

Written Work FAQ (where applicable)

Some courses, require you to send in written work as part of your application - please [check your course page](#) for details. Information about written work can also be found on the [University's admissions webpages](#). You should aim to send something that you have produced as part of your normal school or college work, which has been marked by a teacher. It should not be re-written or corrected. We would expect each piece of written work to be no more than 2,000 words. Each piece should be submitted with a [written work cover sheet](#) and must arrive by **10th November 2022**.

Q) What work should I send?

- A) You should send written work that demonstrates your analytical, reasoning, language and writing skills, as appropriate for your chosen degree course. This should normally be in the form of an essay (with the exception of the target language piece for Modern Languages, which doesn't have to be an essay).

Q) Can I send my Extended Essay (from the EPQ or similar)?

- A) Extended essays which exceed the 2,000 word limit should not be submitted as written work. However, you may like to submit an extract from an extended essay. If you mentioned your essay in your personal statement, tutors may possibly discuss this with you at interview, if you are shortlisted.

Q) If I choose to submit an extract rather than a complete essay, how do I indicate this?

- A) Simply indicate on the written work cover sheet in the 'Title of your written work' box: 'An extract from...'

Q) Does my work have to be marked by a teacher?

- A) Ideally yes. You should aim to send work that includes a teacher's marks/comments. This is so that your work can be placed in the context of your teaching background. If sending in marked work is not possible, please describe the circumstances under which it was produced on the cover sheet.

Q) Does my work need to be written in English.

- A) Yes, with the exception of some required Modern Languages work. International students whose work is in a language other than English are asked to submit both the original work and their own translation into English.

Q) What should I do if I do not have any suitable written work to send, e.g. because I am a mature applicant?

A) If you do not have any school or college work that would be appropriate, you may write something new to submit. However, you should still endeavour to have this essay question set (and marked) by a school/college teacher if at all possible.

Q) How do I submit my written work?

A) If you are required to send in written work, please:

- **Email you work to undergraduate.admissions@merton.ox.ac.uk.**

For each piece of written work please email a clear, scanned copy with the required coversheet in a single document; this **should be sent in PDF format**. Please name each PDF file in the format '*FAMILY NAME, First Name – UCAS ID – Essay 1*' (e.g. SMITH, Jo – English – 0123456789 – Essay 1).

Don't forget to put your name and the course you are applying for in the email's subject box.

Q) What font should I use?

A) There are no specific font or layout requirements.

Q) Can I send short timed essays?

A) Preferably not, unless you would otherwise struggle to find work to send in. For Classics (and Joint Schools) you may submit standard essays or commentaries, normally on areas relevant to Classics, although any commentaries should still preferably not be short timed pieces or exercises answering questions on a short passage of text.

Q) I'm applying to study English, can I submit a piece of creative writing or a critical commentary as written work?

A) Please do not send in a piece of creative writing. Your written work should be a marked essay: preferably an analytical discussion of a topic or topics in the field of English literature, though an English language topic is permissible. If you would otherwise struggle to find work to send in, you may submit a short timed essay or brief critical commentary, but these can give you less scope to show what you can do.

Q) How many pieces of written work should I send?

A) This will depend on the course you are applying for - please [check your course page](#).