



APPLICATION FOR POSTGRADUATE ADMISSION

i Before completing this form, please refer to the section 'Your Information' on the reverse of this form.

Please complete all sections of this form and return it to the address shown. Any personal data provided on this form may be held on computer files. (Data Protection Act 1998)

STUDY DETAILS

Study Mode: Full time Part time Your Proposed Date of Entry Month: Year:

Programme of Study: CMS DMS MSc MA MBA MScD PhD

Course Title:

PERSONAL DETAILS

Title: Surname:

(Mr/Mrs/Miss/Ms/Dr/Other:)

Firstname: Date of Birth: Male/Female

1. Address for correspondence

2. Permanent home address if different from address 1

Postcode:	Postcode:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:

If you are to change address, please state when we should begin writing to you at address 2

NATIONALITY

Nationality Country of permanent residence

How long have you lived in the UK/EU Always if you have ticked this box go to the finance section

When did you come to the UK/EU? / Total years in the UK/EU

Are you the partner or spouse of someone who has been a UK/EU resident for more than 3 years? Yes No

Has full-time study been the main purpose of any part of your stay in the UK/EU?

if yes, date study from: / to /

Do you/your parent/guardian, partner/spouse have a Commonwealth passport and intend to permanently settle in the UK?

Yes No

Total years of study in the UK/EU / to /

If you have not always lived in the UK and where the purpose of stay was for full-time study

Are you in any of the following groups?

EU resident An asylum seeker A refugee Overseas Exceptional leave to remain

Do you have evidence of being an asylum seeker or refugee?

Home Office letter Solicitors' letter Third party letter Leave to remain

What does the Evidence relate to? You Parent/guardian Spouse/partner

FINANCIAL DETAILS

Please state whether you will be self-funding or whether an employer or other body will sponsor your course. Details of sponsor (please supply a letter of confirmation)

Name of sponsor:

Address of sponsor:

Postcode:

Are you self funding? Yes No

EDUCATIONAL HISTORY

SCHOOL HIGHER / PROFESSIONAL / VOCATIONAL EDUCATION (including current studies).

If your qualification is not from a UK university, please enter the actual title of the award (not its equivalent to the UK classification), and enclose a complete transcript of your academic records.

Dates attended and whether full or part-time study

Name and address of institution

Subject(s) studied or degree title

Have you studied at Higher Education level in the UK before? (Please tick box) Yes No

ENGLISH LANGUAGE QUALIFICATIONS: If English is not your first language, please give details of English language courses attended and qualifications attained. Please include, if available, some evidence of your English language ability. IELTS or TOEFL is acceptable.

Examining board/ authority

Exam title

Result

Date

REFERENCES

Please state below the names, addresses of referees. (please include one academic reference)

Referee 1 Name:

Referee 2 Name:

Address:

Address:

Postcode:

Postcode:

Email:

Email:

EQUAL OPPORTUNITIES

In pursuit of the College's Equal Opportunities Policy shown overleaf, applicants are asked to complete this questionnaire. Your responses will not be made known to any member of the recruitment staff and will be kept separately from the application. The information will be treated as strictly confidential and will be used for the purpose of equal opportunities monitoring only.

Thank you for taking the time to complete this form.

Please tick boxes or supply information as appropriate.

1. Within the following categories, which were those used by the 1991 National Census of Population, please describe yourself:

I am

A. White

British English Scottish/Welsh Irish

Other, please write in

Any other White background, please write in

B. Mixed

White and Black Caribbean White and Black African White and Asian

Any other Mixed background, please write in

C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian Pakistani Bangladeshi

Any other Asian background, please write in

D. Black, Black British, Black English, Black Scottish or Black Welsh

Caribbean African

Any other Black background, please write in

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

Chinese

Any other Ethnic background, please write in


Equal Opportunities Policy

Writtle College is committed to the principle of equal opportunities both as an employer and as a provider of educational services. In this the College will approach constructively its statutory duties as set out in the Equal Pay Act 1970, Rehabilitation of Offenders Act 1974, Sex discrimination Act 1975 and 1986, Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000, Employment Rights Act 1996, Human Rights Act 2000, Special Education Needs and Disability Act 2001, Disability Discrimination Act 2005, Employment Equality (Age) Regulations 2006 and any other relevant legislation and its responsibilities as a good employer and provider of Further and Higher Education.

The Governing Body, the Academic Board and the Senior Management Team aim to ensure that places on courses at the College are available to all who satisfy the stated entry requirements. In the case of those persons without the conventional entry qualifications, attempts will be made to identify the study potential of such persons using the perceived ability to complete the course as the key criterion on which admission is based. The principle of equal opportunities shall apply to the recruitment and to all aspects of the treatment by the College of its students.

The College monitors the composition of its student population using such data as applications and enrolments.

YOUR INFORMATION

 The College will use the information you provide on this form as follows:

1. Personal Details

All personal details will be held on a database and used to process your application. Personal details may also be disclosed to the Local Education Authority, Awarding Bodies, Funding Councils, Student Loan Company, HESA and if you are under 18 years of age, to your parents/guardian.

2. HESA

Some information on this form and other information held by the College about you will be sent to the Higher Education Statistics Agency (HESA). Your record will be added to a database which will be passed to the central government departments and agencies and devolved administrations which require it to enable them to carry out their statutory functions under the Education Acts. It will also be used in anonymised form for statistical analysis by HESA and the above bodies resulting in publication and release of data to other approved non-statutory users. These may include academic researchers and commercial bodies.

You may wish to note that your contact details will not be made available to HESA, your name will not be used or included in its statistical analysis and precautions are taken to minimise the risk that you will be able to be identified from the data. Neither statutory nor non-statutory users of the HESA data will be able to use the data to contact you.

Under the Data Protection Act 1998 you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data for these purposes, please contact HESA at www.hesa.ac.uk, or by writing to 18 Royal Crescent, Cheltenham, GL50 3DA.

3. Referral

Occasionally, it may be useful to refer you to another provider of information, advice or guidance in order to help you make progress with learning or work goals. If this is the case, we will agree with you what happens on an individual basis. We will not release information about you to such a third party without your permission in each case.

4. Addresses

Student addresses are held and used for internal purposes only and will not be disclosed to anyone other than College staff, who may only use the information for official purposes. The only exception is if disclosure is required by law, eg to the Police or the Funding Bodies or their agents, or in the event of a real emergency.

5. Criminal Convictions

A motoring offence for which you received a fine or three penalty points or a spent conviction (as defined by the Rehabilitation of Offenders Act 1974) should not be disclosed.

If you answer 'Yes' to this question, your application for admission to the College will be referred to the Admissions Committee. All information disclosed to the Admissions Committee will be considered confidential and held as such by the membership in accordance with the requirements of the Data Protection Act 1998.

6. Ethnic Origin

The ethnic origin data will be used by the College for analysis in accordance with the College's Equal Opportunities and Racial Equality Policies, and will be passed to HESA, the Higher Education Funding Council (HEFCE), and the Learning and Skills Council (LSC).

7. Disability/Special Needs/Medical Conditions

Any information relating to any individual student's disabilities will be regarded as confidential. The College policy is to allow for necessary disclosure to those who need to know for teaching and assessment purposes and for reasons of health and safety. This information is also passed to HESA, HEFCE, and the LSC.

8. Information on other College courses/events

We may contact you from time to time with information on other courses/events run by the College which we feel may be of interest to you. If you do not wish to receive such information, please tick this box.

9. More Details and how to Access your Information

If you would like further information about the above, or have any concerns about, or objections to, the use of your data, please contact the College Secretary at the address below.

You have the right of access to your personal records held on file by the College. Requests should be made in writing to The College Secretary, Writtle College, Chelmsford, Essex CM1 3RR. The College reserves the right to charge a small fee (maximum £10.00) to cover administrative costs, which must be received before the information is released.

EMPLOYMENT HISTORY

Dates

Post

Organisation name
and address

Brief description
of duties

(if necessary, continue on a separate sheet)

DISABILITY / SPECIFIC LEARNING DIFFICULTIES / MEDICAL CONDITIONS

We welcome applications from prospective students who have a disability. Applications are considered on the same academic criteria as used with all students, but it is recognised that additional support may be required.

In order to help us provide the best support, we need to have information about any difficulty you may have and how it will affect your studies. Please tick the relevant box below, a letter from the Student Support Department will be sent to you in due course. If you have any queries or concerns in the meantime, please feel free to contact the Learning Support Unit on 01245 424200.

Do you have a disability? Yes No If yes, please tick the appropriate box or boxes below

- 1. You have a specific disability or a learning difficulty, e.g. dyslexia.
- 2. You are blind or partially sighted.
- 3. You are deaf or hard of hearing.
- 4. You are a wheelchair user or have mobility difficulties.
- 5. You need personal care or assistance.
- 6. You have mental health difficulties.
- 7. You have an unseen disability, e.g. diabetes, epilepsy or a heart condition. Use Personal Statement below to give details.
- 8. You have two or more of the above. Use Personal Statement below to give details.
- 9. You have a disability, specific learning difficulty or medical condition which is not listed above. Use Personal Statement below to give details.
- 10. You have Autistic Spectrum Disorder or Asperger Syndrome.

The information above will help us provide the best available support. Please give more details below and indicate how we can help.

Confidentiality of Information: Any information relating to any individual student's disabilities is to be regarded as confidential. The College policy is to allow for necessary disclosure to those who need to know for teaching and assessment purposes and for reasons of health and safety.

PERSONAL STATEMENT

Candidates are invited to include here relevant information in support of their application.

(continue overleaf)

(if necessary, continue on a separate sheet)

CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes No

(A Copy of the College's Criminal Conviction policy is available upon request from the Registry)

DECLARATION

I certify that the information supplied on this form is true, complete and accurate to the best of my knowledge

Signature of applicant:

Name:..... Date:.....

Please return completed form to The Registry, Writtle College, Writtle, Chelmsford, Essex CM1 3RR.

Tel: 01245 424200 Fax: 01245 420456 Email: info@writtle.ac.uk