

Oxford School of Global and Area Studies
University of Oxford
12 Bevington Road, Oxford OX2 6LH



Certificate of Offer

DETAILS OF YOUR OFFER

Applicant name: Mr Alastair Addison

Applicant number: 1636492

Course: MPhil Russian and East European Studies - full time

Department / Faculty: Russian and East European Studies

Course start date: 9 October 2023. Please note that you will need to be in Oxford in time to attend induction events for students on your course, which are expected to begin on Monday 2 October 2023.

College:

Your application will now be considered for a college place and you will hear from the college that accepts you in the coming weeks.

Academic conditions:

Achieve a final overall result of at least the specified mark/expected result in your Master of Arts Scotland's degree in modern history and arrange for an electronic final transcript to be provided officially to us directly from the University of St Andrews or an accredited body. Please visit www.ox.ac.uk/admissions/graduate/after-you-apply/your-offer-and-contract for further information. If this is not possible please provide a hard-copy original or certified copy of your final transcript.

The deadline to meet these conditions is 31 July, 2023.

Financial conditions:

This offer is subject to the completion of a Financial Declaration, details of which will be confirmed by your college. In the meantime, please read the information on the Financial Declaration below so that you know what you will be required to provide.

Non-academic conditions:

- You will be required to complete a criminal convictions declaration. You will receive an email with instructions. Further explanation of the process is below.
- You must ensure that any information submitted with, or in relation to, your application (whether to the University or your college) is true, genuine, accurate and complete.



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FEES AND FUNDING

Fees:

Details of fees can be found in the Course Information Sheet. See the link under “Contractual Documentation” below.

Fee status: Home

Funding:

The University’s scholarship competitions consider eligible applicants who have received an offer as part of the November, December or January application deadlines for their course. Normally funding offers are made between late February and June. Please see our online information on funding options at www.graduate.ox.ac.uk/funding.

CONTRACTUAL DOCUMENTATION¹

This Certificate, and the documentation supplied along with it, constitutes your formal offer of a place at the University of Oxford and when you accept it you will enter into a contract with the University. The offer should be read together with the following documents which are all available at www.graduate.ox.ac.uk/youroffer:

1. University Terms and Conditions
2. Course Information Sheet
3. Student Handbook

These documents and this Certificate together set out the content of the contract you will be entering with the University. **You should read these carefully before accepting this offer.**

YOUR DECISION

To accept or decline this offer, please **contact us by 10 April 2023** using the details below*. This offer may be withdrawn if we have not heard from you by this date.

YOUR KEY COURSE CONTACT

Please use these contact details for any queries and to provide us with any documents required to meet your conditions (as set out above).

Admissions contact :

admissions@area.ox.ac.uk

Course Contact :

Name: Lisa Haynes

Email: rees.enquiries@area.ox.ac.uk

Website: www.rees.ox.ac.uk

¹ If you require an accessible version of the documents referenced in this section, please contact Graduate Admissions and Recruitment by email (graduate.admissions@admin.ox.ac.uk) or via the online form (www.graduate.ox.ac.uk/ask).

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Signature:



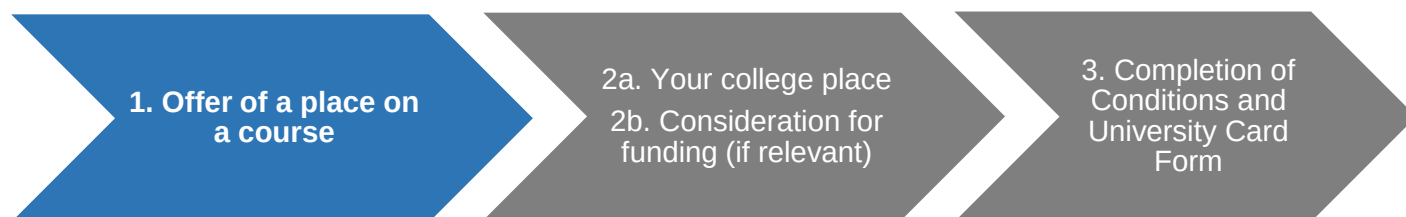
Lenka Bustikova
Course Director

Date: 13 March 2023

** Right to Cancel: [Note: This is a notice that the University is obliged to include in offers by law. However, please note that we anticipate that this will affect only students who are required to pay a fee deposit as part of accepting their offer. If you are not required to pay a deposit, this is unlikely to affect you as the University accepts withdrawals at any point before the start date of your course]. You are entitled to cancel your acceptance of a place at the University for any reason within a period of fourteen days beginning on the day after the day on which we receive notification of your acceptance of this offer. You can do so by sending a notice in writing stating that you wish to cancel your acceptance of the offer of a place. The notice should be sent by email to the contact above. By cancelling your acceptance of the offer, you will be withdrawing from both the University and, if you have already been offered a college place, the college.*

Further information on your Certificate of Offer

WHERE YOU ARE IN THE PROCESS



ABOUT YOUR OFFER

Now that you have received your offer of a place on a course, the next stages are an offer of a college place and, provided your application has been made an offer as part of the November, December or January application deadlines for your course, consideration for scholarship funding.

Your college

The college that accepts you will be in touch with you directly. You can expect this within 8-10 weeks. In a few cases, this may take longer; please be assured that this is not a cause for concern. Please note that:

- If you indicated a preference, your preferred college will now consider your application, but your place may not necessarily be at that college.
- If you are successful in obtaining a college-linked scholarship, we may need to move your application to a different college so as to maximise the funding available overall.

Once a college makes you an offer, there are only three grounds on which a change of college during the application process is possible:

- (i) the University moves you to another college as part of the process for securing funding; or
- (ii) as a result of measures to respond to any pandemic (including Covid-19), epidemic or local health emergency; or
- (iii) a different college is required to meet an essential disability requirement. If you believe this is the case, please contact our Disability Advisory Service (DAS) as soon as possible so they can work with you and your college to explore what reasonable adjustments can be made. A change of college on disability grounds will only be possible in exceptional cases and you will be required to provide supporting medical evidence about your disability and its impact.

If you choose to turn down your college place (or exercise any cancellation right that the college gives you), please be aware that this will mean you are also turning down the University place on this Certificate of Offer. This is because the two offers are linked; you must be a member of a college in order to join the University. You can find more information on Oxford colleges at www.graduate.ox.ac.uk/introducingcolleges. If you have any queries, please contact the Graduate Admissions and Recruitment Office by completing an email query at www.graduate.ox.ac.uk/ask.

NOTE - In almost all cases a college place is assured. The only exception is in rare cases arising under the Criminal Convictions Policy. As stated in this Certificate of Offer, candidates must declare any relevant unspent criminal convictions. Following any such declaration the University will follow the Criminal Convictions Policy at www.graduate.ox.ac.uk/criminalconvictions.

In rare cases, following risk/safeguarding assessment by the Criminal Convictions Panel (CCP), it is possible no college will be able to offer a place, in which event the University will not be able to admit the candidate.

Further information on your Certificate of Offer

Conditions

You must meet all of the conditions in your Certificate of Offer in order to take up your place at the University. The consequences of failing to meet a condition of your offer are set out in the Terms and Conditions.

1) Academic conditions

If your offer has academic conditions, you will need to send the relevant official documentation to us to evidence that you have met your conditions by the date stated in your Certificate of Offer. It will not normally be possible for an offer-holder to take up a place if any conditions are outstanding after this date. If you anticipate any difficulties with this deadline, please contact us as soon as possible.

2) Financial conditions

Financial Declaration: Your college will ask you to complete a Financial Declaration form. When making your Financial Declaration, you will need to:

- show that you have sufficient funding to cover the course fees for Year 1 of your course by providing financial evidence;
- give your assurance that you are able and willing to meet all your course fees beyond Year 1, if the duration of your course is longer than one year (no financial evidence of this is required); and
- give your assurance that you are able and willing to meet your living costs for the duration of your course (no financial evidence of this is required).

You can find more information on the Financial Declaration at www.graduate.ox.ac.uk/financialdeclaration.

3) Non-academic conditions

As a condition of your offer you are asked to declare any unspent relevant criminal convictions. You will be able to do this in Graduate Applicant Self Service and will receive further instructions by email.

The University policy at www.graduate.ox.ac.uk/criminalconvictions explains how declared criminal convictions will be dealt with and what constitutes a relevant conviction.

It is also a condition of your offer that any information submitted with or in relation to your application (whether to the University or your college) is true, genuine, accurate and complete (i.e. does not omit information you have been asked to provide).

Fees and fee status

Your personal fee status (if not already confirmed in your Certificate of Offer), course fee liability, and likely living costs will be confirmed through the Financial Declaration form.

In the meantime, information on course fees and other living costs, including any continuation charges that will apply, can be found in the Course Information Sheet available at www.graduate.ox.ac.uk/courseinfosheet.

You can find information on how fee status (Home, Islands or Overseas) is determined at www.graduate.ox.ac.uk/feestatus.

Further information on your Certificate of Offer

Funding

The majority of Oxford scholarship decisions take place between late February and June. After this date, it is unlikely that we will be able to offer funding. If you have applied to any specific schemes, you can find details of the dates by which funding decisions will be made at www.graduate.ox.ac.uk/scholarshipsatoz.

Due to the volume of applications, we are unable to contact unsuccessful applicants individually or provide feedback so if you have not heard back from us by the dates indicated in the scholarship information then please assume that you have been unsuccessful. The scholarship process is very competitive and success is not guaranteed. We therefore advise you to explore all possible funding sources. Further information can be found at www.graduate.ox.ac.uk/funding.

Keeping your contact details up to date

If any of your contact details change, please let us know as soon as possible to ensure you do not miss any important information.

Queries

If you have any questions about this offer or would like to get in touch, please use the contact details provided in your Certificate of Offer.

THINGS TO CONSIDER

Accommodation

Accommodation is not guaranteed for graduate applicants, although over 70% of full-time graduate students in their first academic year receive College or University graduate accommodation. When you have received your college offer, your college will explain how to apply for any college accommodation that they may have. The University's Graduate Accommodation Office may also have accommodation for which full-time graduates can apply. Further details are available at www.graduate.ox.ac.uk/accommodation.

Part-time students do not need to meet the University's residence requirements (see www.graduate.ox.ac.uk/residence), and would normally only need to attend Oxford for short periods of time. Your college may be able to provide occasional accommodation for these periods, or there are further suggestions at www.graduate.ox.ac.uk/accommodation.

Disability, long term health conditions and specific learning difficulties

If you have (or think you might have) a disability, and did not declare it in your application, we strongly encourage you to let the Disability Advisory Service (DAS) know as early as possible, so that they can advise on the range of study support that is available. It can take time to arrange support so it is important to start this process without delay. You can find further information on DAS as well as the DAS registration form at www.graduate.ox.ac.uk/das.

Visa application

It is your responsibility to investigate whether you need a visa to study in the UK and to make any application. Before doing so you should make sure you are eligible to apply and meet the requirements.

Further information on your Certificate of Offer

The majority of applicants requiring a visa to study in the UK for a full-time course will need to apply under the Student Route. See the advice on the University website and a detailed guide to applying for a student visa at www.ox.ac.uk/students/visa/before/studentvisa.

For **part-time courses** we are not able to sponsor you for a student visa, so you should discuss the attendance requirements with your department. The visitor visa/route will allow you to attend for short blocks of study only, or infrequent visits; it will not allow you to attend for the whole duration of the course.

Summer Pre-session Course in Academic English

If you are an international student and English is not your first language, you should consider the Oxford University Language Centre's Summer Pre-session Course to help you perform at a high level in your studies. You can find out more about this intensive, six-week online programme at www.lang.ox.ac.uk/summer-presessional-english-course.

Arriving in Oxford

There is a wealth of information available to help you plan for your arrival in Oxford at www.graduate.ox.ac.uk/newstudent.

Deferral

It is not normally possible to defer your entry unless you are facing exceptional unforeseen circumstances. You can find out more about deferrals at www.graduate.ox.ac.uk/defer. Please note that if you wish to apply for a deferral and you consider that you meet the criteria, you will only be able to do so once you have met all the conditions of your offer.

Complaints

The University's graduate admissions complaints and appeals policy is available at www.graduate.ox.ac.uk/complaints.

Further information on your Certificate of Offer

CHECKLIST OF ACTIONS YOU SHOULD TAKE

- ☐ **Read this letter carefully**, including the contractual documentation related to your course:
 - 1. University Terms and Conditions
 - 2. Course Information Sheet
 - 3. Student Handbook

- ☐ Decide whether to **accept or decline** this offer and let us know by the deadline stated in your Certificate of Offer.
- ☐ Send documents to evidence that you **meet the conditions** of your offer. The date by which these documents are due is included in your Certificate of Offer.
- ☐ Complete the question on criminal convictions (you will receive separate instructions by email).
- ☐ If you have a disability and have not already declared it, contact the Disability Advisory Service so that we can arrange support as appropriate.
- ☐ **Check whether you need a visa** to study in the UK.
- ☐ **Check your email regularly for important information and updates, including your college place.**