

## Admissions Procedures

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The following procedure applies to all postgraduate degree programmes. Applicants wishing to apply for short courses should follow the procedures as outlined on the Christie's Education website [www.christies.edu](http://www.christies.edu)

### Making an application

Applications for postgraduate programmes must be submitted through the online application system on the Christie's Education website [www.christies.edu](http://www.christies.edu)

### Entry requirements and documentation required

#### 1. Master of Science (MSc) Art, Law and Business and Master of Arts (MA) Art History and Art World Practice

All applicants must complete an online application through [www.christies.edu](http://www.christies.edu)

- A university degree, normally at Upper Second Class (2:1) or equivalent (Note: Please also refer to Interview section below)
- CV / Résumé
- Personal statement (500-1000 words)
- Applicants whose first language is not English must evidence their English language abilities, normally by completion of an IELTS examination with an overall score of 7. (Please refer to English Language section below)
- Two academic reference letters on institutional letterhead (or equivalent professional references)
- Colour copy of passport photo page and previous UK visas if applicable
- Writing sample - Applicants must provide a 1,000-2,000 word academic writing sample on an art/ art market/ art law related subject.

Christie's Education also welcomes applicants that demonstrate potential to succeed through work experience and /or life experience rather than academic qualification. Applicants in this position will be invited to attend an interview with a member of faculty.

Note: Christie's Education reserves the right to interview any applicant throughout the admissions process.

## **2. English Language**

All applicants who need a visa to study in the United Kingdom are required to evidence their English Language ability by submitting an IELTS certificate with an overall score of 7 with no individual component below 5.5. The only exception to this rule is if an applicant fits into category A or B below.

### **Category A**

Applicants who have previously completed an academic qualification equivalent to a UK degree which was taught in a 'majority English speaking' country: Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States of America

or

### **Category B**

Applicants who are a national from what we class as 'majority English- speaking' countries: Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United States of America

*Note: Christie's Education reserves the right to request evidence of English language ability from any applicant whose prior education has not been in the medium of English.*

## **3. Assessment of application**

All applications are reviewed against our entry requirements, a process which encompasses consideration of applicants' academic certificates and transcripts as well as their wider experience, knowledge and skills. The admissions department review all applications and liaise with academic staff as necessary in order to reach a decision on the application. The Director of Registry and Student Services is responsible for ensuring all applications are considered fairly and consistently in line with published policies and procedures. The Director of Registry and Student Services makes the final decision on all applications.

## **4. Interview**

Following assessment of the application, Christie's Education may, at its discretion, invite an applicant for an interview. This may apply to applicants if:

- They are applying to be admitted to Christie's Education on the strength of their work and/or life experience rather than academic qualifications
- They are applying on the strength of a qualification yet to be completed (for example, applicants who have not completed their undergraduate degree at the point of application)
- They do not meet the requirement for a university degree at Upper Second Class or above
- Their prior education has not been in the medium of English.

## 5. Offers

Christie's Education sends offer letters by email. An offer may be conditional or unconditional:

### **Conditional offer**

Conditional offer means that Christie's Education will offer an applicant a place providing certain conditions are met. Usually conditions are based on the completion of outstanding qualifications. Conditional offers may state the grades that must be achieved and/or specific grades in named subjects. Each offer is specific to the applicant's individual qualification and circumstances.

### **Unconditional offer**

An unconditional offer means that an applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme.

The offer letter includes details of how to accept or decline the offer of a place. Places at Christie's Education are limited and are held for 6 weeks from the date of the offer letter. In order to secure a place a deposit of 5% of the first year's tuition fees must be paid. Please refer to the Christie's Education Terms and Conditions.

### **Unsuccessful application**

Applicants will receive a response stating that they are unsuccessful, if Christie's Education has decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons and should be aware that many of the programmes at the Christie's Educations receive more applications than number of places available.

### **Withdrawn application**

An application may be withdrawn either by the applicant, or by Christie's Education. Where an applicant fails to attend an interview as part of their application process their application will be withdrawn, if the candidate fails to attend without making contact with Christie's Education or if an applicant is unable to attend and an alternative date cannot be found.

## 6. Questions, Feedback, Complaints and Appeals

The Admissions Officer is available at all stages of the application process to offer advice and support. If you have any questions as you make your application please contact [applicationsUK@christies.edu](mailto:applicationsUK@christies.edu).

Feedback to applicants on their application will be provided on request. All requests for feedback should be submitted to [applicationsUK@christies.edu](mailto:applicationsUK@christies.edu).