

Application for admission to part-time programme

Please write clearly in BLOCK CAPITALS and in black ink. Please tick boxes or circle options where required. All boxes should be completed. To apply for the University Foundation Award, please download the form from the Short Courses University Foundation Award section: www.hull.ac.uk/cll.aspx.

Please read the attached guidance notes carefully.

Personal details

Forename(s) Family name (surname) Title (Dr/Mr/Mrs/Miss/Ms/etc) Date of birth D D M M Y Y Nationality (as on your passport if you have one) Email Please state the course title Proposed start year Y Y Y Y Registration number if previously/currently a student at the University of Hull Ethnicity (see guidance notes)	Home address Postcode (essential) Telephone number day Telephone number evening Mobile number Residential status Please read the Guidance notes, then circle the appropriate code Residential status 1 2 3 4 5 6 9 Start of residence in the UK (codes 2, 3, 4, 5, 6, 9): D D M M Y Y
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Education and qualifications

Previous education

School/college/university attended	from	to

Qualifications already completed (list highest qualification first). Please supply copies of certificates with this form.

Date examined	Subject	Award type	Examining Body/Board	Grade

Qualifications still to be completed

Date to be examined	Subject	Award type	Examining Body/Board	Predicted final grade

Expected source of funding for tuition fees

place X in box

Employer/Sponsor

☐

Self

☐

Address of employer/sponsor (if applicable)

Postcode

Tel

Email

Contact person

Please give below details of any employment with dates (exclude casual employment unless directly relevant to the course)

Start date	Finish date	Employer	Your job title	Your main responsibilities

please continue on a separate sheet if necessary

Disability

In order for the University to assist you and provide advice on your support needs should you be offered a place, we invite you to declare here whether or not you have a disability. If you choose not to complete this section the University will have to assume that you have no disability. If you have any specific concerns about the level and type of support you may need please tell us now.

Please circle the code which is applicable to you:

- A No disability
- B You have a social, communication impairment such as Asperger’s syndrome/other autistic spectrum disorder
- C You are blind or have a serious hearing impairment
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health conditions, such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- F You have a mental health condition such as depression, schizophrenia or anxiety disorder
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability, impairment or medical condition(s) not listed above
- J You have two or more impairments and/or disability/medical condition

This information will be passed to the University’s Disabilities Officer and the academic department concerned. 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.

Please give details of any special needs or support required due to a disability or medical condition stated above.

Referee

Name	Address
Position/job title	
Company	
Relationship to applicant	Postcode
	Tel
	Email

Personal statement

Please write a brief summary of your reasons for applying for the chosen programme and provide any additional information that you wish to be considered in support of your application that you think would be of interest to the Admissions Tutor. This may include relevant details of employment, voluntary work, recent study, etc and should indicate your reasons for wanting to study.

please continue on a separate sheet

Criminal convictions

You are not requested to disclose details of any convictions that are spent or motoring offences for which a fine and/or up to three penalty points were imposed at this stage, although those applying to professional training programmes for certain professions will be asked to make a further declaration at a later stage. Applicants who state 'Yes' will be contacted for further information. Failure to complete this section will result in a delay in processing the form.

Do you have any criminal convictions? (see notes below)

☐ Yes

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.

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).

If you are applying for a programme in teaching, health, social work and/or any other programme or research involving work with children and/or vulnerable adults, you must tell us about all criminal convictions, including spent sentences, and cautions

(including verbal cautions) and bindover orders. For those programmes, you may later be required to have an enhanced Criminal Records Bureau disclosure (www.crb.gov.uk). If your studies start November 2010 or after you may be required to register with the Independent Safeguarding Authority (ISA, www.isa-gov.org).

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. Applicants who declare a criminal conviction will not automatically be excluded from the application process but the University will 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 Admissions Service immediately in order for the risk assessment process to be followed.

Declaration

I confirm that the information given on this form is true, complete and accurate to the best of my knowledge and that no information requested or other relevant information has been omitted. I accept that, if I do not fully comply with this requirement the University of Hull reserves the right to cancel my application/registration and that I shall have no claims against the University in relation thereto. I agree to inform the University (and partner institution where appropriate) if any details change after submission of this form. If accepted to study at the University of Hull I agree to abide by the Statutes,

Regulations and Ordinances of the University of Hull in force throughout the period of study.

I agree to these details being processed for the purpose of admission and my student record with the University of Hull (and partnership college if applicable) and to them being held in electronic and paper format. These details will be available to UCAS, academic and administrative staff of the University (and partner institution where appropriate), concerned with all aspects of my chosen programme of study.

Applicant's signature..... Date.....
(essential)

Please return this form to the relevant department or:

Miss Rachel Ferguson
University of Hull, Admissions Service, Venn Building, Cottingham Road, Hull, HU6 7RX
E parttimeenq@hull.ac.uk

Guidance notes

- 1) **UK Citizen or EU National:** You are a UK or EU national, or are the child or grandchild, or the spouse of a 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 same 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 of staff member of such a person (if this is your situation your residential category is ‘Other’).

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

Further guidance about fee assessment can be found at www.ukcisa.org.uk.

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:

10 White

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

The Equal Opportunities Code of Practice for Admissions is available on the web site www.hull.ac.uk.
- Revised 2011
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- Admission to part-time form/3.3.11/Lou/Job257