**Faculty of Humanities Fast Track Application Scheme**

**1. Background**

1.1 The purpose of this Fast Track Scheme is to identify undergraduate students who are expected to achieve a 2.i degree classification or higher and offer them a Fast Track application route to a Postgraduate Taught (PGT) level Programme in Humanities, resulting in a conditional place on a PGT level programme across all schools within the Faculty of Humanities. All Schools in Humanities will offer a Fast Track application route for University of Manchester undergraduate students wishing to progress to Humanities PGT programmes. The Fast Track Application Scheme should be used alongside other recruitment and conversion activities for PGT programmes.

1.2 The aims are to:

* proactively recruit students onto our PGT programmes
* automate the admissions process onto the PGT programmes for Manchester graduates
* foster a sense of continuous community
* have an earlier indication of student admission numbers

1.5 The Scheme has been successfully implemented in Schools since the 2010 admissions cycle.

**2. Principles of the Fast Track Application Scheme**

2.1 The Fast Track Application Scheme will, each year:

* be localised to the processes within individual schools
* promotion of and timing of the scheme will be in accordance with School recruitment plans;
* allow entry to PGT level programmes strategically identified by Schools;
* be open to all undergraduate students in the University of Manchester regardless of their status (i.e. home / EU / overseas / FT / PT).
* accept applications from current undergraduates across the University, not just from the same School.

2.2 Students applying via the Fast Track Application Scheme to an identified PGT programme will not have to submit an application form or references etc. Confirmation via email that they wish to be ‘fast tracked’ will trigger the admissions process and the issuing of the School’s standard conditional offer letter for that programme. However, for some programmes further information such as a personal statement may be required. Applicants should be advised to check the appropriate website for further details before confirming that they wish to be fast tracked.

2.3 Students are encouraged to respond, by the date specified in the ‘expression of interest’ letter

but Fast Track applications can be accepted at any time. Places are limited and will be awarded on a first-come, first -served basis.

**3. Identification of Suitable PGT Programmes for Inclusion in the Fast TrackFast Track Application Scheme**

3.1 It is recognised that Schools may not want their full portfolio of postgraduate taught programmes to be included in the FastTrack Application Scheme and should therefore be explicit about programmes that are not available for Fast Track application.

3.1.2 PGCE courses are not available via the Fast Track route because the Department for Education requires applications to go through UCAS. All Schools should make this explicit in communications.

3.2 The strategic decision as to which Masters’ programmes should be included in the Scheme has been left to the individual Schools.

3.3 The approved list of PGT programmes to be included in the Scheme should be forwarded to the School’s admissions team for inclusion in the ‘expression of interest’ letter and for signposting to the website (see 5 below).

**4. Considerations at School Level**

4.1 At the same time as considering which programmes should be included in the Fast Track

Application Scheme Schools might like to give consideration to the following:

4.1.1 **Scholarships**

The Faculty of Humanities approved atuition fee loyalty scholarship (£3,000 as a discount on total tuition fee) for graduates with a first class degree from the University of Manchester who commenced taught postgraduate PGT programme at the University within three years of graduation.

Any new scheme considered must be reported to the Faculty Leadership Team for approval. A framework of the factors that should be considered in designing and deciding any scheme, and a template for reporting the proposed scheme to the HPRC can be requested from the Faculty Teaching, Learning and Student Experience Team.

**5. Expression of Interest Letter** (see sample in Appendix 1)

5.1 A standard ‘expression of interest’ email will be sent to undergraduate students by the Recruitment and Admissions team that:

* lists or signposts to the programmes included in the FastTrack Application Scheme for the School
* provides details of entry requirements for those programmes, including details of pre-requisites or specific grade requirements, where these are applicable.
* includes a date by which the student should identify the relevant postgraduate taught programme(s) and accept / decline the Fast Track application . However, although applications are encouraged by this date they do remain open for the remainder of the year.
* includes information on the University’s Postgraduate Open Day
* contains School specific information
* provides a URL to other programme / application information
* includes information on scholarships and loans (where applicable).

Schools may send this either at the end of second year or start of final year. Schools may send to all undergraduate students or just target those identified as in line for a first or 2:1 by the end of their second year (as identified by the Examination Board).

5.2 The Student accepts / or declines the offer of a Fast Track Application, identifying the programme(s) they wish to apply for. This will be acknowledged by the Postgraduate Admissions Team in a timely manner and in accordance with the 3-5 day turnaround commitment. The School Team[[1]](#footnote-1) will then:

* add a new application record to the existing EmplID
* set the Admit Type to ‘*MIG*’ so that an automatic acknowledgement letter is not issued
* add Fast Track to the free text source field, for reporting purposes (Discoverer)

Further guidance on how to do this can be found at:

<http://www.raid.manchester.ac.uk/student-admissions/admissions-how-to/pg-school-administrators-admissions-how-to/addapplications/fast-track/>

5.3 The School’s postgraduate admissions team will use the ‘Add Application’ screen in Campus Solutions to:

* add the conditional offer row
* add the offer conditions
* issue the conditional offer letter

Schools should inform their fast track applicants when they can expect to receive the decision and have their CS recorded updated by.

5.4 Applications will be managed following the same process as other direct entry applications once the offer is recorded. Fast Track applicants will still need to accept their conditional offer through standard procedures as outlined in their programme offer letter.

5.5 Fast Track applicants will not need to notify the University of their undergraduate degree results. Following the June examination board, the School PGT Admissions Team will, either in liaison with the Programme Administration team or directly[[2]](#footnote-2), check that those students on the list of Fast Track Applicants have met the conditions of their offer for the PGT programme.

* + Any student on the list who has a negative service indicator related to tuition fees on their record cannot be confirmed in accordance with the University’s Fees Policy[[3]](#footnote-3). Their status should be checked at least on a weekly basis to see if the debt has been cleared.
* The PGT Admissions Team will update CS, adding a row to the applicant’s record to state that they have satisfied their offer conditions
* Fast Track applicants will then receive confirmation of their place on the PGT programme following the same automated process as all other applicants.
* Any students who are eligible for the Alumni Scholarship should be informed and CS updated with the scholarship.
* Overseas students should be notified of visa/CAS requirements and processes.

5.6 The standard process for pre-registration and registration will be undertaken by the Directorate of Student Experience.

**6. Monitoring and Review**

6.1 In order to be able to monitor whether the scheme has been successful or not, the number

of students who have been fast tracked should be monitored each year by the School.

6.2 The processes for operating the scheme will be reviewed to ensure that, where applicable, any changes to University systems and process are reflected.

 **Appendix 1**

Date

Dear (Personalised)

Now that you have entered the final year of your Bachelor’s degree you may have already started to think about your future. Have you considered continuing to postgraduate study? A postgraduate qualification will broaden your knowledge of your subject and give you a competitive edge over others in the job market.

We have identified that you are on track to obtain a good result in your undergraduate degree, and you are therefore invited to progress to postgraduate study with us. We would like to offer you a fast track route onto one of our select postgraduate courses starting in September 20XX. You can find out more about the available courses and course entry pre-requisites by following the link below

URL link to list of courses (URL must list all available courses and School contact)

Selection for the fast track route means that you can bypass our usual application process; all you have to do to is email us confirming the name and code for your selected course by (insert deadline), and we will guarantee you a conditional offer to study. For some programmes further information such as a personal statement may be required so please check the website. Places are limited and will be awarded on a first-come, first -served basis.

Please email (insert email address) stating ‘*fast track application*’ in the subject line, and ensure you include your student ID and the title of the course you wish to apply for within the email, and we will do the rest.

*Other Schools within the Faculty of Humanities will also consider applications through the fast-track route. To find out more, please contact the Admissions Team in the School in which your chosen course is based:*

*School of Arts, Languages and Cultures: Andy Rigg,* [*andy.rigg@manchester.ac.uk*](mailto:andy.rigg@manchester.ac.uk)

*School of Environment, Education and Development: Ashley Hall* [*Ashley.hall@manchester.ac.uk*](mailto:Ashley.hall@manchester.ac.uk)

*School of Social Sciences: Zoe Woodland,* [pg-soss@manchester.ac.uk](mailto:pg-soss@manchester.ac.uk/zoe.woodend@manchester.ac.uk)

*Alliance Manchester Business School: Liz Hardy,* [*liz.hardy@manchester.ac.uk*](mailto:liz.hardy@manchester.ac.uk)

(Optional – suggested text re studentships / awards)

As an alumnus of the University of Manchester you may be entitled to a £3000 discount on your tuition fee for postgraduate courses, subject to obtaining a 1st class degree within the Faculty of Humanities. Please visit (insert URL) for more info.

Our selected postgraduate courses are not the only ones available within the University and you are, of course, welcome to apply via the normal application route for one of our other courses on offer. Further details can be found at: <http://www.manchester.ac.uk/postgraduate/taughtdegrees/>

The University’s Postgraduate Open Day on (insert date) offers a great opportunity to discover more. Further information and details on how to register for this event can be found at:

<http://www.manchester.ac.uk/postgraduate/opendays/>

(Optional – suggested text re School open day)

The School of xxx will also be holding activities on (insert date), giving you a chance to meet the Programme Directors for each of our MA and MSc courses, as well as to talk to other staff and current postgraduate students.

If you cannot make the (insert date specified in the paragraph above or the date of the PG Open Day) and have any questions, please do not hesitate to contact the School’s admissions team on xxxxxxxx

I would like to congratulate you on being selected for our fast track scheme and hope to welcome you as a postgraduate student. I wish you good luck in the remainder of your undergraduate studies.

Best wishes,

(Insert Name)

Head of School

**Flow Chart of Fast Track Application Scheme Appendix 2**

no further action taken

Student declines fast track application to a programme or doesn’t respond

Student accepts fast track application to a programme

Postgraduate admissions team mail-merge information into ‘expression of interest letter’ and send to student

REGISTRATION

Central ‘sign up to IT and confirm your place’ communications sent out by the Centre

School issues CAS ( for Tier 4 students only)

Student meets conditions

School makes conditional offer

Central Admissions Team adds an application record to existing EmplID, set Admit Type to MIG, add Fast Track to the free text source of interest field

Student confirms place (record changes to intention to matriculate)

School updates Student System

Identification of students to receive invite to fast track: either all final year or those on track for a 1st or 2:1 classification

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| Related Procedures and Guidance |  |
| Policy Owner: | Head of Teaching, Learning and Student Experience |
| Lead Contact: | Emma Rose |

1. Individual Schools may make arrangements with the Central Admissions Team for them to input applications. This is agreed per school and dependent upon the capacity of the Central Admissions Team. [↑](#footnote-ref-1)
2. Information is available via the Campus Community section of Campus Solutions [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)