

University Application Form (Postgraduate and Professional Development Courses) Notes for Guidance



General

Please read these guidelines carefully before completing the form. You should complete the form in black ink or type, ensuring that all sections are legible.

This form should be used for all taught postgraduate courses (eg MA, MSc) and also for postgraduate level professional development programmes (eg MBA, DMS).

Do not use this form for Undergraduate Degree, DipHE, or for Research Degree programmes (eg MPhil, PhD).

Section 1 Personal Details

Complete this section in BLOCK CAPITALS.

Correspondence Address - This should be an address where you may be contacted throughout the period leading up to the start of the course. Please inform the University immediately if this changes.

Section 2 Further Details

Disability/Special Needs

Information given in this section will not be used as part of the selection process.

If you have a disability or special need and may require extra support in your study, fieldwork or accommodation please enter in the right-hand box the code from the list below that is most appropriate to you. If you have no needs arising from your disability or special need, eg. you are short-sighted but your vision is corrected by spectacles, use code 00. Applicants with no disabilities or special needs should also use code 00. **If you have used any code other than 00, use section 4 on page 1 of the form to describe your disability and indicate clearly what needs you have.**

Disabilities or special needs/support required

- | | |
|----|---|
| 00 | No Disability |
| 51 | You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D. |
| 53 | You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder. |
| 54 | You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy. |
| 55 | You have a mental health condition, such as depression, schizophrenia or anxiety disorder. |
| 56 | You have a physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair, or crutches. |
| 57 | You are deaf or have a serious hearing impairment. |
| 58 | You are blind or have a serious visual impairment uncorrected by glasses. |
| 96 | You have a disability impairment or medical condition that is not listed above. |

If you have a disability or learning difficulty you are strongly advised to contact our Disability Advisory Service (Tel. 01772 892593) at an early stage to discuss your needs. However, the Unit will contact you in due course.

Date of first entry to live in the UK: if you were born outside the United Kingdom, please insert the date when you first entered the UK to live here permanently.

Residential category: enter one code from the following table below which best describes your residential category.

Residential category table

Residential category: Enter one code from the following table below which best describes your residential category at the start of the course.	
A	You or one of your parents are British citizens or nationals of another European Union ¹ country, and (a) you have lived in the European Economic Area ² for the last 3 years, apart from temporary absences and will continue to do so until the start of your course; and (b) your residence has always been for a purpose other than full-time education.
B	You do not fulfil the conditions in category A above, but (a) you have lived in the UK ³ for the last 3 years, apart from temporary absences and will continue to do so until the start of your course; and (b) your residence has always been for a purpose other than full-time education and (c) the length of your stay in the UK will not be limited by UK immigration control ⁴ at the start of your course.
C	You, one of your parents or your spouse are recognised by the UK Government as a refugee ⁵ or have been granted Exceptional Leave to Enter or Remain as a result of an asylum application and have lived in the UK ³ since that status was granted and will continue to do so until the start of your course apart from temporary absences.
D	You do not fulfil the conditions in category A above, but you, one of your parents ⁶ or your spouse is a British citizen or a national of another European Economic Area ² country, and (a) has entered the UK for the purpose of employment in the UK and, apart from brief absences, has been employed since last entering the UK; and (b) you have lived for the last 3 years and will, until the start of your course, continue to live in the European Economic Area ² , apart from temporary absences; and (c) your residence has always been for a purpose other than full-time education; and (d) if you are the spouse of a person who meets the requirements of D(a), you are living in the UK with your spouse.
E	You do not fulfil any of the conditions above.

Notes:

- 1 The European Union includes the following countries: Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark (excluding the Faroe Islands and Greenland); Estonia; Finland; France (including the overseas departments of Guadeloupe, Martinique, French Guiana, Reunion); Germany (including Heligoland); Greece; Hungary; The Republic of Ireland; Italy; Latvia, Lithuania; Luxembourg; Malta, The Netherlands; Poland; Portugal (including the Azores and Madeira but excluding Macao); Romania; Slovakia; Slovenia; Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries); Sweden; The United Kingdom (with Gibraltar).
2. The countries of the European Economic Area include the countries in Note ¹ plus Iceland, Liechtenstein and Norway.
3. The United Kingdom includes for this purpose the Channel Islands and the Isle of Man.
4. Any restrictions on the period a person can remain in the United Kingdom will be endorsed in his or her passport or travel document.
5. Persons recognised by the UK authorities as refugees will have been issued with an official letter confirming their status by the Home Office.
6. For this category 'parent' includes your guardian, any other person having parental responsibility for you and any person having care of you.
- 7 All British citizens and certain Commonwealth citizens are not subject to UK immigration control.

Section 2 Further details (continued)

To help the University reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Records Office Disclosure Service. The University will send you the appropriate documents to fill in.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults

For these courses, you must enter **x** in the box if any of the following statements apply to you.

- a) I have a criminal conviction
- b) I have a spent conviction
- c) I have a caution (including a verbal caution)
- d) I have a bind-over order
- e) I am serving a prison sentence for a criminal conviction

If statement **e** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

All Other Courses

For these courses, you must enter **x** in the box if either of the following statements apply to you.

- a) I have a relevant criminal conviction that is not spent.
- b) I am serving a prison sentence for a relevant criminal conviction.

If statement **b** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Applicants who enter **x** in the box will not be automatically excluded from the application process. However, the University may wish to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us.

Do not send details of the offence; simply tell us that you have a relevant criminal conviction, we may then ask for more details.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974 as they affect those with spent sentences. Advice about whether you will be required to declare a conviction can be obtained from a solicitor, the National Association for the Care and Resettlement of Offenders (NACRO), the Probation Service or the Citizens Advice Bureau.

If your circumstances change after you have applied (for instance you are convicted of a criminal offence) you must declare this information.

Note:

- (a) Applicants or their advisers who wish to declare additional material information but do not wish to do so on the application form, should do so by writing direct to the Head of Admissions at this institution.
- (b) False information will include any inaccurate or omitted examination results.
- (c) Omissions of mandatory information will include failure to complete correctly the Box in Section 9 of the application form relating to criminal convictions or to declare any other information which might be significant to your ability to commence or complete a course of study.

Before signing this form please read the following paragraphs carefully.

Section 6 Qualifications

If possible, please provide a full transcript of any undergraduate qualifications achieved.

An English translation must be provided for a transcript of any qualification obtained outside of the United Kingdom.

Section 9 Declaration

By signing this form you are saying that the information you have provided is accurate and complete and that you have not omitted any mandatory information (see section (c) above). Any offer of a place you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of the University.

The information provided on this form will be used by the University for the administration of your application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also supply this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or detect fraud.

You agree that the University may hold and use the information which you supply to it, for the purposes to which this form relates. Unless you tell us that you object you also agree that the University may retain such information for marketing purposes and may contact you by post, telephone, e-mail and short messaging service with details of and relating to courses and of its other products and services. If you do not want to receive this information please enter an **x** in the box at the Declaration section of the application form.

Section 10 Reference

Once the form is completed you should make a copy of it to keep. Send the original form on to your chosen referee. Make sure you choose a reliable referee (i.e. someone whom you know well, is able to comment on your abilities and you are sure that s/he will send the form to us quickly). To speed things up, you should provide your referee with an envelope addressed and pre-stamped ready to send to the University.

FORMS RECEIVED WITHOUT A REFERENCE ENCLOSED OR ATTACHED WILL BE RETURNED TO THE APPLICANT.

If you require further information or wish to discuss your application do not hesitate to contact the Admissions Office 01772 201201.