

Thank you for booking a profile on StudyBusinessMasters.com. Please supply the following information for your profile:

1 The main text (550 words)

About the department/institution

Please supply information about the department and institution as a whole. You may wish to mention:

- the history of the department and institution
- the department/institution's student population
- facilities and resources
- information about the institution and city/town.

Pre-experience postgraduate business courses

Please provide information about the relevant courses on offer at your institution. You may wish to cover:

- course content
- study and assessment methods
- course study mode (full time, part time, distance learning) and course duration
- lecturers/tutors
- links with companies and industry
- entry requirements.

Assessments and rankings

You may wish to highlight the results of recent assessments (eg QAA Institutional Audit and RAE results for UK institutions). You could also highlight your institution/department's ranking in university league tables (eg *The Times Good University Guide*).

Scholarships and funding

You may wish to include information about any scholarships or sources of funding on offer.

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/s
- Full department/institution name
- Postal address
- Telephone/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.

4 Updating your institution's course data

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

To update your institution's data on the database, 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 +44 (0)1242 544864 or at information.services@ucas.ac.uk.) When you have updated your details with UCAS Media, the revised information will appear on StudyBusinessMasters.com when the next data feed takes place (the main database updates will take place in March, July and October each year).

If you would like any help with updating your course data, please contact Katherine Mann (details below).

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 the site. 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 updating your course data, please contact Katherine Mann (email katherine@postgradsolutions.com or call +44 (0)20 7736 8419).

Business masters 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.