

Postgraduate Associate Study Application

Application for a place as Postgraduate Associate Student

Proposed start date		Part-time or full-time	
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Application Ref No:

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Personal details

Title Mr/Ms/Mrs/Miss	
Surname	
First name	
Date of birth	
Country of birth	
Home address	
Postcode	
Daytime telephone number	
Email address	

Fee status

Country of domicile or area of permanent residence	
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Applicants not born in the European Union please state:

	Day	Month	Year
Date of first entry to the EU			
Date of most recent entry to the EU			
Date from which you have been granted permanent residence in the EU			
Nationality			

Reference

Name and address of Referee	
Daytime telephone number:	

Student/Employment status

If student, state course and college	
If staff at Brookes, state department and position	
If employed, state where and nature of work	

Disability/Special Needs

Please enter the appropriate code in this box if you have a physical or sensory disability which might in some way affect your studies or may require special facilities or treatment. (See guidance notes.)

Please clarify the type of disability or special needs

Criminal convictions

If you have a relevant criminal conviction enter X in the box. (See notes for a definition of relevant criminal conviction.)

Education or other relevant experience from age 16

Give names and towns of establishments attended in chronological order	From		To		Full-time or Part-time
	Month	Year	Month	Year	

Examinations taken Examining body	Exam date		Subject	Level	Result
	Month	Year			

Postgraduate Associate Programme

Unit selection

Please indicate here the area of your interest, or the unit(s) you wish to study, specifying both the name(s) and number(s) and the semester in which the unit runs. Please state the Oxford Brookes University school at which you are applying to study.

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Please indicate here your reasons for applying to study as a Postgraduate Associate Student

DECLARATION

I confirm that the information given on this form is complete and accurate and no information requested 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 *Conditions of Acceptance* laid out in the *Prospectus* and undertake to be bound by those conditions.

Applicant's Signature Date

FOR ADMINISTRATION USE

Co-ordinator's decision Unconditional Conditional Reject

Comments (conditions)

Postgraduate Associate Application

Form: notes for guidance

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY.

Exclusions

You should not normally use this form when applying for postgraduate degrees, undergraduate associate modules, undergraduate degree courses.

Completion of the form

Please ensure that the form is completed neatly using **black ink**.

Personal details

Complete this section in **BLOCK CAPITALS**.

Disability or special needs

In the box, please enter the code, which is most appropriate to you from the list of statements below. Describe your condition in the space provided 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.

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 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 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 under the personal details section of the application form and a senior prison officer must support your application.

All other courses

For these courses, you must tick the box if either of the following statements applies 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 under the personal details section of the application form and 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

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 Sefton); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg Italy) where you are living as the area of permanent residence.

Reference

Please provide full contact details, failure to do so will result in a delay to your application.

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:

Your current or last employer, training officer or careers adviser.

If you belong to a relevant organisation (voluntary or not), an officer of that organisation.

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

Education

Enter the exact subject name used by the examining board in full.

Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Unit selection

Please indicate here the area of interest, or the unit(s) you wish to study, specifying both the name(s), School and number(s) and the semester in which the unit runs.

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 working days of the date of our official offer letter to you.

Your application will normally be confidential between:

- you, your referees and the appropriate staff at the University;
- your school, college or training organisation and your exam board or awarding body;
- your student support assessment body; and/or The Student Loans Company, if relevant;
- 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.

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.

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).

We may use information from your application form to collect statistics. We will not tell any other organisation or publish any information that could identify you.

If you accept an offer of a place from the University, you must accept the terms and conditions in our prospectus (under 'Conditions and Acceptance'). You must read these terms and conditions carefully.