

Guidance Notes

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Guidance on completion of the application form.

Please complete the form in BLOCK CAPITALS, in black ink, or typescript. Failure to complete some fields may result in a delay in processing. All questions must be answered.

Deadline: Please see Faculty website for indicative deadline applicable.

Section A: Personal details/course choice

Note 1 Full Name

Enter the name you would be known by throughout your university programme and which would appear on any degree certificates. International students in particular are requested to specify their family name and other names in the correct order to avoid any misunderstanding. This is the name used on any offer letter and changes cannot be made later.

Note 2 Permanent Home Address

International students should give an address in their home country.

Note 3 Name of Proposed Programme or Module

If you are unsure of the exact name of the programme please write the name of the subject you wish to study. Please refer to the Faculty web pages for those programmes available. (See <http://slb-fhsc.hull.ac.uk>)

Note 4 Start Date

Please refer to programme literature for alternatives.

Note 5 Residential Status

Please circle one category that best describes you:

1 UK Citizen or EU National

You are a UK or EU national, or are the child or grandchild, or the spouse of civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you have also lived in the EEA, Switzerland or OT prior to that three year period.

2 EEA or Swiss National

Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.

Either: You are an EEA or Swiss National working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full

time education, you also lived in the EEA,

Switzerland or OT prior to that three year period.

Or: You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

3 Child of a Turkish worker

Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

4 Refugee

Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child-under-18 of such a person at the time of the asylum application.

5 Humanitarian Protection

Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.

You have been granted Humanitarian Protection as the result of an asylum application or you are the spouse, civil partner or child-under-18 of such a person at the time of the asylum application.

6 Settled in the UK

Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education.

However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other.

9 Other

Based on the answers to the questions above, you do not fall within another category listed.

Guidance about fee status assessment may be found at www.ukcisa.org.uk.

Note 6 Disability

So that we may assist you and advise on appropriate opportunities we invite you to declare here whether you have a disability. If you do not complete this section the University will have to assume that you have no disability.

This information will be passed to the University's Disabilities Officer and the academic department concerned so that they will be aware of your needs if you are offered a place. If you have any specific concerns about the support you might need please tell us now. Where appropriate, details will also be passed to our Occupational Health Nurse. You may enclose a separate confidential letter to the Disabilities Officer if you prefer. The Equal Opportunities Code of Practice for Admissions is available on the web site (www.hull.ac.uk).

Note 7 Ethnic origin

The University is required by HESA (Higher Education Statistical Agency) to collect this information for statistical purposes. Information on ethnicity will not be used in reaching a decision on the outcome of your application, nor will HESA publish any personal information about you. Please insert the code from the list below that best describes you:

- 11 White (British)
- 12 White (Irish)
- 13 White (Scottish)
- 14 Irish Traveller
- 15 White (Welsh)
- 19 Other White background
- 21 Black or Black British - Caribbean
- 22 Black or Black British - African
- 29 Other Black background
- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background
- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black African
- 43 Mixed - White and Asian
- 49 Other Mixed background
- 80 Other ethnic background
- 90 Not known
- 98 Information refused

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Note 8 Country of Birth

Please confirm your country of birth.

Note 9 The Criminal Convictions Declaration and Risk Assessment Process

The University has a risk assessment process designed to reduce the risk of harm or injury to members of the University population caused by the criminal behaviour of any student. We therefore

need to know about any relevant criminal convictions that an applicant has. Tick 'yes' only if you have a relevant criminal conviction as explained below.

For many courses, 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 1972) are not considered to be relevant and you should not reveal them (however see next paragraph). However in applying for a course involving work with children and/or vulnerable adults, you must tell us about any criminal conviction, including spent sentences and cautions (including verbal cautions) and bindover orders. For those courses, you may later be required to have an enhanced Criminal Records Bureau disclosure (www.crb.gov.uk).

If you are serving a prison sentence at present, give the prison address as your correspondence address and obtain a reference from a senior prison officer to support your application.

Note 10 Professional Qualifications

You must include details of all courses started, whether or not the course was completed. You must include any courses in which you were not successful so that the Admissions Tutor has a full record of your academic history – if there were circumstances that you would like the University to know about, that meant that you were not able to perform to the best of your abilities, you should enclose a letter to explain the full details. Please state whether each programme was completed by full- or part- time study. If you are a final-year student on a degree programme, please give details of the programme and your expected final, overall result. For Postgraduate Degrees taken previously, please indicate the method of assessment; ie, by thesis, by written examination, or by dissertation and written examination.

Proof of completed qualifications must be submitted. You should arrange for a transcript of your academic record or other official statement of courses taken, showing grades achieved, together with confirmation of the qualification awarded and the **overall** grade/mark obtained, to be sent to the Admissions Service. (**Only officially certified copies are acceptable**).

If providing an official translation into English also provide a certified copy of the certificate as issued in the first language. Please note that as we cannot guarantee that certificates or transcripts can be returned you are advised to keep a copy. If the documents are not in the same name as you are now using to apply for admission you should include official proof of the name change.

Evidence of Proficiency in English.

Applicants whose first language is not English must provide evidence of recent (within two years) formal qualifications they hold to prove English Language skills. Please check the University web site for current list of accepted certificates.

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Note 11 *Claim for Specific Credits*

You should complete this credit claim if you need to:

- Demonstrate your previous learning is appropriate to access a programme of study, ie it is equivalent to the stated entry requirements for the programme.
- Demonstrate your previous learning is appropriate to allow exemption from components or parts of a programme of study.

Certificated Evidence

Enter all learning for which you have received a Certificate, Diploma or other award. **Photocopies are acceptable providing these have been confirmed as seen by your line manager or Training and Development Department.**

You should also include constituent units or modules of courses you did not complete as these may be used to match your prior learning with modules of the programme you are applying for.

When complete the application form, together with authenticated copies of certificates or portfolio evidence, should be returned to your Training Department (see Appendix AP).

Note 12 *Source of Finance*

Please do not submit an application unless you are confident in getting the necessary finances to cover tuition fees, any other course expenses or living costs. Please indicate who you expect to pay your tuition fees all offers are subject to the student having funding to support their studies.

“*Self financing*” means you will be financed from your own or other private resources and will pay your tuition fees when you register. If you have any queries about funding or payment of fees, please contact Tuition Fees Section of the Student Financial Services Office, telephone number +44 1482 465674

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Applicants who declare a criminal conviction will not automatically be excluded from the application process but the University will wish to activate the risk assessment process (details of which are available from The Admissions Service) and we will ask for further details before reaching a decision on your application.

If you are convicted of a relevant offence after you have applied, you must inform the Head of Admissions Service immediately in order for the risk assessment process to be followed.