



# CAMBRIDGE

## Police Executive Programme

### **Applying for the MSt in Applied Criminology and Police Management**

Applications to the MSt are made via an online process administered through the Institute of Continuing Education (ICE). (Please note this is a separate department from the Institute of Criminology)

Apprenticeship applications are now open and close on the 13<sup>th</sup> January 2023

The first residential element will begin on 27<sup>th</sup> March 2023.

### **How to Apply**

#### **Apprenticeship application:**

<https://www.crim.cam.ac.uk/mst-applied-criminology-and-police-management-degree-apprenticeship>

### **Colleges:**

Students have to be members of a college. During the application process, you will be given a choice of college. Please look at the web pages before making this choice. Once you have been accepted by a college, it is not possible to change and as you graduate from your college, if you have colleagues applying for the MSt at the same time, you may wish to opt for the same one. You will not always get your first choice college selection as places at some of them are limited.

The choices for the Police course are:

Fitzwilliam College: <https://www.fitz.cam.ac.uk/>

Selwyn College: <http://www.sel.cam.ac.uk/>

Wolfson College: <http://www.wolfson.cam.ac.uk/>

*Please make sure you select an option on the application form*

### **Interviews:**

Once your application has been submitted, you may be contacted by the Institute of Criminology to arrange an informal interview. This can be conducted by telephone, Zoom or Teams. The purpose of the interview is to ensure that you know what to expect on the course, what will be provided, what will be expected of you and to answer any queries or concerns you may have.

*Interviews will be organised by the Institute of Criminology*

**Samples of written work:**

If you do not have a first degree in which you achieved a 2.1 or above (or equivalent), you will be asked to submit an example of your written work. This is usually a 500 word essay based on an article which we will provide.

*Writing samples will be requested by the Institute of Criminology*

**References:**

For the MSt course, **professional references** are preferred. Ideally these will be from your line manager or member from your sponsoring agency if appropriate. A request should be generated automatically to these with instructions on how to complete the reference. If, for any reason, your nominated referees do not receive this, please contact the ICE Admissions team at:

[mst.admissions@ice.cam.ac.uk](mailto:mst.admissions@ice.cam.ac.uk)

**Certificates and transcripts:** You will need to upload copies of certificates and transcripts for any qualifications declared on your application form. If you have lost your degree certificate or transcript, it is normally possible to request a replacement from your original university but these sometimes take a while to be delivered.

If you have any queries regarding certificates and transcripts, please contact:

[mst.admissions@ice.cam.ac.uk](mailto:mst.admissions@ice.cam.ac.uk)

Other necessary documentation:

You will need to upload a photograph which will be used on your University card and to identify you. This card will give you access to less open areas of the Institute of Criminology and access to your college.

**Apprenticeship requirements**

If you are recommended for acceptance onto the apprenticeship programme by the course director, you will be advised of this by email by the MSt administration team, they will also send you a Prior

Learning and a SkillScan form. Please complete these forms before the start of the course and return them by email to [mst.administration@crim.cam.ac.uk](mailto:mst.administration@crim.cam.ac.uk)

You will also need to upload a copy of your Level 2 ( or equivalent) Maths and English qualifications to your application or alternatively send the documents directly to [mst.administration@crim.cam.ac.uk](mailto:mst.administration@crim.cam.ac.uk) If you do not have a level 2 qualification please don't worry, the team at ICE Apprenticeships will arrange for you to sit an online test, you can contact them at [apprenticeships@ICE.cam.ac.uk](mailto:apprenticeships@ICE.cam.ac.uk)

Your police force/workplace is required to nominate an 'Employer' or force Mentor for you. This individual should preferably not be your line or task manager. Your force mentor should be a senior leader who can support your progress and development towards the apprentice standard for Senior Leader. Your force Mentor will need to meet with you regularly to discuss progress in your apprenticeship and should be empowered to take action on your behalf if need be. Please send your mentors name and contact details to [mst.administration@crim.cam.ac.uk](mailto:mst.administration@crim.cam.ac.uk)

### **Conditional Offers:**

The Institute of Criminology (IOC) will make recommendations of acceptance to the course to the Institute of Continuing Education (ICE). As the admitting body for the course, ICE will issue the formal conditional offer. Once you have received the conditional offer, please check that you have met all the conditions and accept the offer in your self-service account.

One of the conditions may be college membership. Please note that this will be organised on your behalf, and you do not need to take any action.

If you are a non-standard applicant who has submitted written work and had an interview, there may be a delay in receiving your conditional offer. These applications are considered by an additional body within ICE who only meet once a month.

Once you have met all your conditions and been formally enrolled, the MSt administration team will be in contact with introductory information.

### **Frequently Asked Questions:**

- **My referees have not received any notification, what do I do?** Contact [mst.admissions@ice.cam.ac.uk](mailto:mst.admissions@ice.cam.ac.uk) and they will be able to resend the requests.
- **How do I find out the status of my application?** Check your self-service account or contact [mst.admissions@ice.cam.ac.uk](mailto:mst.admissions@ice.cam.ac.uk)
- **I am having difficulty in uploading documents. What do I do?** Contact [mst.admissions@ice.cam.ac.uk](mailto:mst.admissions@ice.cam.ac.uk)