

## University of York Online - Key Information Sheet

This sheet is designed to provide details of key information that every applicant should be informed of when entering the application process. It covers lots of frequently asked questions about the programmes, application process, and UK government student loans. Please read all of the below information carefully and retain this sheet for future reference.

### Programme

Where can I find more information on what I will be studying?

Further information about the content can be found by looking up your modules in the module catalogue. This covers learning outcomes, assessment methods, and indicative reading. Please note that the module catalogue is only a guide, we are constantly using student feedback to improve our programmes and as a result the module catalogue is frequently updated.

You can find a list of the modules covered in each programme here:

The University of York Management School:  
MSc Innovation, Leadership and Management  
MSc Finance, Leadership and Management  
MSc International Business, Leadership and Management

Department of Computer Science:  
MSc Computer Science  
MSc Computer Science with Data Analytics  
MSc Computer Science with Cyber Security  
MSc Computer Science with Artificial Intelligence

Department of Social Policy and Social Work:  
Master of Public Administration (MPA)  
MPA Public Policy and Management  
MPA Social and Public Policy  
MPA International Development

And you can use [this link](#) to access the module catalogue.

When using the module catalogue it's important to select the correct academic year of study, and you can also check with the advisors about reading lists.

How is the course structured?

This is a part-time programme, and you study one module at a time. Each module lasts for eight weeks (with the exception of the Independent Research Project), and if you complete all of your modules without any breaks, you can complete the programme in two years.

How many hours a week do I need to commit to study?

Each module is designed to be 150 hours' worth of study, which equates to 18.75 hours per week. The online programmes are designed for weekly module engagement, and the

expectation is that students are involved in activities each week in order that they stay fully involved in both tutor and student discussions.

### What should I do if I have a planned event I need to attend?

We recognise that students may have important events coming up that may require some time away from studies. In order to reduce the impact on your studies, we highly recommend you inform the University as soon as possible about any such event coming up in the next 2 years. Events may include weddings, known work projects, and religious holidays. In addition, as the online programmes require weekly engagement, holidays must be planned carefully and where possible, around your studies. This is particularly important when it comes to assessments, which can take place at various intervals during a module. Unfortunately, the University is not able to reschedule assessment dates where a student has holiday unless there are exceptional circumstances. We can provide assessment dates up front if needed in order to help you plan.

### What can I do if I need to take a break?

If you have completed one module and are unable to go onto the next you can take a study break. This is where you skip a module, take an eight-week break, and then take that module the next time it is available.

You can only take a study break having completed your previous module and cannot take them while still studying a module. You can take a maximum of six study breaks throughout your course and a maximum of two consecutive study breaks. Please note that taking a study break has the potential to extend the time it takes to complete your course significantly if you have to wait for a module to become available again. If you intend to take a study break, then you will need to discuss it with your Student Success Coordinator, who will advise you.

## How to Apply

A link to the application form can be found [here](#). You simply need to complete the form and upload your supporting documents. Your application will then be checked through before being submitted to the admissions team for consideration.

### What supporting documents do I need to submit?

Supporting documents provide evidence that you are capable of completing the Masters programme of your choice. You will be required to provide the following documents:

- Degree Certificate (translated copy and original, if not in English)
- University Transcript (translated copy and original, if not in English)
- Proof of English language ability (if English is not your first language)
- CV (not required if applying to the Department of Computer Science)

### How can I provide proof of my English language ability?

You must provide evidence that your English language ability is adequate to undertake Masters-level study. The easiest way to do this is to complete a language test, you can find a list of the language tests we accept [here](#).

You may also be able to use previous study in English, such as a Bachelor's degree completed at a UK university. Please note that this is only applicable if you have studied solely in English

for a minimum of a year, within the last two years. If your programme was completed more than two years ago, you cannot use this as proof of your English language ability.

### What happens if I miss a deadline with my application?

Steps are taken to ensure you are given as much notice as possible regarding upcoming dates for enrolment and registration. Unfortunately, if you miss a deadline to either apply or enrol on your programme, or register for your first module, you will not be able to join the resulting intake, and will have to look to a future module start date.

### Who should I go to for help?

Your Enrolment Advisor is your first point of contact should you face any difficulties with your application. They are available either via phone or email during office hours and can advise you on how to progress your application. They are here for your support, so please contact them directly with any queries.

## Funding Your Studies

### UK Government Postgraduate Loan

If you are eligible, you may be able to fund your studies through a UK Government postgraduate loan. Information on your eligibility can be found [here](#) on the government website.

### When will I receive my first student loan payment?

If your application for a UK Government postgraduate loan is successful you will receive your first payment after you have registered for your programme and the University confirms your attendance on your programme. The University will confirm your attendance with your finance provider on or just after the start date of your programme, when teaching has commenced. The University will not be able to confirm attendance prior to this. As your first module fee is due a 6 days before your programme start, you should expect to cover the cost of this first module via other means, for example, by credit card.

### How are loan payments spread out?

Your loan payments will be evenly spaced across your programme duration and will be paid directly to you in 3 instalments per academic year. You will be responsible for using the money to contribute towards tuition fees and other expenses as you see fit.

Your loan payments may not always align with the payment deadline dates for each of your modules. If your application is approved, you will be sent a letter detailing your payment dates by your finance provider. You can also check them in your online account. You should use this information to plan your finances and ensure you have the necessary funds to meet the payment dates for each module as your course progresses.

### What happens to my loan if I take a break or withdraw from my studies?

Taking a break from your studies (either a study break or a formal leave of absence) will affect your postgraduate loan. Payments will usually stop during any period away from your studies. If you withdraw from your programme this may affect any future entitlement to UK Government student loans.

You need to inform your student finance provider of any changes to your study pattern (e.g. study break, leave of absence or withdrawal) as soon as possible. Please note that your provider will be able to record your change of circumstance but may not be familiar with your particular programme study pattern.

### Payment Methods

Payments can only be made via the University's payment portal (e:vision) and by debit/credit card. We are unable to accept any other payment option including bank transfers. Furthermore, we are unable to accept split payments across multiple cards for one module payment. Students must make sure any payment is made in one single payment using one payment card. If you decide to pay for each module in instalments, you will need to continue to pay in this way for the duration of your programme. Alternatively you can pay all of your fees upfront before you start the programme.