



# 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. (Please note this is a separate department from the Institute of Criminology)

Standard applications will open on 1<sup>st</sup> September 2019 and close on 9 February 2020.

Apprenticeship applications open on the 9<sup>th</sup> September 2019 and close on the 15<sup>th</sup> December 2019.

The first residential element will begin on 30<sup>th</sup> March 2020.

### **How to Apply**

Please set up your online service account by following the instructions at:

Standard application:

<http://www.ice.cam.ac.uk/course/mst-applied-criminology-and-police-management>

Apprenticeship application:

<http://www.ice.cam.ac.uk/course/mst-applied-criminology-and-police-management-senior-leaders-masters-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 in person. 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 either submit a piece of written work or to write an essay.

*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)

### **Language Requirements: \***

For those whose first language is not English:

- IELTS Academic: Overall band score of 7.0 (a minimum of 6.5 in Writing and 7.0 in the other components)
- TOEFL Internet: Overall score of 100 (a minimum of 25 in each individual component)
- CAE: Grade A or B (with at least 193 in each individual element) plus a Language Centre assessment
- CPE: Grade A, B, or C (with at least 200 in each individual element)

There is provision for a further assessment by the University Language Centre if your score targets are missed by a small margin. If you have any queries regarding language requirements, 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, access to your

college as well as reduced fares on the Uni4 bus and other University properties and colleges.

### **Financial Undertaking:**

This is your commitment to pay course fees. We are aware that many of you have agreements with sponsoring agencies and the administrative team at the Institute of Criminology will make invoicing arrangement directly with these where agreed, however, everyone does have to complete and submit this Financial Undertaking form with appropriate details. Please note that the University has a combined fee which includes college membership and this currently shows as £7,500 on your self-service account. To make invoicing easier for your agencies, the Institute of Criminology invoice will also include your accommodation, formal dinner and some other costs. **Thus, your total fee will be £12,000 per annum.**

**The Financial Undertaking Form must be signed and uploaded to your self-service account. A purchase order or details for invoicing will need to be forwarded to the MSt Administrator at the Institute of Criminology who will arrange the invoicing required.**

**Confirmation of Apprenticeship levy funding can be uploaded in support for anyone approved for this route**

### **Conditional Offers:**

At some point, we hope you will receive a conditional offer. Check that you have met the conditions and accept. If English is your first language, you do not have to meet any language requirements\*

The application process does sometimes take a while. We do welcome those who have professional experience at a senior level but who do not have a first degree but if you do not have a first degree with a 2.1 or above equivalent, your application has to be reviewed by an admissions committee who only meet once a month which does cause delays so please be aware of this.

Once your place has been confirmed, the administrative team at the Institute of Criminology will be in touch with introductory information.

### **Frequently Asked Questions:**

- **Do I have to pay the application fee?** Yes. It is not possible to submit an application without paying this.
- **Is it possible to apply outside the September - 9 February window?** NO
- **Can I defer my application?** Unfortunately not however, if you withdraw it is possible to apply again in subsequent years. Submissions or written work and interviews from the first application can be used for subsequent applications.
- **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)
- **I have slightly missed the language requirement.** \*If your IELTS or TOEFL score narrowly misses the requirement, it is sometimes possible to be referred to the University's Language Centre who will make their own assessment. There is a charge for this service and it is not possible to use this if you have not already taken an IELTS or TOEFL test. The Centre is sometimes able to offer advice and support to enable applications to be successful.
- **If I withdraw, am I still committed to paying the fees?** If you withdraw at least a week

before the course commences, the Institute of Criminology will normally not charge unless, for any reason they have incurred an expense on your behalf.

- **If I withdraw in the middle of the course, do I still have to pay full fees?** The Institute would normally charge you proportionally to the amount of time spent on the course plus any college or other fees which are paid annually. If you intermit, any fees paid will be taken into account.
- **On my self-service account, the fee is showing a different amount to that advertised for the course.** Please read the notes on the Financial Undertaking form above.