

Thank you for booking a profile on Postgrad.com. Please supply the following information for your institution/department's entry on the site:

1 The main text (550 words)

Please supply approximately 550 words about your institution or department, broken up by around five sub-headings. You may wish to include information on:

- the history of the institution/department
- the student population (eg broken down into undergraduate, postgraduate, international)
- the postgraduate study and research opportunities on offer at the institution/department
- academic/research strengths and achievements
- star academics and notable alumni
- the institution/department's QAA Institutional Audit/RAE results and league table rankings
- facilities and accommodation
- the local city/town and surrounding area
- postgraduate/international student societies.

You may also wish to include some quotes from current students and alumni within your text.

To help the process run as smoothly as possible, please ensure that you are happy with your text and that it has been approved and is ready to be published *before* you submit it.

2 Contact details

Please supply the following:

- Name and title of contact at the institution
- Full institution/department name
- Postal address
- Telephone and fax numbers for enquiries*
- E-mail address for enquiries
- Website address (omitting 'http://')

* Please include the international dialling code presented in the following format: +44 (0)20 1234 5678.

3 Image and logo

Please supply one good-quality image and the institution or department logo that you would like to accompany your profile text. Ideally we would like you to supply web-ready JPEG or GIF files, but if necessary we can accept TIFF or EPS files.

Please send your final profile text and images to samantha@postgradsolutions.com (we can accept emails of up to 20MB in size).

4 Updating your institution's course data

The course database that drives the course search on Postgrad.com is managed by UCAS Media Information Services.

To make any changes to your institution's data on the database (which covers the courses that appear under the course search, the allocation of courses to the institution's various departments and the institution/department's contact details), please go to datacollection.ucasmedia.co.uk. You will require a username and password to update your data online. (If you do not have login details already, please contact Information Services on 01242 544864 or at information.services@ucas.ac.uk.) When you have updated your details with UCAS Media, the revised information will appear on Postgrad.com when the next data feed takes place (the main database updates to Postgrad.com take place in March, July and October each year).

If you have any questions about this process or would like some help with updating your course data, please contact Rob Houghton (email rob@postgradsolutions.com or call 0870 919 4365).

What happens next?

The approval process

After you have submitted your text, image and logo, we will send you a link to your profile page as soon as it's live on Postgrad.com. To help the profile approval process run as smoothly as possible, please ensure that you are happy with your text and that it is ready to be published before you submit it.

Any questions?

If you have any questions regarding your profile, please contact Samantha Ross, Production Controller (email samantha@postgradsolutions.com). For any sales-related queries or questions about the process for updating your course data, please contact Rob Houghton (email rob@postgradsolutions.com or call 0870 919 4365).

News stories and events

Please email any press releases or details of events that you would like to be considered for free editorial coverage on the site to news@postgradsolutions.com.