



Find out more

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Funding:

Advanced Dietetic Practice courses (LBR)

If you are eligible for Learning Beyond Registration (LBR) Deanery funding, you will need to complete the LBR funding application form.

Please note: LBR funding is not available for the 60-credit Research Project and Dissertation which is required on the MSc course. Details of the current fee and payment terms are available upon request. If you are not eligible for LBR funding, you will need to complete a self-funding form. Both the LBR funding application form and the self-funding form are available by emailing the course administrator.

This publication is available in
alternative formats.

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The University of Nottingham has made every effort to ensure that the information in this leaflet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

School of Biosciences Continuing Professional Development courses How to apply and register

www.nottingham.ac.uk/biosciences/short-courses



CPD courses in Advanced Dietetic Practice (LBR), ATP AgriFood, Brewing Science, Sensory Science

Using the Applicants' Portal online is the quickest and easiest way of applying to The University of Nottingham. Once you have submitted your application, you will be able to log on to the portal to track the progress of your application. The portal also has lots of useful information about fees and finance, student life and Nottingham city.

You will need to follow this procedure whether you are applying for an individual short course (called a 'module') or for the full masters, postgraduate diploma or postgraduate certificate course. You can apply for more than one short course in the same application.

You can apply at any time before the start date of your chosen course, but please check availability with the Course Administrator. Please note that there is an initial application fee of £25.

If you want to aim for a specific qualification in the future you can do this by accumulating enough credits from each module you successfully complete. Each module on these programmes is worth up to 20 credits. To qualify for an award you must achieve the following:

- Postgraduate Certificate (PGCert) – 60 credits
- Postgraduate Diploma (PGDip) – 120 credits
- Master of Science (MSc) – 180 credits

The application procedure is in three stages:

Stage 1: Postgraduate Applicants' Portal

Create an account for yourself as a 'new student' on the Applicants' Portal:

- Go to www.nottingham.ac.uk/pgstudy and click on 'How to apply' and then 'Apply online'
- Click on 'Create an account' and enter your details. Make a note of your chosen username, password and security question.

You will receive an email confirming your username and password, but please allow at least 24 hours before accessing the next stage so that the website has time to process your details.

Stage 2: Apply

Complete and submit your application:

- To begin your application, return to the Applicants' Portal at my.nottingham.ac.uk/pgapps and click on the 'My application' tab and then click 'Start'
- Complete your personal details and go to the next screen
- Enter your course details using the following information:

School: Biosciences

Academic year: Select as appropriate

Study: Part-time

Qualification: If you wish to take one 10 or 20-credit module choose from:

- No Qual - AgriFood ATP
- No Qual - Brewing Science
- No Qual - LBR (LBR Dietitians)
- No Qual - Sensory Science

Otherwise choose from one of the options available (PGCert, PGDip or MSc)

- Click the 'I have completed this screen' option and continue to the next page. Then work through the remaining screens and submit your application.

Please note: If you have chosen the 'No Qual' option you will need to complete the personal statement. Please indicate the module name and code number under this section, for example:

Module: Diabetes 1

Module code: D24D01

References are not required for these stand-alone modules, provided that you are accepted onto the course.

On completion of your application, you will be given an application reference number (this will be a letter and four numbers). If you are made an offer you will automatically receive an email which includes a link back to the portal - follow this link and click to accept your offer. You will then receive another email with your user name and password which you will need to enable you to register.

Please note: until you have completed stage three (see below) and formally registered, you are not considered to be a student of The University of Nottingham.

Stage 3: Register

New students can register three weeks before the course/module start date. Registration must be completed two weeks after your start date.

Registration must be repeated each academic year that you study with the University.

Log in to the portal, go to the 'Next steps' tab and then use the 'Begin online registration' option under the 'My details' section.

The online registration process will guide you through a series of screens. Some will ask you to check and confirm the personal details that the University holds for you, such as contact information. You must also check here whether you have any outstanding 'conditions'. You must meet all the conditions of your offer before we can register you as a student. Please check these carefully as it is your responsibility to provide the information we need to confirm your place.

Other screens will give you information about tuition fees, your course and your student loan (where applicable).

At the end of the process you will be asked to confirm your agreement to the University's regulations.

Your University card

Once you have registered, you can apply for your University card. You will need to upload a photograph online via the Applicants' Portal. If you are a distance learner your school will post your card to you. Your card is proof you are a student at the University and is an electronic key providing you with access to buildings and libraries.

A group in discussion on a dietetics course.

