Postgrad Profile
Guidelines

POSTGRAD.com

The No.1 site for Postgrad Courses

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
• Then student population (e.g. 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 at least one good-quality JPEG image and the institution or department logo that you would like to accompany your profile text. We can also embed videos – these should be sent as a youtube link (singular not playlist).

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.
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 UCAS collection tool via ucas.com/providers. You will require a username and password to update your data online.
(If you do not have login details already, please contact UCAS Data Collection Team on 01242 544864 or at coursesdata@ucas.ac.uk.) When you have updated your details with UCAS, the revised information will appear on Postgrad during our overnight data loads.

If you have any questions about this process or would like some help with updating your course data, please contact Rob Houghton (rob@postgradsolutions.com; 0044 (0) 1344 626553) or Samantha Ross (samantha@postgradsolutions.com; 07894 708 310).

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 (samantha@postgradsolutions.com; 07894 708 310 or +44 7894 708 310from outside the UK).

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