

## **Master of Studies in Construction Engineering: Supporting Documents**

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Below are the documents you need to provide when applying.

### **References**

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References are sought based on information provided on the application form

You will need to provide the details of two referees who are senior people acquainted with your work and who are able to comment on your academic and/or professional suitability to undertake the course. You will be asked to provide email addresses for your referees so that they can submit their reference via the online referencing system, so it is important for you to ensure that your referee is able to provide a reference for you before you submit your application form.

You should try to advise your referees to include the following information:

- How long they have known you and in what capacity.
- Their opinion of your experience, achievements, professional interests and the capabilities that you will bring to the course.
- Whether they believe you have the academic rigour to successfully complete a Master's level course.
- Whether they believe you will fit well on a Master's level course concerned with Construction Engineering in a broad context, requiring both group work and individual research.
- Whether they consider you have the enthusiasm, commitment and determination necessary to complete the course successfully.

If your referees are unable to use the online referencing system, or do not have email addresses, please contact the ICE Admissions office for further assistance.

For this course one academic and one professional reference is required. If this is not possible please contact the team managing the course via [cem.admin@construction.cam.ac.uk](mailto:cem.admin@construction.cam.ac.uk).

### **Transcripts**

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Evidence will be required to be uploaded via "self-service" under the **Academic – pre-decision** category

A transcript is a list of all the courses you have taken during a programme of study, with the result you obtained, and with the credit value if applicable.

If you are currently studying, please provide a transcript listing the courses taken during your programme of study, with the results or grades obtained for each. Current Cambridge students should upload a copy of their unofficial transcript from their Student Self-Service.

If you have previously completed degree-level study, please provide a transcript or degree certificate for each degree-level programme you have studied, showing the date the degree was awarded and the final class or grade obtained.

The transcript should be uploaded via your Self-Service, using the 'Academic – pre-decision' category. Please note that we may also ask you to send the originals via post if we make you an offer of admission and supplying these may be a condition of your offer.

If your documents are not in English, you must also upload a full translation of each document, prepared by a registered translator.

## Research Proposal

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Candidates who do not hold the minimum academic requirement of a 2:1 honours degree (equivalent to UK standards) and, who are invited to the interview stage following an assessment of their application, will be required to submit:

- A research proposal detailing the focus of their proposed CEM research dissertation (please request guidance from [cem.admin@construction.cam.ac.uk](mailto:cem.admin@construction.cam.ac.uk)).
- Alternatively, give details of a published/awaiting publication research paper written by the applicant that demonstrates their ability to undertake a research dissertation in the second year of the CEM.

If you meet the academic requirement and wish to upload a research paper that you have published as optional evidence to support your application please upload it via self-service.

## Curriculum Vitae

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Evidence will be required to be uploaded via "self-service" under the **CV** category

You will be required to submit your CV on application. Ideally this should demonstrate at least five years' experience in a job sector related to civil engineering or infrastructure development.

## Professional Qualifications

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Evidence will be required to be uploaded via "self-service" under the **Qualifications/Memberships** category

To support the application, applicants are encouraged to provide relevant professional qualifications or memberships with documentary evidence, stating the date the qualification or membership was obtained.

## Personal Statement

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Please enter the information as required in the application form:

- Your motivation in applying for this course.
- Your future aspirations and expectations.
- Any particular research topics you may wish to explore during the course. \*\*
- How this course will help you in your personal and career development.
- Any other information you wish to include in support of your application.

- Whether you have any other applications in progress.

\*\* please note that topics for dissertations are not finalised until year 2

## **Letter of Support from your Employer**

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Evidence will be required to be uploaded via “self-service” under the **Employee Support Letter** category

If a student will be in employment during his/her studies, a letter from the student's employer is required stating that they support the application and understand/accept that in undertaking the course some time away from work to attend the residential sessions will be required.

## **Writing Sample**

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Evidence will be required to be uploaded via “self-service” under the **Writing sample** category

Not required for this course, but may be requested.