BSc (Hons) Nursing Studies  
Anette Du Plooy, Programme Administrator  
Oxford Brookes University  
School of Health and Social Care  
MRG48, Jack Straw’s Lane  
Oxford  OX3 0FL  
ENGLAND  
Tel: +44 (0)1865 488157  
Email: bscnursing@brookes.ac.uk

UK/EU Applicants

Thank you for your enquiry regarding the above named programme that is offered at the School of Health and Social Care, Oxford Brookes University.

To help you through the application process there is a checklist in this pack, which highlights everything that you will need to return to us in order to have your application processed and be considered for a place.

At [http://www.brookes.ac.uk](http://www.brookes.ac.uk) you will find further information about studying at Oxford Brookes University and the School of Health and Social Care. Programmes at the School are consistently given high ratings in Quality Assurance Agency reviews. As we receive a high volume of applications, we recommend that you read the information provided closely and act early in order to avoid disappointment.

If you have any specific questions that are not covered in this application pack or on the web, then please feel free to contact me via email bscnursing@brookes.ac.uk, making it clear in the Subject heading that you are enquiring about the BSc (Hons) Nursing Studies Programme or modules therein, or by phone on 01865 488157. My office hours are **8.00-4.45pm Mon-Thurs, 8.00-12.00pm Friday**.

We hope this programme meets your continuing professional development needs and we look forward to hearing from you and assisting you with the application process.

Kind regards

Anette Du Plooy
EU/UK Checklist of Documents in this Mailing
- BSc (Hons) Nursing Studies

<table>
<thead>
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<th>Item</th>
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<tbody>
<tr>
<td>Covering letter</td>
<td>☑</td>
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<tr>
<td>General Course Information</td>
<td>☑</td>
</tr>
<tr>
<td>Application Form and Reference Forms</td>
<td>☑</td>
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</tbody>
</table>

Checklist of Documents to Return with your Application to the University Admissions Office

The Admissions Office mailing address is printed at the top of the application form.

<table>
<thead>
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<th>Item</th>
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<tbody>
<tr>
<td>Application Form</td>
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<tr>
<td>Two Reference Forms</td>
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<tr>
<td>Certified copies of Higher Education Certificates</td>
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<tr>
<td>English Language Certificate (to be no more than 2 years old if IELTS or TOEFL) if English is not your first language for EU applicants only</td>
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</table>

If you can tick all the above boxes you are ready to return your application form.
Nursing Studies

Nursing Studies
BSc (Hons)
Taught by distance learning

Nursing Studies (Leadership in Clinical Practice)
MSc / PGDip / PGCert
Taught by distance learning or on campus.

Our courses are open to UK, EU and International nursing professionals who wish to either top-up to a degree or study at postgraduate level to develop a deeper understanding of the contribution nursing can make to health care provision.
The aim of the course is to provide you with a learning environment, which enables you to increase your knowledge of nursing practice and to gain an insight into issues that impact on nursing locally, nationally and globally.

The teaching team has a wide range of skills, professional and academic experience. A number of team members have international experience through our collaboration in Hong Kong, where we deliver this course overseas.

We adopt a student centred approach to teaching and learning that encourages you to attain your full potential as a lifelong learner. To facilitate this, a variety of teaching methods are used.

We offer a very friendly and supportive environment in which to learn and consistently receive very high satisfaction ratings for our student support and learning resources in national and university student surveys.

As a university, we believe that participating in online learning will help you to gain some of the digital literacies required for professional and competent nursing in the 21st century. We have designed the curriculum with this specific global and professional objective in mind.

For eLearning, new technologies, especially the internet are used to make your learning more effective, flexible and exciting. All course material and activities are provided online via the Brookes Virtual Learning Environment.

Key facts...

Both courses start in either September (Semester 1) or January (Semester 2).

Full-time: 12 months.

Part-time: up to 3 years.

The application code for both courses is HC92.

BSc (Hons) Nursing Studies

Teaching is delivered via distance learning.

This course comprises eight modules (seven single modules, including two alternative compulsory modules and one double dissertation module), which are studied at Advanced Level. Single modules are worth 15 CATS credits and require 150 hours of student effort. The double module (dissertation) is worth 30 CATS credits and requires 300 hours of student effort.

MSc Nursing Studies (Leadership in Clinical Practice)

Teaching is delivered by distance learning or on campus.

The Postgraduate Certificate comprises three single modules. Single modules are worth 60 CATS credits at M Level and require 200 hours of student effort. The Postgraduate Diploma comprises six modules worth 120 CATS credits.

A full master’s comprises nine modules including a triple dissertation module worth 180 CATS credits. A triple dissertation module is worth 60 CATS credits at M Level and requires 600 hours of student effort.

Note: You may be eligible for transferred certificated credit, if you can produce transcripts of equivalent study in one or more modular areas. If you wish to transfer credit, you will be required to produce transcripts. You are advised to make initial enquiries through the Course Leader, Marion Waite.

Tel: +44 (0) 1865 488122
Email: mscnursing@brookes.ac.uk

If you choose to enrol on the distance learning course, all your modules will be delivered electronically using the Brookes Virtual Learning Environment. If you choose to enrol on campus, five modules will be delivered using a blended learning approach involving attendance at our Marston Road site in Oxford and two modules will be delivered via online distance learning.
BSc (Hons) Nursing Studies
Taught by distance learning

The Nursing and Midwifery Council (NMC) indicated in its review of pre-registration nursing education that nursing will become an all graduate profession. This Oxford Brookes course is designed specifically for UK, EU and International nurses who hold a diploma in nursing qualification, and who wish to develop their professional practice and top-up to degree level through distance learning.

Distance learning is an ideal option if you are unable to attend university to study. As an alternative, you can study in a stimulating and dynamic online environment, which combines the convenience of study at home with the opportunity for interaction with course tutors and other students. Using digital technologies will enable you to develop skills that will be essential for your future practice.

The application of theory to your day-to-day practice experience will help you to understand the changes within your working environment and how to manage its complexities and challenges. Assessment is focused on coursework.

Course content

The course content focuses on issues such as:

- leadership and management
- clinical governance
- health promotion
- infection prevention and control
- research.

Specific entry requirements

Access to the course is open to those who meet the following criteria. You must:

- have 240 CATS credits on entry to the course,
- have reliable access to the internet, preferably through a broadband connection,
- be a registered nurse in your own country.
- Applicants whose home language is not English must demonstrate that their level of English is appropriate for study at post-qualifying level with fluent writing skills. The English language requirements are IELTS level 6.5 or above, TOEFL 600/250 or above, or equivalent.

For details please contact the Programme Administrator. Our admission processes are guided by the university’s admission and equal opportunities policies.

Note for International applicants. This course does not:

- lead to registration with the Nursing and Midwifery Council (NMC) in the UK,
- have a practice based component,
- lead to employment within the UK while studying or after you have completed the course.

There may be opportunities for you to use APEL (Accreditation of Prior Experiential Learning) as part of your application. If you are uncertain about your eligibility, please do contact us. We will be happy to discuss this with you and to clarify your position with regard to your application.
MSc Nursing Studies  
(Leadership in Clinical Practice)  
Taught by distance learning or on campus

As a nurse, you may work in any area of the world as part of the largest single health care profession. You are therefore ideally placed to improve the quality and delivery of health care to patients and their families. There is considerable and compelling evidence to show that nurses make a difference to the health and wellbeing of individuals, families and populations (Spilsbury and Meyer 2001, Cunningham 2004). One example from Corner et al (2003) is the impact that specialist nurses have in cancer care, where they have been identified to improve outcomes for patients with cancer.

This exciting MSc in Nursing Studies (Leadership in Clinical Practice) from Oxford Brookes University is offered as an online distance learning course or you can choose to study on campus. It is open to UK, EU and international nurses who wish to undertake advanced postgraduate study with a premier academic institution that has close links with nationally and internally recognised clinical settings and expert practitioners. This course is delivered with a team of lecturers and researchers with a wealth of practice and research experience and a rich track record of research publications in areas of relevance to nursing.

The course is designed to progress your practice to an advanced level, enabling you to develop as a senior practitioner, educator, researcher or manager. This course will help you to develop your level, enabling you to develop your practice, with confidence that it is based on the best available evidence to make effective nursing interventions.

Specific entry requirements

Access to this course is open to qualified nurses who hold up-to-date and current registration within their country of origin, who meet the following criteria:

- Normally hold a UK honours degree or equivalent overseas degree from a recognised institution.
- Students who do not hold a first degree or equivalent will be required to submit an assignment which will be taken into account as part of their application.
- Applicants whose home language is not English must demonstrate that their level of English is appropriate for study at post-qualifying level with fluent writing skills. The English language requirements are IELTS level 6.5 or above, TOEFL 600/250 or above, or equivalent. For details please contact the Programme Administrator. Our admission processes are guided by the university’s admission and equal opportunities policies.
- Applicants must hold current nursing registration within their home country and be employed within current clinical nursing practice.
- Due to the nature of this course, each student will need reliable access to the internet, preferably through a broadband connection. You will need to have good IT skills and be proficient in the use of internet and online communication. For minimum computer specifications required for study, please contact the Programme Administrator for advice (see How to apply).
- Be successful in the selection process for this course (interview or other).

Note for international applicants. This course does not:

- lead to registration with the Nursing and Midwifery Council (NMC) in the UK,
- have a practice based component,
- lead to employment within the UK while studying or after you have completed the course.

Course content

The content of the course will include the following:

- infection prevention and control
- health promotion
- leadership
- evidenced-based practice
- research.

References


Course fees

Funding arrangements vary across the UK. Oxford Brookes University has a contract with the South Central Strategic Health Authority (covering the geographical areas of Oxfordshire, Berkshire (East and West) and Buckinghamshire). In these areas it may, therefore, be possible to receive funding for this course from your NHS employer.

All applicants (UK, EU and International) will be required to provide details of their funding arrangements prior to enrolment on the course. Self-funding students are also welcome to apply.

All applicants (UK, EU and International) will be required to provide details of their funding arrangements prior to enrolment on the course. International applicants who are offered a place on the course will be asked to pay a deposit of £1,000 to secure a place on the course.

Continuing professional development

There are many opportunities for you to continue studying after you complete the course. We have a range of single modules, short and long award bearing courses. For more information about all our course provision, go to our website: http://shsc.brookes.ac.uk/courses/cpd

Note: The MSc Nursing Studies (Leadership in Clinical Practice) mixed mode course is included within the scholarship schemes offered by Oxford Brookes. For more details, visit our website: http://shsc.brookes.ac.uk/courses/scholarships or email: shscpgscholarship@brookes.ac.uk
How to apply

If you would like more information about the course, please contact the Programme Administrator. If you meet the criteria detailed in the specific entry requirements section, and you are ready to apply, your next step is to complete an application form.

Applications to study for the MSc Nursing Studies (Leadership in Clinical Practice) course is made online through UKPASS at www.ukpass.ac.uk (course code P038228). Applications received electronically through UKPASS will be forwarded directly to the Programme Administrator. Supporting documentation should be forwarded using the email addresses indicated on the UKPASS application form.

Applications to study for the BSc Nursing Studies course is made by contacting the Programme Administrator or by downloading the application form from our website.

Applications are dealt with on a first come, first served basis, so please act early to avoid disappointment.

International applicants will:
- will need to apply early to allow enough time for obtaining visas if offered a place
- be asked to pay a deposit of £1,000 to secure a place on the course.

Programme Administrator
Email: bscnursing@brookes.ac.uk (BSc study level)
mscnursing@brookes.ac.uk (MSc study level)
Telephone: +44 (0) 1865 488157
Address: School of Health and Social Care
Oxford Brookes University
Jack Straw's Lane, Marston, Oxford, OX3 0FL, UK

Why study at Oxford Brookes?

- Oxford Brookes University has been named the UK’s best modern university for the tenth year in a row due to its strong teaching and research profile in the modern university sector (The Sunday Times’ University Guide 2011).
- Oxford Brookes has been named one of the greenest universities in the country – according to the student campaigning group, People & Planet.
- We have our own osteopathic clinics: Mill Court in Headington, Oxford and at Ferndale Campus in Swindon offering a full range of osteopathic treatments to students, staff, NHS staff and the general public. http://shsc.brookes.ac.uk/osteoclinics
- Our courses are open to a wide range of health and social care professionals providing highly flexible continuing professional development (CPD) study opportunities with part-time, full-time and a variety of course delivery options (including opportunities for e-learning, blended and distance learning).
- Use a range of technologies such as the Brookes Virtual Learning Environment online real-time video and audio communication tools. This environment is designed to include online resources that students can feel supported by a variety of staff, including the librarians and learning technologists.
- We support multi and interprofessional learning and teaching, and many of our courses are either fully multiprofessional or offer excellent opportunities for shared learning.
- Our lecturers are experienced in their specialist practice area and integrate their expertise within the course curriculum.
- Many of our lecturers have reputations for excellence and have established links with colleagues, organisations and institutions at national and international level.
- We have a strong research profile, with experienced researchers working in established areas of cancer care, children and families, drug and alcohol, physical rehabilitation and enablement and interprofessional education & collaborative practice.
- Oxford Brookes is rated internationally excellent across a broad range of subjects in the 2008 Research Assessment Exercise (RAE). 70% of our research in Allied Health Professions and Studies was rated as being of international significance, and of this, 10% was rated as world-leading.
- Oxford Brookes is a student centred institution that is fully committed to each individual achieving their potential. To support this, we offer a broad range of student support schemes to facilitate learning and development: www.brookes.ac.uk/studying/life/wellbeing
- We have been awarded the highest commendation possible, for all its health and social care programmes and courses, by the Quality Assurance Agency, following their Major Review of our educational provision in 2005.
- We have an excellent track record of high levels of student satisfaction, low student attrition rates and high employability.

To obtain a large-print copy of (or sections of) this publication or to enquire about other formats please contact +44 (0) 1865 484848 or email query@brookes.ac.uk
Application Form

1. Personal details
Title

Surname/Family Name
(Block Capitals)

First Name(s)

Previous surname, if changed

Correspondence address

Postcode

Telephone No
(Including STD code)
Daytime
Evening
(if different)

Fax No
Email address

Home address (if different)

Postcode

Telephone No
(Including STD code)
Daytime
Evening
(if different)

Fax No
Email address

Sex: Male (M) Female (F)

Date of Birth

Your age on 31 December in year of entry

Years Months

2. Disability/special needs
Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at the institution or may require special facilities or treatment.
(See Notes for guidance).

Please provide full details in Section 10.

3. Fee status

Country of birth

Nationality

Country of domicile or area of permanent residence

Applicants not born in the European Union please state:

Date of first entry to the EU
Day Month Year

Date of most recent entry to the EU
Day Month Year

Date from which you have been granted permanent residence in the EU

Payment of fees
Who is expected to pay your fees? (eg Research Council, Student Loan Company, yourself, family member, employer, other)

If an LEA, which one?

Have you previously received an educational award from UK public funds?

If so, please provide details:

Funding body
Course
Dates

4. Details of course(s) to which you wish to apply

Month and year in which you wish to start

Course Title and Subject Choices

Mode of study:
full-time/sandwich /
part-time/other
Please specify

Year and Month of entry
Stage
Year
Year

Please indicate how you heard of these courses
5. Monitoring Statistics

Ethnic origin (This information WILL NOT be made available to Admissions Tutors for selection purposes)

Complete this section only if you have shown in Section 3 of the form that your area of permanent residence is in the UK. Please choose from the ethnic origin terms printed here the one which you feel most nearly describes your ethnic origin and write its code in the boxes.

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>Code</th>
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<tbody>
<tr>
<td><strong>White:</strong></td>
<td></td>
</tr>
<tr>
<td>British</td>
<td>11</td>
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<tr>
<td>Irish</td>
<td>12</td>
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<tr>
<td>Other white background</td>
<td>19</td>
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<td><strong>Black or Black British:</strong></td>
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<td>Caribbean</td>
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<td>African</td>
<td>22</td>
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<td>Other black background</td>
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<td>Other ethnic background</td>
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<td><strong>Asian or Asian British:</strong></td>
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<td>Indian</td>
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<td>Pakistani</td>
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<td>Bangladeshi</td>
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<td>Chinese</td>
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<td>Other Asian Background</td>
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<td><strong>Mixed:</strong></td>
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<td>White &amp; Black Caribbean</td>
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<td>White &amp; Black African</td>
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<td>White &amp; Asian</td>
<td>43</td>
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<td>Other mixed background</td>
<td>49</td>
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6. Work experience: Please consult Notes for Guidance before completing this section. Give details of work experience, training and employment.
Continue on a separate sheet of paper if necessary.

<table>
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<tr>
<th>Job Title</th>
<th>Nature of work/training</th>
<th>Name of organisation</th>
<th>Full-time or Part-time</th>
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7. Last two educational establishments attended:
Name and address of the two most recent educational establishments attended

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8. Academic qualifications
Summary of qualifications held on application. Please tick the highest qualification held.

- Mature student - no formal qualifications
- OCN/OND
- Postgraduate Certificate/Diploma
- Recognised Access Course
- HNC/HND
- Masters
- GCSE/CSE/GCE
- First Degree
- Other - please specify
- Vocational A-levels/GNVQ

9. Examinations Applicants should list all subjects taken, whatever the result, in chronological order. If you are awaiting the result of any examination recently taken write PENDING in the result column. Qualifications awarded by ST.AC or ST.COTVEC - please attach transcript of all results if known. Where examinations are still to be taken, please list all modules with value and level of each. Continue on a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Level, eg GCSE, A, HND, degree or professional qualifications</th>
<th>Subject</th>
<th>Date</th>
<th>Month</th>
<th>Year</th>
<th>Place of study</th>
<th>Results (grades or bands)</th>
<th>CATS points (if applicable)</th>
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A3
10. Further information

11. Criminal Convictions (see notes for guidance)
Do you have any criminal convictions? YES ☐ NO ☐

12. Special Needs or Support required as a consequence of any disability or medical condition stated in section 2.

13. Name and address of Referee(s) (Please consult Notes for Guidance and course literature before completing this section)
1. 
2. 
Tel No. Fax No. Tel No. Fax No.

14. Declaration: I confirm that the information given on this form is complete and accurate and no information or other material information has been omitted. I give my consent to the processing of my data by Oxford Brookes University. I have read the Notes for Guidance and I undertake to be bound by the conditions set out in the notes.

Applicant’s Signature Date
<table>
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<tr>
<th>Open Reference</th>
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<tbody>
<tr>
<td>Name of Referee ____________________________________________</td>
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<tr>
<td>Post/occupation/relationship __________________________________</td>
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<tr>
<td>Address ____________________________________________________</td>
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<th>Telephone No.</th>
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<td>(including STD)</td>
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This form may be photocopied: please type with a good black ribbon or write in black ink within the frame. Typing is very much preferred. Please affix official stamp where appropriate, at the end of the statement.

| Name of applicant [block capitals or type] ____________________________________________ |

Signed  ____________________________________________

Date  ____________________________________________
University Application Form: notes for guidance

General
Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current institution literature relating to the courses(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Comparative course details are also provided in the University and College Entrance official guide.

Exclusions
You should not normally use this form when applying for entry to courses leading to the following qualifications:
FIRST DEGREE, Dip HE AND HND (Full-time and Sandwich) APPLICATIONS are made through UCAS: UCAS, ROSEHILL, NEW BARN LANE, CHELTENHAM, GLOUCESTERSHIRE, GL52 3LZ.
Postgraduate Certificate in Education – applications are made through the Graduate Teacher Training Registry (GTTR); GTTR, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ.
Nursing Diploma – applications are made through NIMAS: NIMAS, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ.
Further details on applying to the above national clearing houses can be found in the university and college prospectuses.

Mature applicants
The institution welcomes mature students including those who do not have conventional qualifications for admissions to higher education. Full account is taken of relevant experience and other educational achievements. Some institutions have special arrangements for mature student applications and you should ensure that you read the prospectus of each before applying for any course.

The Data Protection Act
The information which you give on your application form will be used for the following purposes only:
a) To enable your application for entry to be considered.
b) To enable the institution to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person is published.
c) To enable the institution to create and maintain your student record.

Despatch arrangements
Many courses may have a deadline by which applications should be received. Please consult course literature. If you apply in good time before the deadline, please send the whole application form to your referee for completion and forwarding to the institution. It is preferable that the institution receives your application complete with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to use a separate part C (which may be obtained from the institution to which you wish to apply). You should send this to your referee and request that s/he forward the completed section direct to the institution concerned. At the same time, send part A completed to the institution.

Your application form will be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly using black ink or typescript.

PART A
Section 1
Personal details
Complete this section in BLOCK CAPITALS.
Previous name. If you have changed your name by marriage or otherwise, state your previous surname or family name. Correspondence address. Enter the address to which you expect all correspondence to be sent.

Section 2
Disability/special needs
Please enter in the box the code from the list of statements below which is the most appropriate to you. Describe your condition in Section 12 and where it is not obvious, ie with unseen disabilities, indicate whether you have special needs.
Disabilities/support required:
0 None.
1 You have a specific learning difficulty (for example, dyslexia).
2 You are blind or partially sighted.
3 You are deaf or hard of hearing.
4 You use a wheelchair or have mobility difficulties.
T You have Autistic Spectrum Disorder or Asperger Syndrome.
6 You have mental health difficulties.
7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition.
8 You have two or more of the above.
9 You have a disability, special need or medical condition that is not listed above.

Section 3
Fee status
If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (eg Clackmannan); for Greater London, the London Borough (eg Enfield); for the former Metropolitan counties give the district (eg Salford); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg Italy) where you live as the area of permanent residence. Please give details of whom you expect to pay your fees for the proposed course. If known please indicate this.

Section 4
Details of course(s) to which you wish to apply
If you are applying for more than one course please list the courses in the order of preference you would like them to be considered.

Section 5
Tear-off slip – monitoring statistics
State your ethnic origin using the codes provided. This sections should be completed only by applicants whose area of permanent residence (see section 3 of the applications form) is in the UK. This information will not be made available to admissions tutors for selection purposes and is collected solely for the purpose of statistical monitoring (eg application and admissions rates).
Section 6
Work experience
Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information provided in section 10.

Section 7
Last two educational establishments attended
Please include full details of the last two educational establishments you have attended, giving the dates of attendance.

Section 8 and 9
Academic qualifications
Enter the exact subject name used by the examining board.
Use the abbreviations for the examining bodies listed below:

Current boards
- AQA Assessment and Qualifications Alliance
- E Edexcel
- NICCEA Northern Ireland Council for Curriculum, Examinations and Assessment
- OCR Oxford, Cambridge and RSA
- WJEC Welsh, Joint Education Committee

The following organisations are (or have been) UK examination boards and awarding bodies
- AEB Associated Examining Board
- BTEC Business and Technology Education Council (part of Edexcel from 1996)
- CIE Cambridge International Examinations
- C&G City and Guilds
- IBO International Baccalaureate Organisation
- LEAG London and East Anglian Group
- MEG Midland Examinations Group
- NEAB Northern Examinations and Assessment Board (use JMB (Joint Matriculation Board for exams you took in summer 1992 or earlier)
- OCEAC Oxford and Cambridge Examination and Assessment Council
- OCSEB Oxford and Cambridge Schools Examination Board
- RSAEB RSA Examinations Board
- SCOTVEC Scottish Vocational Education Council (for qualifications you achieved before 1 April 1997)
- SEB Southern Examination Group
- SUJB Southern Universities Joint Board for School Examinations
- UCLLES University of Cambridge Local Examinations Syndicate
- ULEAC University of London Examinations and Assessment Council (from 1996, a division of Edexcel Foundation)
- UODLE University of Oxford Delegacy of Local Examinations

The names of the other examining bodies should be written in full.
Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School or Higher School Certificates, Apolytrion of Lykeio, Baccalaureate, Diploma di Maturita, Examen Artium, Reifezeugnis, Studentereksamen.

Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding a BTEC or SCOTVEC Award should attach a transcript of their qualifications, giving details of the title and all units, modules and components.
Please give full details of course title and units/modules/components involved in any BTEC or SCOTVEC course you are currently taking on an attached sheet.

Section 10
Further information
Please indicate why you are applying to this particular course. This should include: your motivation for wanting to take this particular course and what it is you expect to gain from the course; how the course relates (if at all) to your previous education; what you hope to achieve in terms of career development by taking the course; what has influenced you to pursue this qualification; what you consider to be your key academic strengths and weaknesses; and a description of your ability to work independently and with others.

Section 11
Criminal convictions
To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions you have.

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 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 bindover orders. For these courses, you may need an ‘enhanced disclosure document’ from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. We 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 tick the box if any of the following statements apply to you.

a I have a criminal conviction.
b I have a spent criminal conviction.
c I have a caution (including a verbal caution).
d I have a bindover 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.

For other courses
For these courses, you must tick 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.
If you enter a tick in the box you will not be automatically excluded from the application process. However, we may want to consider your 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 ask you for further information.

You may find the following website useful: Criminal Records Bureau www.crb.gov.uk

Section 12
Special needs
Please see notes under section 2.

Section 13
Name and address of referee(s)
Please consult course literature to see if any particular type or number of referees is required and whether your application should preferably be forwarded to the University complete with a reference or references. Some courses may require more than one referee. If necessary, a supplementary Part C of the form will be enclosed or forwarded to you.

Normally, your referee would be one of the following:
1 The Head of your present or last school
2 Principal of your College of Further Education
3 Course Tutor of your present or last course of studies
4 Access Course Tutor

If you have been out of education for some time, you may wish to consider one of the following:
1 Your current or last employer, or training officer, or careers adviser
2 If you belong to a relevant organisation (voluntary or not), an offer of that organisation

If you have any difficulty in identifying a suitable referee you should seek advice from the Admissions Office.

Section 14
Declaration
Please read the declaration on the application form carefully. You must sign it or we cannot process your application. When you sign the form, you agree to follow these conditions:

a) The information you have given is complete and accurate
b) You have the right to cancel your application through us. You can do this by writing to us within 10 days of the date of our official offer letter to you.
c) Your application will normally be confidential between:
   - You
   - Your referee
   - The appropriate staff at the University
   - Your school, college or training organisation
   - Your exam board or awarding body
   - Your student support assessment body
   - The Student Loans Company, and
   - In the case of international applicants, the British Council or appropriate agency.

However, we try to detect and prevent fraud, and have the right to give outside organisations, including the police, the Home Office, local authorities, exam boards or awarding bodies and the Benefits Agency, relevant information from your application form.

d) If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete.

e) We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history).
f) We may use information from your application form to collect statistics. We will not tell any other organisations or publish any information that could identify you.
g) If you accept an offer of a place from the University, you must accept the terms and conditions in our prospectus (under ‘Conditions of Acceptance’) or in the contract we sent you with or before the offer of a place. You must read these terms and conditions carefully.

Part B – The reference

NOTES FOR GUIDANCE FOR REFEREES

The Referee’s report is an integral part of the selection process, and the information you give will help to guide Admissions Tutors in making their decisions.

When writing personal comments about an applicant, please remember that under the Data Protection Act, the applicant can ask for a copy of the reference and any other personal information that the University holds about them.

In order that we can evaluate an applicant’s academic and intellectual capacity, your reference should if possible cover:

1 Suitability for the course(s) applied for.
2 Intellectual qualities including:
   a) Development to date and previous examination performance with special references to any factors which may in your opinion have adversely influenced the result;
   b) Present performance;
   c) Potential, including an assessment of the probable results of any pending examinations.
3 Personal qualities
4 Career aspirations
5 Health and other personal circumstances relevant to the application
6 Athletic, social and other interests.

Please ensure that the form is completed in black ink and if typed that all type is clear and legible. If possible check that the applicant has completed the form correctly and legibly.

Mature Applicants

Referees may have difficulty on the academic abilities of mature applicants, who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5 and 6 above.

Mature applicants are usually interviewed and may be formally assessed by the University.