

Course Information Document: Undergraduate

For students starting in Academic Year 2017/2018

1. Course Summary

Names of programme(s) and award title(s)	Sociology Sociology with International Year (see also Annex A)
Award type	Dual Honours/Major/Minor Students who study their two Principal subjects in humanities and/or social science subjects will be awarded the degree of Bachelor of Arts (with Honours) (BA Hons). All students who study a science Principal subject are candidates for the degree of Bachelor of Science (with Honours) (BSc Hons) irrespective of their second Principal subject.
Mode of study	Full time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 6
Duration	3 years 4 years with International Year
Location of study	Keele University – main campus
Accreditation (if applicable)	Not applicable
Regulator	Higher Education Funding Council for England (HEFCE)
Tuition Fees	UK/EU students: Fee for 2017/18 is £9,250* International students: Fee for 2017/18 is £13,000** <i>or</i> £14,150** <i>(if combined with a laboratory-based Principal Subject)</i> The fee for the international year abroad is calculated at 15% of the standard year fee
Additional Costs	Refer to section 16

* These fees are regulated by Government. We reserve the right to increase fees in subsequent years of study in response to changes in government policy and/or changes to the law. If permitted by such change in policy or law, we may increase your fees by an inflationary amount or such other measure as required by government policy or the law. Please refer to the accompanying Student Terms & Conditions. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

** We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

How this information might change: Please read the important information at <http://www.keele.ac.uk/student-agreement/>. This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.

2. What is a Dual Honours programme?

Dual Honours degrees are degrees that are taken in two different subjects, resulting in an *X and Y* degree title, for example *Sociology and Criminology*. If you are taking a Dual Honours programme, these will be the two subjects you applied for. These are referred to as your Principal Subjects.

In a Dual Honours degree you must take at least 120 credits in each Principal Subject, accrued over all three levels of study, with at least 30 credits in Year 1 (Level 4) and at least 45 credits in each of Years 2 and 3 (Levels 5 and 6) in each of two Principal Subjects. The remaining available credits can be filled with modules from these subjects or other subjects entirely.

What is a Major/Minor programme?

Major/Minor degrees are degrees that are taken in two different subjects, much like a Dual Honours degree, except that you will specialise in the Major subject. In a Major/Minor degree you will need at least 225 credits in your Major subject over your three years of study with at least two modules (30 credits) taken each year in your Major Subject, although some Principal Subjects will require you to take more than this and this will be stated in the relevant programme specification. You will also need 90 credits in your Minor subject with a minimum of 30 credits (two modules) taken in Year 1 (Level 4) and 45 credits (three modules) taken in Year 2 (Level 5).

Students taking the Minor Route in Sociology might not necessarily be able to demonstrate that they have achieved all of the Programme's learning outcomes.

3. Overview of the Programme

The central philosophy of the Sociology programme revolves around the importance of active learning. Given that Sociology is a discipline that requires students to think about the society they inhabit and the human relations they experience every day, we believe that it is important that students learn to think about scholarly material in relation to the everyday world so that they can better understand their own social situation. This philosophical approach is embedded in the programme in the form of a range of formative and summative assessments, which are designed to help students develop problem-solving skills. Beyond the programme's assessment regime, the teaching group seeks to encourage active learning and enable student choice by balancing students' study of the sociological canon with the provision of a wide range of elective modules offered by research active staff. Internal to this progression from core to elective content, the programme also includes a shift from a teaching-based to research-led approach to learning, which sees students become independent learners. In this respect, the programme has been designed to guide students from a teaching-based format in Year 1, where they are introduced to core materials and study skills, through to a research-based approach in Year 3, where they are encouraged to develop taught content through wide-ranging independent study.

4. Aims of the Programme

The broad aims of the programme are to enable you to:

- Think critically about the social world and develop social explanations of a wide range of phenomena.
- Communicate sociological explanations to diverse audiences through both written and oral presentations.
- Employ advanced analytical skills in the understanding and application of sociological evidence and theory.
- Develop further analytical, learning, and social skills that may be employed in a variety of different real world contexts.

5. What you will learn

Successful students who complete a programme in Sociology as a Principal or Major subject will be able to:

- Employ a sociological imagination to explain private events in terms of public situations and develop sociological accounts of everyday life.
- Demonstrate knowledge of sociological thought and social theory and use this to analyse substantive social problems.
- Explain the relationship between research strategies and sociological problems and use this ability to make judgements about the relevance of different research strategies to particular sociological problems.
- Evaluate sociological ideas in the context of real-life ethical, social, political and policy issues.
- Report, interpret, and analyse raw data (both sociological, common-sense and media) in a variety of sociological contexts.
- Communicate ideas and arguments effectively in written form.

6. How is the Programme taught?

Learning and teaching methods used on the programme vary according to the subject matter and level of the module. They include the following:

- **Lectures** enable the communication of core materials and are central to the teaching of canonical elements of the programme at all levels.
- **Tutorials** accompany lectures and provide students with the opportunity to discuss lecture content and key readings with tutors in small groups of approximately 15 people.
- **Seminars** accompany lectures on modules in years 2 and 3. They are based around activities, such as close readings, open discussions, and student-led debates, moderated by the tutor. These activities take place in groups of approximately 20 students.
- **Workshops** enable the simultaneous communication and discussion of elective module material. These classes, which are more prevalent in years 2 and 3 of the programme, take the form of two hour classes of around 30 students.
- **Independent study** forms a core component at every level of the programme. Students are expected to become increasingly independent over the course of the programme.
- **Supervision** accompanies independent study in order to provide students with a point of contact in the programme teaching group. Supervision takes the form of one-to-one student-tutor discussion in office hours at all levels of the programme and support by a member of staff for students who choose to take the dissertation double module in Sociology at level 6.
- **Web-based learning using the Keele Learning Environment (KLE):** The KLE is an online learning environment used to give students easy access to a wide range of resources and research tools, and as a platform for online discussions, quizzes, announcements, and blogs.

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their Personal Tutors or module lecturers on a one-to-one basis.

7. Teaching Staff

The permanent teaching staff of the Sociology Programme consists of a number of senior lecturers and lecturers. All current members of staff have doctorates in Sociology or closely related disciplines, such as Anthropology. All members of the teaching staff are research active members of the Centre for Social Policy in the Social Science

Research Institute and publish books and articles on international presses and in international journals. The teaching group also has extensive experience of teaching at undergraduate and postgraduate level at universities in the UK, Europe, the United States, Canada, West Africa, and Japan.

The University will attempt to minimise changes to our core teaching teams, however, delivery of the programme depends on having a sufficient number of staff with the relevant expertise to ensure that the programme is taught to the appropriate academic standard.

Staff turnover, for example where key members of staff leave, fall ill or go on research leave, may result in changes to the programme’s content. The University will endeavour to ensure that any impact on students is limited if such changes occur.

8. What is the Structure of the Programme?

The academic year runs from September to June and is divided into two semesters. The number of weeks of teaching will vary from course to course, but you can generally expect to attend scheduled teaching sessions between the end of September and mid-December, and from mid-January to the end of April.

Our degree courses are organised into modules. Each module is usually a self-contained unit of study and each is usually assessed separately with the award of credits on the basis of 1 credit = 10 hours of student effort. An outline of the structure of the programme is provided in the tables below.

There are four types of module delivered as part of this programme. They are:

- Compulsory core module – a module that you are required to study on this course;
- Optional core module – these allow you some limited choice of what to study from a list of modules;
- Programme approved elective module – subject-related modules that count towards the number of subject credits required by your degree;
- Free-standing elective module – a free choice of modules that count towards the overall credit requirement but not the number of subject-related credits.

Year 1 (Level 4)

All students taking Sociology as their Principal, Major or Minor subject must take one compulsory core module in each semester.

Compulsory Core modules	Credits	Programme Approved Elective modules	Credits
Classical Sociology	15	Understanding Crime	15
Social Inequalities in the Contemporary World	15	Murder	15
Optional Core modules		Criminal Justice: Process, Policy and Practice	15
Researching British Society	15	Punishment: Beyond the Popular Imagination	15
Mediated World	15		
Modernity and its Darkside	15		
Self and Society	15		
Understanding Culture	15		

Year 2 (Level 5)

Students taking Sociology as their Principal, Major or Minor subject must take the compulsory core module in each semester. The only exceptions here are for students whose degree programme includes both Sociology and Criminology. Dual honours Sociology and Criminology students can choose to take a Research Methods module in either discipline. If the Research Methods module in Criminology is selected, the dual honours student must then choose a Level 5 Sociology module as an optional core. If the Sociology Research Methods module is selected, the dual honours Sociology and Criminology student must select a Level 5 Criminology module as an optional core. Students who are following a Sociology *with* Criminology route (a major/minor combination),

must take the Research Methods module offered in Sociology. Students taking Sociology as their **Minor** must take at least three modules in Sociology (including the compulsory modules).

Compulsory Core modules	Credits	Programme Approved Elective modules	Credits
Contemporary Social Theory	15	Crime and Justice in a Global Context	15
Research Methods	15	Crime, Culture and Conflict	15
Optional Core modules			
Cities, Culture and Society	15		
Witchcraft, Zombies and Social Anxiety	15		
Cultures of Consumption	15		
Families and Household	15		
'Race', Racism and Resistance	15		
Globalisation and its Discontents	15		
Analysing Culture	15		

Year 3 (Level 6)

Students taking Sociology as their **Principal or Major** subject must take at least one module in each semester in Sociology. **Principal Honours students must take at least 45 credits in each principal subject in Level 6.** Students taking Sociology as their **Principal** subject may choose from a range of taught modules and the dissertation modules. The dissertation module is a double module studied in both semesters and is worth a total of 30 credits. Students taking Sociology as their **Major** subject **must** take the dissertation module and may also choose from a range of taught modules. Students taking Sociology as their **Minor** subject may take one or two modules in Sociology in Level 6 but will not normally be allowed to take the dissertation module.

Compulsory Core modules	Credits	Programme Approved Elective modules	Credits
Dissertation	30	Popular Culture and Crime	15
		Living with 'Aliens': Immigration, Crime and Social Control	15
		State Crimes and Crimes Against Humanity	15
Optional Core modules			
Gender and Consumption	15		
Streets, Skyscrapers and Slums: The City in Social, Cultural and Historic Context	15		
Moving People: Migration, Emotion and Identity	15		
Home, Belonging, Locality and Material Culture	15		
The Virtual Revolution: New Technologies, Culture and Society	15		
Celebrity	15		
Sex, Death, Desire: Psychoanalysis in Social Context	15		
Sociology of Parenting and Early Childhood	15		
Medical Sociology	15		

In addition to the elective modules listed in this table, students may choose to study modules which are offered as part of other programmes in the School of Social Science and Public Policy, the Faculty of Humanities and Social Sciences and across the University. These include:

- Modules in other subjects closely related to Sociology such as Media, Communications and Culture, Criminology, Psychology, Education, and Law.

- Modules in other subjects in which they may have a particular interest such as English, History, Politics or International Relations.
- Modules designed to help students for whom it is not their first language to improve their use of English for academic purposes.
- Modern foreign languages modules at different levels in French, German, Spanish, Russian, Italian, Japanese and Chinese (Mandarin).
- Freestanding modules in subjects of general interest including ethics, contemporary religions and the politics, society and culture of some of Britain's European neighbours.
- Freestanding modules related to the development of graduate attributes, student volunteering, and studying abroad as part of the University's exchange programme.

For further information on the content of modules currently offered please visit:

www.keele.ac.uk/recordsandexams/az

9. Final and intermediate awards

Credits required for each level of academic award are as follows:

Honours Degree	360 credits	<p>You will require at least 120 credits at levels 4, 5 and 6.</p> <p>The number of Sociology credits you require depends on whether Sociology is taken as a Dual or Minor subject.</p> <p>Dual Honours: You will require at least 120 credits in both Sociology and your other principal subject (out of 360 credits overall), with at least 30 credits in Year 1 (Level 4) and at least 45 credits in each of Years 2 and 3 (Levels 5 and 6) in each of your two Principal Subjects. You will also be required to take at least one Independent Study Project in your final year.</p> <p>Major route: You will require at least 225 credits in Sociology and at least 90 credits in your other Minor subject over the course of the degree. Students taking Sociology as a Major subject must obtain at least 30 credits in Sociology in each level of study.</p> <p>Minor route: You will require at least 90 credits in Sociology and at least 225 credits in your other Major subject over the course of the degree. Students taking Sociology as a Minor subject must obtain at least 30 credits in Sociology in Year 1 (level 4) and 45 credits in Sociology in Year 2 (level 5).</p>
Diploma in Higher Education	240 credits	You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher
Certificate in Higher Education	120 credits	You will require at least 120 credits at level 4 or higher

Sociology with International Year: in addition to the above students must pass a module covering the international year in order to graduate with a named degree in Sociology with international year. Students who do not complete, or fail the international year, will be transferred to the three-year Sociology programme.

10. How is the Programme assessed?

The wide variety of assessment methods used within Sociology at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance. The following list is representative of the variety of assessment methods used within Sociology:

- **Essays** provide students with the opportunity to formulate arguments and develop ideas using evidence obtained from library research or other valid sources. As such, the essay assessment enables students to develop their research skills, which involve the ability to sort legitimate from illegitimate source materials, and other academic conventions, such as referencing. Essay length ranges from 1,500 words in Year 1 to 3,500 words in Year 3
- **Unseen examinations** test students' knowledge of a particular subject, their understanding of ideas and theories, their ability to mobilise theories and concepts beyond the first context, and centrally their ability to formulate a coherent argument in a limited amount time. The Sociology programme employs two hour exams to test students on a variety of modules
- **The Portfolio** is employed in Year 1 to enable students to learn, and demonstrate, introductory university skills such as library use, essay planning, and close reading in relation to core Sociological content
- **Reports** enable students to learn how to organise and distil information into a clear and coherent written format and consequently develop their employability skills in this area
- **A Reflexive Diary** requires students to write a reflexive account of their experience of a module explaining the content of lectures and tutorial discussions. The purpose of this assessment is to encourage students to reflect on their own learning experiences in order to become more successful learners.
- **Book Reviews** test students' ability to summarise the key points of scholarly work and evaluate the arguments of particular authors in light of the sociological tradition
- **Literature Reviews** test students' ability to survey a field of study and synthesise the key ideas, theories, and conclusions which characterise that particular area of research. This mode of assessment is used to develop students' independent research skills and contributes to the employability skills programme of the Sociology degree
- **The Research Proposal** requires students to develop an independent research project and think through theoretical problems surrounding methodology and practical concerns relating to, for example, availability of sample, financial restrictions, and time limits. Again, this form of assessment is key to the development of independent research skills and a portfolio of employability skills
- **Oral Presentations** assess students' subject knowledge and understanding. They may also test their ability to work effectively as members of a team, to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development
- **Posters:** since the presentation of material in essay or report form is not always appropriate, it is important that students have the capacity to make use of visual aids to communicate ideas. The poster format enables students to synthesise visual and written material to analyse a particular area of sociological study
- **The Dissertation**, or thesis, allows students to undertake a significant piece of their own research under supervision by a research-active member of staff and make use of their theoretical and practical learning on the programme to formulate this significant piece of work

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes. You will also be assessed formatively to enable you to monitor your own progress and to assist staff in identifying

and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments within three working weeks of submission, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to undertake during this programme. The data is compiled based on module choices and learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

Undergraduate courses at Keele contain an element of module choice; therefore, individual students will experience a different mix of contact time and assessment types dependent upon their own individual choice of modules. The figures below are an example of activities that a student may expect on your chosen course by year/stage of study. Contact time includes scheduled activities such as: lecture, seminar, tutorial, project supervision, demonstration, practical classes and labs, supervised time in labs/workshop, fieldwork and external visits. The figures are based on 1,200 hours of student effort each year for full-time students.

Activity	Year 1 (Level 4)	Year 2 (Level 5)	Year 3 (Level 6)
Scheduled learning and teaching activities	18%	17%	14%
Guided independent Study	82%	83%	86%
Placements	0%	0%	0%

12. Accreditation

This programme does not have accreditation from an external body.

13. Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: <http://www.keele.ac.uk/student-agreement/>

A student who has completed a semester abroad will not normally be eligible to transfer onto the International Year option.

14. What are the typical admission requirements for the programme?

Subject	A-level	Subjects not included	International Baccalaureate	BTEC	Access to Higher Education Diploma	GCSE requirements
Sociology	BBB/ABC	Accept either General Studies or Critical Thinking but not both.	32 points	DDM	Obtain Access to Higher Education Diploma with 30 Level 3 credits at Distinction	Maths @ C (or 4) English Language @ C (or 4)

Applicants who are not currently undertaking any formal study or who have been out of formal education for more than 3 years and are not qualified to A-level or BTEC standard may be offered entry to the University's Foundation Year Programme.

Applicants for whom English is not a first language must provide evidence of a recognised qualification in English language. The minimum score for entry to the Programme is Academic IELTS 6.0 or equivalent.

Please note: All non-native English speaking students are required to undertake a diagnostic English language assessment on arrival at Keele, to determine whether English language support may help them succeed with their studies. An English language module may be compulsory for some students during their first year at Keele.

Accreditation of Prior Learning (APL) is considered on a case-by-case basis and those interested should contact the Programme Director. The University's guidelines on this can be found here:

<http://www.keele.ac.uk/ga/accreditationofpriorlearning/>

15. Other learning opportunities

Study abroad (semester)

Students on the Sociology programme have the potential opportunity to spend a semester abroad in their second year studying at one of Keele's international partner universities.

Exactly which countries are available depends on the student's choice of degree subjects. An indicative list of countries is on the website (<http://www.keele.ac.uk/studyabroad/partneruniversities/>); however this does not guarantee the availability of study in a specific country as this is subject to the University's application process for studying abroad.

No additional tuition fees are payable for a single semester studying abroad but students do have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad to be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Whilst students are studying abroad any Student Finance eligibility will continue, where applicable students may be eligible for specific travel or disability grants. Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

Study Abroad (International Year)

A summary of the International Year, which is a potential option for students after completion of year 2 (Level 5), is provided at Annex A.

16. Additional costs

These costs have been forecast by the University as accurately as possible but may be subject to change as a result of factors outside of our control (for example, increase in costs for external services). Forecast costs are reviewed on an annual basis to ensure they remain representative. Where additional costs are in direct control of the University we will ensure increases do not exceed 5%.

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation. We do not anticipate any further additional costs for this undergraduate programme.

17. Document Version History

Version history	Date	Notes
Date first created	October 2016	
Revision history		
Date approved		

Annex A

Sociology with International Year (Dual Honours)

Please note: in order to be eligible to take the International Year option your other subject must also offer this option. Please refer to the information published in the course document for your other subject.

International Year Programme

Students registered for Dual Honours Sociology may either be admitted for or apply to transfer during their period of study at Level 5 to the Dual Honours programme in both their principal subjects, providing that they meet the progression criteria outlined in this document. Students accepted onto the International Year programme will have an extra year of study at an international partner institution after they have completed Year 2 (Level 5) at Keele.

Students who successfully complete both the second year (Level 5) and the International Year will be permitted to progress to Level 6. Students who fail to satisfy the examiners in respect of the International Year will normally revert to the Dual Honours programme without the International Year and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

Study at Level 4, Level 5 and Level 6 will be as per the main body of this programme specification. The additional detail contained in this annex will pertain solely to students registered for 'Sociology with International Year'.

International Year Programme Aims

In addition to the programme aims specified in the main body of the programme specification, the international year programme of study aims to provide students with:

1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject
2. Experience of a different culture, academically, professionally and socially

Entry Requirements for the International Year

Students may apply to the 4-year programme during Level 5. Admission to the International Year is subject to successful application, interview and references from appropriate staff.

The criteria to be applied are:

- Academic Performance (an average of 60% across all modules at Level 5 is normally required)
- General Aptitude (to be demonstrated by application for study abroad, interview during the 2nd semester of year 2 (Level 5), and by recommendation of the student's personal tutor, 1st and 2nd year tutors and programme director)

Student Support

Students will be supported whilst on the International Year via the following methods:

- Phone or Skype conversations with Study Abroad tutors, in line with recommended Personal Tutoring meeting points.
- Support from the University's Global Education Team

Learning Outcomes

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete a Keele undergraduate programme with International Year will be able to:

- a. Describe, discuss and reflect upon the cultural and international differences and similarities of

- different learning environments
- b. Discuss the benefits and challenges of global citizenship and internationalisation
- c. Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.

In addition, students who complete 'Sociology with International Year' will be able to:

- i) Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments
- ii) Discuss the benefits and challenges of global citizenship and internationalisation
- iii) Explain how their perspective on their academic discipline has been influenced by locating it within an international setting

Please note that students on Dual Honours programmes with International Year must meet the subject-specific learning outcomes for BOTH their principal subjects.

These learning outcomes will all be assessed by the submission of a satisfactory individual learning agreement, the successful completion of assessments at the partner institution and the submission of the reflective portfolio element of the international year module.

Course Regulations

Students registered for the 'Sociology with International Year' are subject to the course specific regulations (if any) and the University regulations. In addition, during the International Year, the following regulations will apply:

Students undertaking the International Year must complete 120 credits, which must comprise *at least 40%* in the student's discipline areas.

This may impact on your choice of modules to study, for example you will have to choose certain modules to ensure you have the discipline specific credits required.

Students are barred from studying any Sociology module with significant overlap to Level 6 modules to be studied on their return. Significant overlap with Level 5 modules previously studied should also be avoided.

Additional costs for the International Year

Tuition fees for students on the International Year will be charged at 15% of the annual tuition fees for that year of study, as set out in Section 1. The International Year can be included in your Student Finance allocation, to find out more about your personal eligibility see: www.gov.uk

Students will have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some Governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.