

SMUP (Staffordshire-Madras Universities Partnership)

Application Procedure

The application procedure outlined below relate to the two Masters offered in partnership with Staffordshire University:

- MSc Natural Resource Management & Sustainable Development
- MSc Sustainable Development for Urban Environments.

- Consult the relevant pages in this website, and download the Award Specification document. If you need more detail about the module, you can also download the separate module specification documents. Make sure you also consult the Finance page, so you are clear about the financial implications of undertaking this Masters programme.

- If you have any queries before applying, go to the Contacts page, where email addresses are provided. Once you are ready to apply, follow the procedure outlined below.

- The application is divided into **THREE** parts (Parts A, B and C). To be considered for a place on your chosen award, you will need to have completed and sent **all the** sets of application documents and your referees support document by the application deadline. We are monitoring both websites, and will inform you of the progress of your application.

- Part A. Application to Staffordshire University.
 1. Go to <http://www.staffs.ac.uk/distlearnform/>
 2. Complete the online application form, following the instructions provided. Guidance notes appear alongside the application.
 3. In section 2, click on **the Faculty of Sciences**, and the award option is the **MA Sustainable Development**.
Do not worry; you are not applying for the MA, but at present the website options have still to be amended.
 4. Once you have filled all 14 sections, press the Submit button, at the bottom of the document.

- **Part B. Application to the University of Madras.**
 1. Download the application template for the Joint Masters (SMUP).
 2. Follow the instructions in the WORD document template and complete.

3. Save this document, and name it, using the following format:
Your Name_PartB_JointMastersApp_SMUP
4. Send the WORD document as an attachment to:
snrmsdue.adm@googlemail.com
5. In the subject line of your email, write the following:
Your Name_Joint_Masters_(SMUP)_application

- **Part C. References to the University of Madras**

1. Contact the two referees you have identified in Part A, and ensure that they submit a one page reference to:
snrmsdue.adm@googlemail.com
2. The referee should indicate in the **subject line** of their email, the applicant's name as follow:
Your_Name_Applicant_JointMasters_Reference
3. If your reference does not arrive in time, we cannot consider your application. We will contact you and if you are interested, we will hold the application for the next intake.
4. It is important that you undertake all three parts of the application in parallel. Given the online nature of the application, you may find it easier, to identify your referees, explain your application, and get them to send their references as soon as possible. We do not mind even receiving your references even before the formal applications (part A & part B).