

Application form

Post qualification programmes/PDQS

Please complete in BLOCK CAPITALS, in black ink, or typescript. All fields must be completed as failure to complete some fields may delay consideration.

Please read the attached guidance notes carefully

Section A: Personal details/course choice

Full name (please underline your family name) (*Note 1*)

Title (Dr/Mr/Mrs/Miss/Ms/etc)

Previous name (if any)

Course/programme of study applied for (*Note 2*)

Stand alone module

Full-time Part-time

(tick one only)

Proposed start date for study
(*note 3*)

Proposed programme (*note 4*)

Previous contact (*note 5*)

Name

Approximate date

Section A: Personal details (continued)

Permanent home address (*note 6*)

Postcode (UK only)

Country

Telephone number

Mobile number

Email (mandatory if applying for an e-learning module/programme)

Work telephone number

Current address for correspondence (*note 7*)

If same as permanent address, please state 'AS ABOVE'

Country

I can receive correspondence at this address until

Telephone number

Your present appointment

Title

Grade

Place of work address

Telephone number (including STD code)

Male

Female

(tick one only)

Nationality

Professional registration number

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Renewal date

D	D	M	M	Y	Y
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Date of birth

D	D	M	M	Y	Y
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If you have previously studied at the University of Hull please give your registration number

If you have studied but cannot recall the number please tick

Residential status

Please read the notes (*note 8*), then circle the appropriate letter

1 2 3 4 5 6 9

Date of commencement of residence in the UK (applies to code 2, 3, 4, 5, 6, 9):

D	D	M	M	Y	Y
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Name of your Senior Manager

Senior Manager's address

Telephone number (including STD code)

Section D: Further details – All applicants must complete this page in full

Source of Finance (note 11)

Please indicate the source of finance for the payment of your tuition fees by ticking the appropriate box. **You will not be permitted to register without prior written confirmation of your sponsorship or payment of fees.**

(Tick one only)

Self-financing

SHA no secondment

SHA with secondment

Name and address of sponsor

Disability (note 12)

Please tick the appropriate box(es)

- 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 visual impairment uncorrected by glasses.
- 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 a physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches.
- I. You have a disability or impairment or medical conditions that is not listed above.
- J. You have two or more impairment and/or disability medical conditions.

Further details or disability/special need not listed above or where further information would be helpful.

Criminal convictions (note 13) Yes

If you have answered 'YES' please provide details on a separate sheet of paper.

I confirm that the information I have given is true and accurate and that I have not withheld any details relevant to my application. I understand that the information I have provided on this form and in accompanying papers will be made available to those staff of the University concerned with student matters. I understand that any offer of a place as a student that I receive will be based on the information given in this form and that if I am found to have given false or incomplete information, any such offer will be withdrawn. I have read and understood the notes for completion of this form. I understand that the data provided will be held by the University of Hull in accordance with the UK Data Protection Act 1998.

Applicant's own signature

Date

Please now also complete pages 5 – 7 and sign page 7.

Ethnic origin (note 14)

Please indicate where you heard about the course of study you are applying for.

Please tick the appropriate box(es)

- A. Training and Development department.
 - B. From my Manager
 - C. From a friend/work colleague.
 - D. University website.
 - F. University Open Day.
 - G. Flyer.
 - I. Other – please give details
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Claim for specific credit – certificated evidence (see notes on page 6)

Name of award	Date of award	Institution at which registered	Awarding body	Main areas of study	Credit Award			Verified Certificates seen by	Date seen
					Level 4	Level 5	Level 6		
e.g. RN/RM	2004	University of Hull	NMC	Pre-registration Nursing	120	120	-	-	

Guidance notes – for claiming for specific credit

Introduction

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).

Supporting statement

This section to be completed by all applicants

In this statement you should indicate why you wish to undertake this programme of study.

Upon completion of the application form please sign below to confirm all details are as stated noting that the declaration on page 4 also applies to the information on pages 5 – 7.

Applicant's own signature

Date

Please do not return this sheet to the University

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 Type of Award

The possible entries here are University Certificate, Foundation Degree, BSc and MSc. PDQS applicants tick the Stand Alone Module box.

Note 3 Start Date

Please refer to programme literature for alternatives.

Note 4 Proposed Programme

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 5 Previous Contact

If you have had previous contact with a member of the University of Hull, please give their name (if known) to help us trace any prior correspondence.

Note 6 Permanent Home Address

International students should give an address in their home country.

Note 7 Current Address for Correspondence

If the same as your permanent address, please state 'as above'. This is the address we will use to send any offer/visa letters, and it is important you tell us if you move address. Please include your daytime work number if you are happy for the university to contact you there in case of any query.

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.

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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.

Section C: Employment history

Note 10 Referees

In the box provided on the application form enter the name and full postal address of the two referees. You should be aware that the University may contact your referees to clarify any details of your application. If further information is required the University may ask you to arrange for further references to be provided.

Section D: Further details

Note 11 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 and living costs. Please indicate who you expect to pay your tuition fees. All offers are subject to the student having

'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 the Tuition Fees Section of the Student Financial Services Office, telephone ++44 1482 465674.

Note 12 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 13 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.

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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.

Note 14 *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

The Equal Opportunities Code of Practice for Admissions is available on the web site www.hull.ac.uk

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