/>	Two References/Recommendation letters
<input type="checkbox"/>	Research Proposal For Structure A – Program by Full Research (if appropriate)
<input type="checkbox"/>	Four (4) Passport Size Color Photographs (Please put down your name and program you applied for at the back of your photographs)
<input type="checkbox"/>	For International Students, Please attached three (3) photocopies all pages of your passport (all pages). This is required by immigration department for student's visa application
<input type="checkbox"/>	Application Processing Fees (RM30.00 for Malaysian, RM120.00 or USD35.00 for International applicant)
<input type="checkbox"/>	For Malaysian applicant please attach a certified copy of your identification card
<input type="checkbox"/>	Others (Please specify)

Do you have any disability that the University should know of e.g. use wheel chair, blind, deaf, etc?

Yes [☐] No [☐] If Yes, please specify the nature of disability

I hereby declare that all information is true and I understand that Universiti Tenaga Nasional is empowered to reject my application/enrolment if any of the information above is found to be false or incomplete.

Date	Name and Signature of Applicant

Note: Please do not fill up the next page. It is for university use only

10.0 FOR UNIVERSITY USE ONLY

Applicant Name	
Program applied for	
Date received by CoGS	
Forward to	
Date forward to	

Date received by respective College	
Entry qualification acceptable (Yes/No)	
English language acceptable (Yes/No)	
Recommendation (Accept/Reject)	
If accepted Proposed supervisor(s) for structure A program	
University's postgraduate admission committee	Date of meeting and decision (accept or reject)
Date of offer/reject letter	

Comment/Condition/Action

'Notes for Guidance' for Filling-up the UNITEN Postgraduate Application Form

- For local applicant please include RM30.00 for processing fee.
- For international applicant - RM120.00 or USD 35.00

Section 1: Personal Detail

- If you change your correspondence address, please contact the University immediately giving details.
- Please include 4 recent passport size color photos.
- Applicants from overseas are required to submit 3 copies of all pages of your international passport which include pages with photograph, personal details and validity of at least one year.
- For local student please attach a certified copy of your identification card.

Section 2: Registration Sought

Programs currently being offered by UNITEN are:

- Structure A (by Full Research): Doctor of Philosophy in Engineering, Doctor of Philosophy in Business Administration, Doctor of Philosophy in Information and Communication Technology.
- Structure A (by Full Research): Master of Electrical Engineering, Master of Mechanical Engineering, Master of Civil Engineering, Master of Information Technology.
- Structure B (by Coursework and Research): Master of Electrical Engineering, Master of Mechanical Engineering and Master of Information Technology.
- Structure C (by Coursework and Project): Master in Engineering Management and Master of Business Administration.

2.1 Please state whether you are applying for PhD or Master's program.

2.2 Please state the chosen area of study e.g. Electrical Engineering or Engineering Management or Business Administration (MBA).

2.3 Please tick you are applying for part-time of full-time program.

2.4 In an academic year there are two intakes which are either in June/July or Nov/Dec of the current year. Please indicate the year and month of which you intend to register for the program

2.5 In program structure please indicate your chosen type of program structure i.e. structure A, B or C.

- You may apply for more than one program of study but you will be allowed to register for one program only. If applying more than one program please list them in order of preference.
- Application for program under structure A, please attach a copy of your research proposal.
 - o Research proposal should include title of the research, problem identification, research objectives, review of previous studies related to the title, research methodology, proposed contribution to the body of knowledge/ organizations/ society, citation and list of references and research schedule.
 - o Research proposal should be type written in A4 paper, double-spacing, font new time roman, font size 12 and should not exceed 10 pages.

Section 3: Qualifications

For item 3.1 to item 3.3 please detail down information with regards to your qualifications. It is very important that you attached certified true copies of all official transcripts of academic records. Failing which we may not be able to process your application form.

Item 3.4 if your degree is not a UNITEN degree or degree not recognized by UNITEN, GMAT score is required if you are applying for MBA or PhD in Business Management. GRE is required for those applying for Engineering or IT program.

Item 3.5 If English is not your first language or not the medium of instruction at your former institution of higher learning TOEFL or IELTS score is required.

(Important: If you certificates/transcripts is not in English language, it must be certified translated into English Language)

Section 4.0 Work Experience

Please provide detail of your current employment and nature of your job and of your previous employment.

Section 5.0 Financial Support

It is important for us to know how you intend to support yourself while studying with us. Please provide detail and supporting evidence as stated in the section. You can use the 'Confidential Financial Statement' Form attached.

Section 6.0 Other Applications

Please fill up this section if you have applied to other Malaysian institution of higher learning other than UNITEN.

Section 7.0 Referees

Please put down details of two persons you selected as your referees. Please request them to fill up their report in the form provided and return to you in sealed envelope to be sent to us together with the complete application form. If possible one of your referees should be from your former institution of higher learning.

Section 8 Publicity

Please tick where appropriate. It is important for us to know your main source of information on UNITEN.

Section 9.0 Checklist and Declaration

The checklist is to help you to see whether you have not left out anything that is important for us to process your application. Please state whether you have any disability that we need to know. If yes please specify the nature of your disability. You are to declare that all information that you have given is true. Please give the date and sign at the given box.

Page 7 is for UNITEN use only.

Attached along with this application form are two (2) referee report and a 'Confidential Financial Statement Form'. The referee form need to be fill up, sign, sealed by your referee and submitted together with the application form for submission to UNITEN.

Please do not send cash through the post. The university will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash. If using banker's cheque please make it payable to UNIVERSITI TENAGA NASIONAL. Personal cheque is not acceptable.

Thank you for choosing UNITEN as your choice for postgraduate program.

REFEREE'S REPORT

This report is confidential and must be sealed by the referees and forward the envelope to the applicant to be submitted together with the application form



PART A: To be completed by the applicant

NAME:

PROGRAM OF STUDIES:

MODE OF STUDIES: Full-Time [] Part-Time []

PROGRAM STRUCTURE: By Research [] Coursework & Research [] Coursework & Project []

PART B: To be completed by the referee

NAME:

OFFICIAL POSITION:

EMPLOYER'S NAME:

EMPLOYER'S ADDRESS:

.....

Post Code: Town:

State: Country:

Tel. No.: Fax No.: E-mail:

PART C: Referee's Report

1) How long have you known the applicants? (No. of Years)

2) How do you know the student

3) What is your relationship with the applicant?

4) In your opinion is the applicant ready for graduate work? (Yes or No and Why)

.....

5) How do you rate the applicant on each of the following? (Please tick)

	Excellent	Very Good	Good	Average	Poor
a) Intellectual Ability					
b) Maturity and Emotional Stability					
c) Motivation					
d) General Knowledge					
e) Initiative					
f) Team Player					
g) Responsibility					

Your recommendation: Recommended [] Not Recommended []

Date: Signature:

Confidential Financial Statement Form

This report is confidential forward to the applicant to be submitted together with the application form



I agree to be the guarantor of the student named:
NRIC or Passport No.: during the period of study for his/her degree (name the degree program)
at Universiti Tenaga Nasional, Malaysia. I agree to assume all financial responsibility should my source(s) of funding be interrupted or stopped. My particulars are as follows:

Name:
NRIC or Passport No.: Occupation:
Home Address:
Tel. No.: Fax No.:
Email Address:
Employer's Address:
Employer's Tel. No.: Fax No.:
Email Address:

Source of support for financing study at Universiti Tenaga Nasional (A bank official's signature, stamp or seal is required)

I certify that the student's guarantor have sufficient fund to cover all his expenses such as tuition, food and lodging etc during his period of study at Universiti Tenaga Nasional.

Name of bank
Address of bank
Tel. No.: Fax No.:

Date

Bank Official's Signature
Bank Official's Stamp or Seal

OR

You may, in lieu of this form, send a certified letter from a bank/company/government agency or any other sponsors in your country, addressed to Universiti Tenaga Nasional indicating that your educational and living expenses will be provided by your sponsor which can be transferred to the university without encumbrances.

REFEREE'S REPORT

This report is confidential and must be sealed by the referees and forward the envelope to the applicant to be submitted together with the application form



PART A: To be completed by the applicant

NAME:

PROGRAM OF STUDIES:

MODE OF STUDIES: Full-Time [] Part-Time []

PROGRAM STRUCTURE: By Research [] Coursework & Research [] Coursework & Project []

PART B: To be completed by the referee

NAME:

OFFICIAL POSITION:

EMPLOYER'S NAME:

EMPLOYER'S ADDRESS:

.....

Post Code: Town:

State: Country:

Tel. No.: Fax No.: E-mail:

PART C: Referee's Report

1) How long have you known the applicants? (No. of Years)

2) How do you know the student

3) What is your relationship with the applicant?

4) In your opinion is the applicant ready for graduate work? (Yes or No and Why)

.....

5) How do you rate the applicant on each of the following? (Please tick)

	Excellent	Very Good	Good	Average	Poor
a) Intellectual Ability					
b) Maturity and Emotional Stability					
c) Motivation					
d) General Knowledge					
e) Initiative					
f) Team Player					
g) Responsibility					

Your recommendation: Recommended [] Not Recommended []

Date: Signature:



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

FOR OFFICE USE ONLY

Application number:

POSTGRADUATE APPLICATION FORM FOR CANDIDATES FROM IRAQ

Please complete all questions CLEARLY in BLOCK CAPITALS and complete tick boxes as appropriate.

PROGRAMME DETAILS

QUALIFICATION (Please state PhD, MPhil, MSc, MA, etc. _____)

SUBJECT (State full title of course or research subject) _____

SCHOOL (In which School of the University do you intend to study _____)

PERSONAL DETAILS

NAME (As written in your passport) _____

DATE OF BIRTH (dd/mm/yyyy) _____

GENDER (Male/Female) _____

ADDRESS (Please give your FULL POSTAL address) _____

EMAIL ADDRESS _____

TELEPHONE NUMBER _____

NATIONALITY _____ COUNTRY OF PERMANENT RESIDENCE _____

EDUCATIONAL HISTORY

NAME AND CITY OF INSTITUTION	QUALIFICATION AND SUBJECT (e.g. Bachelor degree in Economics)	GRADE/CLASS OF DEGREE (e.g. Overall average ٧٦٪)

ENGLISH LANGUAGE QUALIFICATIONS

The following tests are accepted by the UK Border Agency. If you have taken any of these please give details below:

IELTS: Score _____

Date taken _____

TOEFL (Computer version): Score _____

Date taken _____

PEARSON TEST OF ENGLISH: Score _____ Date taken _____

ANY OTHER ENGLISH LANGUAGE QUALIFICATIONS (Please give details)

CAREER HISTORY

Please give details of relevant employment and professional experience (or attach a curriculum vitae)

DATES (TO AND FROM)	NATURE OF WORK AND POSITION HELD	NAME AND ADDRESS OF EMPLOYER

REFERENCES (LETTERS OF RECOMMENDATION)

Please give the names of your two referees. At least one should be from an academic member of staff at the institution where you gained your most advanced qualification. The references should be included with this application.

NAME	ADDRESS	POSITION

PERSONAL STATEMENT

Please use this space to summarise your academic interests and your reasons for choosing your intended course of study.

RESEARCH PROPOSAL

Please provide a brief outline of your proposed research topic or interests. If you have a detailed research proposal this should be attached. You should check this website for guidance on writing a research proposal <http://pgstudy.nottingham.ac.uk/apply-postgraduate-course/writing-research-proposal.aspx>.

Please continue on another sheet of paper if required.

DISABILITY, DYSLLEXIA OR LONG TERM MEDICAL CONDITIONS

The University of Nottingham aims to provide an environment in which all of our students are able to participate fully in university life. In order to assist us in providing suitable support, please indicate below if you have a disability. This will not affect judgement concerning your academic suitability for a course and will be treated confidentially.

NONE ☐

BLIND OR PARTIALLY SIGHTED ☐

USE A WHEELCHAIR OR HAVE MOBILITY DIFFICULTIES ☐

DEAF OR HAVE IMPAIRED HEARING ☐

MENTAL HEALTH DIFFICULTIES ☐

AUTISTIC SPECTRUM DISORDER/ASPERGER SYNDROME ☐

OTHER ☐ (Please give details)

CRIMINAL CONVICTIONS

Do you have any criminal convictions? YES ☐ NO ☐

DOCUMENTS

Please check that you have included the following documents with this application:

Transcript(s) of Studies

Certificates (Bachelor/Masters)

English Language Test Results (if any)

References

Research Proposal

The University collects information about its students for various academic, administrative, health and safety reasons. The information is processed in accordance with the 1998 Data Protection Act, and is disclosed to third parties only with the individual's consent or to meet a statutory obligation. The information provided on this application form will be stored electronically and used for administrative purposes by the University.

DECLARATION

I certify that the information provided is correct and I understand that the University will withdraw my application if any aspect is found to have been falsified. I consent to the processing of information provided on this form subject to the provisions of the Data Protection Act (1998).

SIGNATURE:

DATE:

When completed please return to: Iraq_applications@nottingham.ac.uk

آلية الملحقية الثقافية في بريطانيا للحصول على قبولات لطلبة البعثات الجديدة

السبت, 12 أيار/مايو 2012

مواكبة لبرنامج البعثات الجديدة التي اعلنت عنها وزارة التعليم العالي والبحث العلمي ولغرض توفير مقومات نجاح هذا المشروع الريادي الكبير وبعد أن استلمت الملحقية الثقافية قوائم باسماء الطلبة المرشحين من عدد من الجامعات العراقية واستثمارا لعلاقات الملحقية الممتازة مع الجامعات البريطانية الرصينة،

تطلق الملحقية الثقافية برنامجها لتوفير قبولات مبدئية للطلبة المرشحين للدراسة في الجامعات البريطانية، وضمن الآلية الآتية:

1- ملء الطالب المرشح **استمارة المعلومات** التي أعدتها الملحقية والتي تمثل الحد الأدنى من المعلومات التي تحتاجها الجامعة البريطانية لتمكينها من توفير قبول مبدئي، لذا نأمل من الطلبة المرشحين ملء الاستمارة بشكل كامل ومطبوعة بالحاسوب (على شكل وورد Word file) وإعادتها للملحقية على العنوان الالكتروني الذي تم تخصيصه لهذا الغرض وهو:

offer@iraqiculturalattache.org.uk

2- تقوم الملحقية بعد استلامها لاستمارة بإدخال المعلومات الواردة فيها في قاعدة بيانات تم إعدادها في الملحقية لهذا

الملحقية الثقافية في بريطانيا

الاخبار

الطلبة

تصديق وصحة الصدور

العراق

المملكة المتحدة

المعاهد والكليات والجامعات

مشاريع

اعلانات

Contact Us

(4 items remaining) Downloading picture http://www.iraqiculturalattache.org.uk/ar2/templates/shaper_simplicity_ii/images/header.g

Internet | Protected Mode: On

125%

22:10

16/05/2012



الرئيسية

الاخبار

تعاميم وإرشادات

الجامعات الماليزية

الجامعات العراقية

استثمارات ونماذج

العنوان والاتصال

غير مصنف

افتتاح موقع الملحقية الثقافية العراقية في ماليزيا

20 أبريل، 2012 - 3:58 م | أضف مشاركة

السلام عليكم ورحمة الله وبركاته

تم بعون الله افتتاح الموقع الجديد للملحقية الثقافية العراقية في ماليزيا

أكمل قراءة الموضوع

غير مصنف

تعاميم وإرشادات

استثمارات ونماذج

الاخبار

الرئيسية » أرشيف الأقسام

الموضوع كتب في : تعاميم وإرشادات

استثمارات ونماذج

Downloads - Application Forms

المزيد هنا

الدائرة الثقافية في لندن

- المستشار الثقافي : الاستاذ الدكتور باقر عبد الرسول الهاشمي

- الهاتف النقال: 00447950815553

- الهاتف الارضي: 00442075818652

- رقم الفاكس: 00442075811038

- الموقع الالكتروني : www.iraqiculturalattache.org.uk

- البريد الالكتروني: office@iraqiculturalattache.org.uk Londonculturalaloffice@yahoo.co.uk

- عنوان الدائرة الثقافية : Iraq Cultural Attache 20 Queens Gate, London SW7 5JE ,UK

الدائرة الثقافية في واشنطن

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- الموقع الالكتروني : www.iraqembassy.ca/eng/CulturalOffice/index.html /

- البريد الالكتروني: Cultural@iraqembassy.ca

- عنوان الدائرة الثقافية : 280 - Albert Street, Suite 203 Ottawa, On, Canada K1P5 G8

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Good Luck

- ▶ Thanks for Your Attentions