### Application Guide for Doctor of Education (HK)

To start your application, please go to <u>http://www.bristol.ac.uk/study/postgraduate/apply/</u>. Online instructions and help are provided throughout the process, but if you have any problems, please contact Bristol at <u>ed-edd-hk@bristol.ac.uk</u>.

You do not have to complete your application in one sitting. You can use your username and password to return to your application at any time. However, once submitted you will not be able to make changes to your application information, so please make sure that you review your application thoroughly before you submit. If you do need to update any information after you submit, please contact the Graduate School of Education, University of Bristol (<u>ed-edd-hk@bristol.ac.uk</u>).

1. Click on "Online application system", enter "Education: Educational Management (Hong Kong) (EdD)", choose "Start date September 2022", click "Apply" and then click "New applicant"

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80 0	University of BRISTOL	Postgradu	ate study			Current students Curren	nt staff Alumni search	
Postgradua	te study 🔗	Howto	apply					
Find a program	ime	Guidance	for your applicati	~~~~		Online applicatio	un annat ann	
How to apply		Guiuance	ior your application	011		Start your application	using the	
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After you apply		1 Find a pro	arammo.			updates or request a	prospectus.	
Why choose Bri	istol?	Search the post the admissions	graduate online prospectus t statement for information on	o find your program entry requirements	me. Read , the application	Get in touch $\rightarrow$		
International st	tudents	process, and su	pporting documents require	d.				
About postgrad	duate study	2. Start your	application					
Visits and open	days	You can either s straight to the g	elect Apply now on the prog online application portal.	gramme's prospectus	s page or head	Admissions and procedu	policies ures	
Accommodatio	n	New applicants existing userna	will need to create a new acc me and password.	ount. Returning app	licants can use their			

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University of BRISTOL		Postgradua	ate study		Current s	tudents Current	staff Alumni

Postgraduate study	Start your appl	lication				
Find a programme	Search for your programme	and select it from the drondown list to see the available start dates. Select apply				
How to apply	for your chosen start date to begin your application.					
$\mapsto$ When to apply						
→ Start your application	If you started an application	on but did not submit it before 4 October 2021, you will need to begin a new application.				
$ \mapsto $ Submit supporting documents	·					
After you apply						
Why choose Bristol?	Find a programme	Q Education: Educational Management (Hong Kong) (EdD) ×				
International students		Education: Educational Management (Hong Kong) (EdD)				
About postgraduate study						

After you apply		
Why choose Bristol?	Find a programme         Q Start typing to find a programme	
International students		
About postgraduate study	Education: Educational Management (Hong Kong) (EdD)	
Visits and open days	Select a start date:	
Accommodation	Start date	
Fees and funding	January 2022	
Internships and opportunities	Start date Apply	_
Student life	September 2022	
Careers	Start date Apply	
Request a postgraduate prospectus	January 2023	
Brexit: information for prospective EU		

EM University of EM BRISTOL	
You are applying for Educational Educational Management (Hong Kong) (EdD) to start in September 2022. Please log in using your email address and password below. If you have not applied to us using the online application time letter please select level Applicant.	New applicant
returning applicant EmailAddress*	New applicat
Pastroid*	
Forgotten password? Sign in	

2. The next screen is Applicant Details:

Please fill in your **FULL NAME** (as shown in your HKID / Passport) and complete the rest of your personal information as required in the page. Please also create an account for yourself. Choose a username and password for yourself and then click "**Next**"

Remarks: Please ensure the **email address** you provided when you created your profile is up to date, because Bristol will use this to communicate with you about the progress of your application, to provide a decision on your application,

Applicant details							
Your names must be entered as they appear in your passpor Notice for agents - you must enter your client's details.	t						
Applicant Details							
Title * Firstigiven name(s) (If you have only one name please enter it in the summe box)	<b>`</b>						
Preferred first/given name							
Surname/family name *							
Sex *	~						
Date of birth (dd/mmm/yyyy) *							
Email address *							
Please specify a user name and p	password to access your online ap	plications					
Username *							
Password *							
Confirm password *							
L							
Consent Confirmation Questions							
University's full Data Protection Statement							
1 have viewed and acknowledge the University of Bristol will use the Information provided for the purposes set out in the University's full Data Protection Statement.*							
By taking this box, i consent to receive information from the University about courses, events and life at the University by email. If no consent is provided, we will still email you about any application or bookings you have at the University to ensure you have essential information. For example, this may include updates about the status of your application and event details.							
			•				
		Cancel	Next				

# 3. Please click on "Start Application"

Application		Checklist
ist	~	This form is divided into sections or pages; you must visit every page and you must answer any mandatory questions (indicated by ""). Click any section heading to go directly there or click the b
onal Details		Start Application
ntact Details	☆	Con Guide
her Information		Contract Lesies     Prease complete as many feits as possible to     assist with processing your application     Sourcessing your application     You must yield says application
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bmission		
eview	Q	

# 4. The next screen is **Personal Details:**

Please fill in your personal information as required in the page and then click "Save and continue"

Your Application		Personal Details				
Checklist	<	* Denotes a mandatory field				
Personal Details	숬	Personal Details				
Contact Details	52	Title *	Miss		~	
Other Information		First/given name			2	
Qualifications		Second given name				
Quaincations	1	Third given name				
Experience	1	Surname/family name *	Wong		2	
Personal Statement	$\approx$	Date of birth *	01 ~	Jan 🗸	2011 ~	
Research Statement	5	Preferred first/given name			2	
Passoort and Visa	☆	Previous surname			2	
Referees	5	Sex *	Female		~	
Funding		Country of birth *	Please select		~ 2	
		Legal nationality *	Please select		✓ 2	
Submission	<del>x</del>	Dual nationality	Please select		✓ 2	
Preview	Q	Country of residence *	Please select		¥ 2	
Icon Guide		Ethnic background	Please select		v 2	
Please complete as many fields as possible to assist with processing your application		Have you previously studied with us at the University of Bristol? *			✓ 2	
This page has not been started Outstanding information required for mandalory fields All mandalory information has been provided		Your application will be assessed on your academic meri learning difficulties(e.g. dyslexia). It's really important that course with appropriate support.	<ol> <li>Please let us know if you have a <u>dis</u> t you let us know this information so the transmitter of the second second second second second second second second second second s</li></ol>	ability: this can include medical condition that we can talk to you about support and	ons e.g. epilepsy, diabetes, chronic fa d adjustments we may be able to offi	figue and mental health conditions, autism, and specific or to enable you to reach your full potential on your
-		If you have a disability you would like us to be aware of, please select from the dropdown list;	Please select		~	
		Do you have any criminal convictions? *			✓ 2	
		s	ave & return later	Save	Save an	d continue

## 5. The next screen is **Contact Details:**

Please fill in your contact information as required in the page and then click "Save and continue"

Your Application		Contact Details				
Checklist	<ul><li>✓</li></ul>	* Denotes a mandatory field				
Personal Details	~	Home Address				
Contact Details	$\mathbf{x}$	Please provide your permanent residential address. If yo Country *	Nu have another address and would pre	fer for us to contact you at that address inste-	ad you have the opportunity t	add a correspondence address in the next se
Other Information		Postcode			Lookup	
Qualifications	$\mathbf{x}$	Address Line 1 *				
Experience	$\mathbf{x}$	Address Line 2				
Personal Statement	$\mathbf{x}$	City *			2	
Research Statement	$\mathbf{x}$	County				
Passport and Visa	$\stackrel{\frown}{\simeq}$	Telephone				
Referees	$\stackrel{\frown}{\simeq}$	Mobile "				
Funding	$\mathbf{x}$	Correspondence Address				
Submission	☆	If you would like us to send any postal correspondence select No.	o an address which is not your home a	ddress please enter an alternative address h	ere. If you want us to send co	respondence to your home address then plea
Preview	Q	Do you want to add a correspondence address?	No		¥	
Icon Guide Please complete as many fields as possible to assist with						
processing your application		Sa	ve & return later	Save	Save and	continue

6. The next screen is **Other Information:** Please choose "**Part Time - Half Time**" and then click "**Save and continue**"

Your Application		Other Information					
Checklist	~	* Denotes a mandiatory field					
Personal Details	~	ditional Documents					
Contact Details	~	Please upload required document as outned in your admissions atalement Please upload 1 document Select File					
Other Information	<b>☆</b>	How would like to study this programme?					
Qualifications	ŝ	Part Time - Half Time - V 2					
Experience	ŝ						
Personal Statement	X	Save 5 return later Save and continue					

## 7. The next screen is **Qualifications**:

Please complete as much information as you can about your qualifications, uploading certificates and transcripts, and then click "**Save and continue**". You are expected to meet the University's minimum English Language requirements.

Remarks: The file cannot exceed 1000 KB in size and should be in .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx or .txt format.

Your Application	Qualifications							
Checking	* Denotes a mandatory field							
	Please provide details of qualifications you have achieved of	or are currently studying.						
Personal Details	Please enter your most recent qualifications first.	Please enter your most recent qualifications first.						
Contact Defails	<ul> <li>Please only enter details of those qualifications requi</li> <li>Guidance on entry requirements and relevant qualific</li> </ul>	red for or relevant to the programme you ations may be found on individual program	are applying to. mme pages accessible from the <u>Postoradi</u>	uate Programme search page				
Other Information	Qualification 1							
Qualifications	It is important that you identify correctly the institution(s) at Please start to type a name in the box below, once you have	which you have studied. e entered 3 characters we will start trying	to match your entry with institutions we kn	now about and will display a count of the	number found. Continue to enter more characters until the			
Experience	number of matches drops below 50 at which point we will di Institution/School/College *	City University of tenna	ns. If you are unable to find a match pleas	se type 'Other' and select an appropriati	e generic institution.			
Personal Statement	Type of qualification *	Please select		× 2	This Field is required			
Research Statement	Select Qualification *	Please select		<b>v</b> 2	This Field is required			
Passport and Visa	Select Subject*	Please select		× 2	This Field is required			
Referees	Awarded?*	Yes		✓ 2				
Funding	Grade *			×	This Field is required			
Submission	Start date *	<b></b>	<b></b>	<u> </u>	This Field is required			
Preview	Award date *	~	×	· ·	This Field is required			
Please complete as many fields as possible to assist with processing your application This page has not been started Southanding information required for mandatory fields	Documents Please upload your certificate Please upload your Transcript *	Select certificate for qualification 1 Select transcript for qualification 1	A transcript upload	is required.	×			
English Language Qualifications is English your first language?" What is your first language?	ons • No			✓ ★ This Field is n	oquired			
Exemptions: If you are from an English-speaking count may apply to you then please read our <u>exemptions policy</u> Did you study at school/university where you were taught in English?	y, or have studied, or are studying, in an English-sp g before answering the next three questions.	peaking country, then you may l	be exempt from the need to pro	vide additional evidence of yo	ur English language ability. If you think this			
Have you sat a relevant English language test? '				V 2 This Field is n	equired			
				-				
	Save & return later	Save		Save and continue				

### 8. The next screen is **Experience**:

Please provide details of your current position, continuing with any other positions held in reverse chronological order (i.e. most recent first), uploading CV and then click "**Save and continue**"

Your Application		Experience			
Checkist	/	* Denotes a mandatory field			
Personal Details		Professional/Work Experience			
Contact Details		Documents	Colori Dia		
Other Information	-	Please upload a copy of your CV	Select File		
Qualifications		Current/Most Recent Role			
Experience		Employer name and address			
Personal Statement	3				
Research Statement	3				ß
Passport and Visa	3	Job title and main duties			
Referees	3				
Funding	3				ß
Submission	3	Full time/Part time			<b>~</b>
Preview	۹.	Date of Appointment	~		×
Icon Guide Please complete as many fields as possible to assist with processing your application This page has not been started Contracting information required for mandatory fields		End date (if applicable) Add Another Role	~	· •	~ ~
All mandatory information has been provided		Do you have any other relevant work experience to support your application?			v
			Save & return later	Save	Save and continue

#### 9. The next screen is Personal Statement:

Please use this section to tell us about your suitability for and interest in the Programme. You will need to write this information in a word document and upload it in this section. Once you have uploaded it, click "**Save and continue**"

Your Application		Personal Statement						
Checklist	~	* Denotes a mandatory field						
Personal Details	~	Personal Statement						
Contact Details	✓	eneuroe uprovid or type a personal statement at support of your any that are mentioned.	r approaron, percre you do so prease ensur	r mat you nave checked for any specific requireme	ens in the <u>autosouris subtrient gualities</u> of your programme and that you address			
Other Information	~	Do you have a personal statement to upload? $^{\rm s}$	Ves		~			
Qualifications	~	Documents	Salart File					
Experience	~	Lagase altriver live for an analysis and a second						
Personal Statement								
Research Statement	1	S	ave & return later	Save	Save and continue			

#### 10. The next screen is Research Statement:

Please draft a research statement that tells us what you want to research, how you intend to do it, and why it is worth doing. You will need to write this information in a word document and upload it in this section. Once you have uploaded it, click "**Save and continue**"

Remarks: Please note that there is no need for applicant of HK EdD programme to make contact with supervisor at this stage. Please skip "Proposed supervisor 1" and "Proposed supervisor 2".

Your Application		Research Statement					
Checklist	~	* Denotes a mandatory field					
Personal Details	~	Research Statement					
Contact Details	<ul> <li>Image: A set of the set of the</li></ul>						
Other Information	~	Before giving the name of your proposed academic supervisor and a proposed project tills, we would expect you to have made contact with the academic supervisor to discuss your research proposal. The contact details for supervisors and their research interests can be found via the <u>programme prospectus page</u> .					
Qualifications	✓	Proposed supervisor 1					
Experience	✓	Proposed supervisor 2 2 Skip					
Personal Statement	✓	Proposed project title (max 160 chars) 2					
Research Statement	1	Dama draft a naraarch stolareart that bells us ushal use used to razaarch how one initiand to do it and usho it in useds doing. Whan reventata click that Statest fait bells to balance to release the document					
Passport and Visa		Upload your research statement * Select fie Select fie					
Referees	$\stackrel{\frown}{\simeq}$						
Funding	$\mathbf{x}$						
Submission	5.2	Save & return later Save Save and continue					

#### 11. The next screen is **Passport and Visa:**

For applicants of HK EdD programme, please enter your **Hong Kong permanent ID card number/work visa number**, instead of your passport number. Please upload a copy of your **Hong Kong permanent ID card/one-way permit/valid work visa**. Once you have uploaded it, click "**Save and continue**"

Remarks: Please note that the university can only admit students with Hong Kong permanent ID card, one-way permit or valid work visa. IANG visa holder is not eligible to apply this programme. If you have any queries regarding your visa status, please email to <u>hss@scope.edu</u>

Your Application	Passport and Visa
Checklist	* Denotes a mandatory field
Personal Details	Passport and Visa
Contact Details	Information on visa requirements may be found on our <u>Student visa</u> webpage and we strongly advise all international students to read this carefully
Other Information	Do you require a visa to study in the UK? * Yes. Yes.
Qualifications	Please fil out your passport details below. If you are unable to provide these at the current time you will have another opportunity to upload your passport after you submit the form. If you do not provide us with this information we will be unable to issue you with your confirmation of acceptance number and your will be unable to obtain a visa.
Experience	Passport number
Personal Statement	Date of issue SKIP v one-way permit no./
Research Statement	Date of expire SRIP work visa no.
Passport and Visa	Documents
Beteres	Please upload a colour (not black & white) copy of www.masseord
Eunding	permit/valid work visa
Submission	Have you previously studied in the UK?* No
Preview Q	
Icon Guide	
Please complete as many fields as possible to assist with processing	Save & return later Save Save and continue

## 12. The next screen is **Referees:**

Please select "**Yes**" and upload your references if your referee has given you a copy, or select "**No**" and provide details of your referee and then click "**Save and continue**"

Your Application	Referees					
Checklist	Denotes a mandatory field					
Personal Details	ease teel tree to upload your reterences if your reteree has given you a copy, or select "No" and provide details of your referee and we will contact them directly on submission of your application.					
Contact Details	Referee 1					
Other Information	Do you have a reference to upload? * Ves Ves 2 Please upload your provided reference * Select File					
Qualifications						
Experience	Referee 2					
Personal Statement	Do you have a second reference to upload?*					
Research Statement						
Passport and Visa	Save & return later Save Save and continue					

## 13. The next screen is Funding:

Please indicate how you intend to pay the fees and then click "Save and continue"

Your Application	Funding					
Checkist	* Denotes a mandatory field					
Personal Details	Please indicate how you intend to pay the fees for your proposed programme of study at the University of Bristol. Information on fees and funding can be found here. The information gathered on the application form around funding routes is use for reporting, projection and CAS generation. This information is used in admission and across the wider university including the student funding office.					
Contact Details						
Other Information	Main Source of Funding What is your likely source of funding?* Please select v 2					
Qualifications	Percentage from this source "					
Experience	Is this funding already secured?*					
Personal Statement	Add Funding Source					
Research Statement	Other Funding					
Passport and Visa	I would like to be considered for other funding opportunities					
Referees	Please be aware that licking this box does not guarantee funding. Applications will still need to be processed in regards to funding in the normal way.					
Funding						
Pedendantan	Save & return later Save Save and confinue					

14. When you have completed all of these sections, please click "Submit" in the "Submission" page. You will not be able to change your application once you have submitted it, but you can upload additional documents to support your application via your Applicant Portal. You will receive an auto-acknowledgement email confirming the submission of your application within 24 hours.

*Remarks: Please make sure you had pressed the "Submit" button. If you are doubt about the submission status, please email to <u>hss@scope.edu</u> <i>for further checking.* 

Data Protection Statement				
By ficking the checkbox below and submitting your completed online application form, you acknowledge the University of Bristol will use the information provided from time to time, along with any further information about you the University may hold, for the purposes set out in the <u>University's full Data Protection Statement</u> Applicants applying to the collaborative programmes of doctoral training should also read the <u>Data Protection Statement</u> for collaborative programmes of doctoral training should also read the <u>Data Protection Statement</u> for collaborative programmes of doctoral training should also read the <u>Data Protection Statement</u> Applicants applying to the collaborative programmes of doctoral training should also read the <u>Data Protection Statement</u> .				
training.				
The information that you previded on your application form will be used for the following purposes:				
<ul> <li>To enable fee university to comple statistics, or to assist other organisations do visions to due to additional the university to comple statistics, or to assist other organisations to do so. No additional the published that would identify you personally;</li> </ul>				
<ul> <li>To enable the University to initiate your student record should you be offered a place at the University.</li> </ul>				
Declaration				
All applicants should note that the University reserves the right to make without notice changes in regulations, courses, fees etc all any time before or after a candidate's admission. Admission to the University is subject to the requirement that the candidate will comply with the University regulation procedure and will duly observe the Charter, Statutes, Ordinances and Regulations from time to time in force.				
By licking the checkbox below and submitting your completed online application form, you are confirming that the information given in this form is true, complete and accurate and that no information requested or other material information has been omitted. You are also confirming that you have read the Data Protection Statement and you confirm the statement below.				
I can confirm that the information I have provided is true, complete and accurate. I accept that the information given in my application will be stored and processed by the University of Bristol, in accordance with the UK General Data Protection				
Regulators and Date Protection Act 2018, in order to				
Consider my application and operate and impartial admissions process     Kontor the University's applicant and student profile     Comply with at laws and regulations;     Ensure the wellking and security of at students and staft,     If my application is successful for mit hasis of the studenter made within my application.				
If the University of Bristol discovers that I have made a tase statement or omitted signification information from my application, for example examination results, I understand that it may have to withdraw or amend its offer or terminate my registration, according to circumstances.				
Finally				
You will not be able to change your application once you have submitted it, but you can upload additional documents to support your application via your Applicant Portal. You will receive an auto-acknowledgement email confirming the submission of your application within 24 hours.				
Thave read, understood and agreed to the above *				
Save & return later Save Stilmat				

15. If you wish to update your information or provide supporting documents later, you can click "Save & return later"

Save & return later	Save	Submit	

16. If you have not submitted your application, you can still update the application and provide information/supporting documents before application submission. Please sign in as "**Returning applicant**" to complete your application.

	University of BRISTOL				
Y	w are applying for Education: Education: Education Management (Nong Kong) (EdD) to start in September 2022. Pease log in using your email address and password below. If you have not applied to using the online application from before glasse weekd New Applicant.  Returning applicant  Pease data  Pease data Pease data Pease data Pease data Pease data Pease data Pease data Pease data Pease	Ne	lew applicant	New applicant	

**What happens next?** Bristol will check your application, and make sure you are suitable for the course. If there are any questions, they will contact you. Once they have made a decision, they will email you, through the online system, to let you know. You can view your decision letter and accept and decline your offer by logging into your application form with the account you created above.