



**UNIVERSITY OF DUNDEE**  
Centre for Applied Language Studies

TMLA Programme - Guidance Notes for Application

1. Please complete the main University of Dundee **"Application for Postgraduate Study and Research"** Form and the **"TMLA Programme - Additional Application Form"** and return **both** directly to the TMLA office at this address:

The TMLA Secretary, CALS, Caird House,  
University of Dundee, Dundee DD1 4HN, Scotland, UK.

2. In addition to these two forms, you should also send the following documents:

◆ Passport-sized photograph	This should be signed on the back (in English/Roman script). Please clip it to one of the application forms. It will be returned to you, should your application not be accepted.
◆ Certificates giving evidence of qualifications	These are requested on both the <b>"Application for Postgraduate Study and Research"</b> Form and the <b>"TMLA Programme - Additional Application Form"</b> . If your certificates are not in English, please enclose a translation, approved by an authorised translator or a Higher Education institution.
◆ "Certification of Employment" Form	This is required for the <b>Certificate Level only</b> . You should be teaching your target language during the Certificate phase as your teaching practice will be the focus of the first year, ie. you should already have a teaching post (full-time, fractional or hourly paid). This should normally be in a recognised institution. You are required to have the <b>"Certification of Employment"</b> form filled in by a representative of that institution, and it should be returned along with your application forms. If in doubt, please contact the Certificate Course Director.

3. In addition to sending the forms (as in Point 1 above) and the accompanying documents (Point 2 above), please ensure that the following are sent directly to the TMLA Director:

<p>◆ Two references (as requested on the "Application for Postgraduate Study and Research" Form)</p>	<p>At least one of these must be an academic reference; the other may be a teaching reference. The latter may be - though it does not have to be - from the same referee whose details you list in Question 5 on the "TMLA Programme - Additional Application Form". Please do not attach these references to your forms. Rather, you should ask your referees to send the references directly to the TMLA Secretary at the address given above (Point 1).</p>
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4. Finally, before applying for the TMLA, you should be aware of the following key points:

◆ **Distance Learning:** Both the Certificate and Diploma phases will be taught entirely via distance learning, with **optional** Induction Days (two Saturdays per year) in Dundee.

◆ **Hardware & Software:** You can log in from a PC with an Internet connection, in any location, providing that your hardware and software reach the minimum acceptable standards. Details of these standards can be found in the separate "TMLA Orientation Pack A" (enclosed). Please note that you cannot participate in the course unless you have access to suitable hardware and software.

◆ **Access:** Although it is not necessary to have home access - you can for example log on from an office or university computing centre - it is strongly recommended.

◆ **Technical Skills:** You should possess the basic technical and computing skills necessary to engage with educational material and participate in classes in the Virtual Learning Environment. Details of these skills can be found in the separate "TMLA Orientation Pack B" (enclosed). It is your responsibility to ensure that you have these skills.

◆ **Scheduling:** Synchronous (ie. whole-class based) online discussions will normally be held on a Friday. All other studies will be in asynchronous mode.

◆ **Certificate-Level Teaching Observation:** Please note that part of your assessment in the Certificate phase will require you to video one of your classes,

normally once or twice. You will need to have the permission for this from both your students and your teaching institution.

◆ **Admission to Dissertation Level:** Please note that admission to the Dissertation phase will depend on successful completion of both the Certificate and Diploma phases.

◆ **Dissertation-Level Attendance/Library Requirements:** For the Dissertation phase you will need to spend 1-2 weeks in Dundee and demonstrate that you have access to an appropriate academic library for your dissertation. This should be agreed with the Programme Director.

5. All applications must be received by **1st September 2004**.

