

## Application Guide for Doctor of Education (HK)

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

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 ([ed-edd-hk@bristol.ac.uk](mailto:ed-edd-hk@bristol.ac.uk)).

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”**

The screenshot shows the 'Postgraduate study' page with a navigation menu at the top. The main content area is titled 'How to apply' and includes a sidebar on the left with links like 'Find a programme', 'How to apply', 'When to apply', 'Start your application', 'Submit supporting documents', 'After you apply', 'Why choose Bristol?', 'International students', 'About postgraduate study', 'Visits and open days', and 'Accommodation'. The main text provides 'Guidance for your application' and 'Support with the application process'. A prominent orange button labeled 'Online application system' is highlighted with a green arrow. Below it, there is a 'Request more information' section and an 'Admissions policies and procedures' section.

The screenshot shows the 'Postgraduate study' page with a navigation menu at the top. The main content area is titled 'Start your application' and includes a sidebar on the left with links like 'Find a programme', 'How to apply', 'When to apply', 'Start your application', 'Submit supporting documents', 'After you apply', 'Why choose Bristol?', 'International students', and 'About postgraduate study'. The main text provides instructions on how to search for a programme and select a start date. A search box is visible with the text 'Education: Educational Management (Hong Kong) (EdD)'. Below the search box, there is a dropdown menu showing the selected programme. A pink banner at the bottom of the main content area contains an information icon and the text: 'If you started an application but did not submit it before 4 October 2021, you will need to begin a new application.'

After you apply
Why choose Bristol?
International students
About postgraduate study
Visits and open days
Accommodation
Fees and funding
Internships and opportunities
Student life
Careers
Request a postgraduate prospectus
Brexit: information for prospective EU

**Find a programme**

**Education: Educational Management (Hong Kong) (EdD)**

Select a start date:

Start date January 2022	<input type="button" value="Apply"/>
Start date September 2022	<input type="button" value="Apply"/>
Start date January 2023	<input type="button" value="Apply"/>

University of BRISTOL

You are applying for Education: 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 form before please select New Applicant.

**Returning applicant**

Email Address\*

Password\*

**New applicant**

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 passport.  
Notice for agents - you must enter your client's details.

**Applicant Details**

Title \*

Firstgiven name(s)

(if you have only one name please enter it in the surname box)

Preferred firstgiven name

Surname/family name \*

Sex \*

Date of birth (dd/mm/yyyy) \*

Email address \*

Please specify a user name and password to access your online applications

Username \*

Password \*

Confirm password \*

**Consent Confirmation Questions**

[University's full Data Protection Statement](#)

I 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 ticking 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.

### 3. Please click on “Start Application”

**Your Application**

- Checklist
- Personal Details
- Contact Details
- Other Information
- Qualifications
- Experience
- Personal Statement
- Research Statement
- Passport and Visa
- Referees
- Funding
- Submission
- Preview

**Checklist**

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 button below.

**Start Application**

**Icon Guide**

Please complete as many fields as possible to assist with processing your application. You must visit every page and answer all mandatory questions.

- This page has not been started
- Outstanding information required for mandatory fields
- All mandatory information has been provided

### 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**

- Checklist
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**Personal Details**

\* Denotes a mandatory field

**Personal Details**

Title \* Miss

First/given name 2

Second given name

Third given name

Surname/family name \* Wong 2

Date of birth \* 01 Jan 2011

Preferred first/given name 2

Previous surname 2

Sex \* Female

Country of birth \* Please select 2

Legal nationality \* Please select 2

Dual nationality Please select 2

Country of residence \* Please select 2

Ethnic background Please select 2

Have you previously studied with us at the University of Bristol? \*

Your application will be assessed on your academic merit. Please let us know if you have a disability; this can include medical conditions e.g. epilepsy, diabetes, chronic fatigue and mental health conditions, autism, and specific learning difficulties (e.g. dyslexia). It's really important that you let us know this information so that we can talk to you about support and adjustments we may be able to offer to enable you to reach your full potential on your course with appropriate support.

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? \* Please select 2

Save & return later Save **Save and 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**

- Checklist
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**Contact Details**

\* Denotes a mandatory field

### Home Address

Please provide your permanent residential address. If you have another address and would prefer for us to contact you at that address instead you have the opportunity to add a correspondence address in the next section.

Country \*

Postcode  [Lookup](#)

Address Line 1 \*

Address Line 2

City \*  2

County

Telephone

Mobile \*

### Correspondence Address

If you would like us to send any postal correspondence to an address which is not your home address please enter an alternative address here. If you want us to send correspondence to your home address then please select No.

Do you want to add a correspondence address?

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

**Your Application**

- Checklist
- Personal Details
- Contact Details
- Other Information
- Qualifications
- Experience
- Personal Statement

**Other Information**

\* Denotes a mandatory field

### Additional Documents

Please upload required documents as outlined in your admissions statement

Please upload 1 document

How would like to study this programme?  2

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**

- Checklist
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**Qualifications**

\* Denotes a mandatory field

Please provide details of qualifications you have achieved or are currently studying.

- Please enter your most recent qualifications first.
- Please only enter details of those qualifications required for or relevant to the programme you are applying to.
- Guidance on entry requirements and relevant qualifications may be found on individual programme pages accessible from the [Postgraduate Programme search](#) page.

**Qualification 1**

It is important that you identify correctly the institution(s) at which you have studied.

Please start to type a name in the box below; once you have entered 3 characters we will start trying to match your entry with institutions we know about and will display a count of the number found. Continue to enter more characters until the number of matches drops below 50 at which point we will display the names of the matching institutions. If you are unable to find a match please type 'Other' and select an appropriate generic institution.

Institution/School/College \*

Type of qualification \*  This Field is required

Select Qualification \*  This Field is required

Select Subject \*  This Field is required

Awarded? \*  This Field is required

Grade \*  This Field is required

Start date \*    This Field is required

Award date \*    This Field is required

**Documents**

Please upload your certificate

Please upload your Transcript \*  A transcript upload is required \*

**English Language Qualifications**

Is English your first language? \*  This Field is required

What is your first language? \*  This Field is required

**Exemptions:** If you are from an English-speaking country, or have studied, or are studying, in an English-speaking country, then you may be exempt from the need to provide additional evidence of your English language ability. If you think this may apply to you then please read our [exemptions policy](#) before answering the next three questions.

Did you study at school/university where you were taught in English?

Have you sat a relevant English language test? \*  This Field is required

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**

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**Experience**

\* Denotes a mandatory field

**Professional/Work Experience**

Documents

Please upload a copy of your CV

**Current/Most Recent Role**

Employer name and address

Job title and main duties

Full time/Part time

Date of Appointment

End date (if applicable)

**Other Experience**

Do you have any other relevant work experience to support your application?

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**

- Checklist
- Personal Details
- Contact Details
- Other Information
- Qualifications
- Experience
- Personal Statement
- Research Statement

**Personal Statement**

\* Denotes a mandatory field

**Personal Statement**

Please upload or type a personal statement in support of your application. Before you do so please ensure that you have checked for any specific requirements in the [admissions statement guidance](#) for your programme and that you address any that are mentioned

Do you have a personal statement to upload? \*

Documents

Please upload your personal statement \*

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**

- Checklist
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**Research Statement**

\* Denotes a mandatory field

Research Statement

Proposed research

Before giving the name of your proposed academic supervisor and a proposed project title, 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 [programme prospectus page](#).

Proposed supervisor 1  \*

Proposed supervisor 2  \*

Proposed project title (max 150 chars)  \*

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. When complete click the "Select file" button below to upload the document.

Upload your research statement \*

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 [hss@scope.edu](mailto:hss@scope.edu)*

**Your Application**

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**Passport and Visa**

\* Denotes a mandatory field

Passport and Visa

Information on visa requirements may be found on our [Student visa](#) webpage and we strongly advise all international students to read this carefully.

Do you require a visa to study in the UK? \*  \*

Please fill 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 you will be unable to obtain a visa.

Passport number  \*

Date of issue  \*

Date of expiry  \*

Country of issue  \*

Documents

Please upload a colour (not black & white) copy of your passport

Previous Study UK

Have you previously studied in the UK? \*  \*

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	
Checklist	<input checked="" type="checkbox"/>
Personal Details	<input checked="" type="checkbox"/>
Contact Details	<input checked="" type="checkbox"/>
Other Information	<input checked="" type="checkbox"/>
Qualifications	<input checked="" type="checkbox"/>
Experience	<input checked="" type="checkbox"/>
Personal Statement	<input checked="" type="checkbox"/>
Research Statement	<input checked="" type="checkbox"/>
Passport and Visa	<input checked="" type="checkbox"/>

### Referees

\*Denotes a mandatory field  
Please feel free to upload your references if your referee 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.

Referee 1  
Do you have a reference to upload? \*  2  
Please upload your provided reference \*

Referee 2  
Do you have a second reference to upload? \*  2



13. The next screen is **Funding:**

Please indicate how you intend to pay the fees and then click “**Save and continue**”


Your Application	
Checklist	<input checked="" type="checkbox"/>
Personal Details	<input checked="" type="checkbox"/>
Contact Details	<input checked="" type="checkbox"/>
Other Information	<input checked="" type="checkbox"/>
Qualifications	<input checked="" type="checkbox"/>
Experience	<input checked="" type="checkbox"/>
Personal Statement	<input checked="" type="checkbox"/>
Research Statement	<input checked="" type="checkbox"/>
Passport and Visa	<input checked="" type="checkbox"/>
Referees	<input checked="" type="checkbox"/>
Funding	<input type="checkbox"/>

### Funding

\* Denotes a mandatory field  
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 used for reporting, projection and CAS generation. This information is used in admission and across the wider university including the student funding office.

Main Source of Funding  
What is your likely source of funding? \*  2  
Percentage from this source \*   
Is this funding already secured? \*

Other Funding  
I would like to be considered for other funding opportunities   
Please be aware that ticking this box does not guarantee funding. Applications will still need to be processed in regards to funding in the normal way.





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 [hss@scope.edu](mailto:hss@scope.edu) for further checking.*

The screenshot shows a web form with a sidebar on the left containing navigation links: 'Passport and Visa', 'References', 'Funding', 'Submission', and 'Preview'. Below these is an 'Icon Guide' with three items: 'This page has not been started' (with a red 'X' icon), 'Outstanding information required for mandatory fields' (with a red 'X' icon), and 'All mandatory information has been provided' (with a green checkmark icon). The main content area is titled 'Data Protection Statement' and contains text about data usage and a 'Declaration' section. At the bottom, there are three buttons: 'Save & return later', 'Save', and 'Submit'. A large green arrow points down to the 'Submit' button.

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

This image is a close-up of the three buttons from the previous screenshot: 'Save & return later', 'Save', and 'Submit'. A green arrow points down to the 'Save & return later' button.

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.

The screenshot shows the University of Bristol login page. It features the university logo at the top left and a message: 'You are applying for Education: Educational Management (Hong Kong) (EdM) 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 form before please select New Applicant.' There are two main sections: 'Returning applicant' and 'New applicant'. The 'Returning applicant' section has fields for 'Email Address\*' and 'Password\*', a 'Forgotten password?' link, and a 'Sign in' button. A green arrow points to the 'Returning applicant' section.

**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.