



Completing a UKPASS application for the following BFI/IOE modules:

1. **Digital Video Production** (Autumn term, start date - October)
2. **Film: Theory and Educational Practice** (Spring term, start date - January)
3. **Digital Animation and New Literacies** (Summer term, start date - April)

Please apply for your programme using the UK Postgraduate Applications System, via their website at www.ukpass.ac.uk

You must submit your application at least 4 weeks before the module of your choice starts.

Using UKPASS is easy and will allow you to view the progress of your application online at any time. Instructions and guidance are available on the website, and we have provided some helpful tips below. It usually takes between 30-40 minutes to submit an application.

- Choose Apply and set up your UKPASS account. *This account will enable you to login and view the progress on your application, so please make sure you keep a note of your password and user name.*
- Select **I30 - Institute of Education** and choose **P041002 - SHORT COURSE Masters level (15, 30 or 60 credits)**
- Select the start date for respective module (as listed at the top of this information page)
- For the Attendance/Qualification/Duration please select any of the **PT-Other taught award**
- You will see a summary of the application process. Once you have finished a section, simply tick 'section completed' at the bottom of the page. The system will tell you if there is any missing information you need to complete. The help text can be accessed by clicking the blue ? next to the section heading.*
- Personal Details (*complete in full*)
- Further details (*complete in full*)
- Course details: (*this will be pre-populated with your course choice, please complete the other questions in full*)
- School / High School Details (*complete as far as possible*)
- University / College Details (*complete as far as possible*)
- English proficiency (*only complete if you are a non-native English speaker*)
- Supplementary Information (*complete as far as possible - please ensure you state your choice using the full name of the module you wish to study as specified at the top of this information page*)
- Passport OR Driving Licence copy:** *please scan and attach a clear colour copy of one of these documents if you are able to do so.*
- Personal Statement (*complete in full - We require a statement which should address why you wish to undertake this course. Please specify whether you wish to receive accreditation (be assessed) for this course or whether you are only interested in auditing.*)
- Reference 1 and 2** - *You have the option for these to be submitted under separate cover.*
- Once all sections of the application are complete click **Submit**. You will receive an email confirming successful receipt of your application to UKPASS.

What next?

You can expect to hear from the IOE within 4 weeks of applying. We may contact you if we require any additional information. We will also be contacting you with information regarding your enrolment.

Any Technical Questions?

We find that most problems are easily rectified by checking the help text, and responding to any error messages. If you require further help, UKPASS operate an advice line for applicants, details below:

- UKPASS Customer Service Unit: (0)871 334 4447, Monday to Friday, 08:30-18:00 (UK time). UK BT landline calls will cost no more than 9p per minute. The cost of calls from mobiles and other networks may vary.
- Alternatively, please email enquiries@ukpass.ac.uk for an automated response with general information and guidance on the UKPASS procedures.

Questions about the course?

If you require any additional information regarding the course please email to ma.media@ioe.ac.uk.