



## INSTRUCTIONS ON HOW TO COMPLETE THE APPLICATION FOR ADMISSION TO POSTGRADUATE STUDY

These instructions are provided to help you to complete the application form. It is vital that you read them.

**IMPORTANT:** Please complete a **separate application form for each course** for which you wish to apply.

### PAGE ONE: PERSONAL DETAILS

- 1 Name:** Please give your full name, as you would wish it to be written on your degree/diploma parchment when you gain your award. Please underline your surname/family name. *Initials will not be accepted.*
- 2** If you are recognised by the UK authorities as an **immigrant, a settled person, or a refugee**, and have lived in the UK ever since being recognised, please enclose a copy of the letter from the Home Office recognising you as a person in one of these categories.
- 3 Ethnic Origin:** please enter in the box the code from the list below which best describes your ethnic origin.

11	White British	12	White Irish
13	White Scottish	14	Irish Traveller
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 or Other Ethnic background - 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

- 4 Disability/Special Needs:** please enter in the box the code from the list of statements below which is most appropriate to you. If you will need special facilities or support please give further details in **SPECIAL REQUIREMENTS** on page 2. If your application is successful, this information will be passed to the University's Special Needs Service to enable them to plan in advance and to allow them to contact you for further details if necessary.

The information supplied by you will be treated as confidential and will have no bearing on the outcome of your application.

#### Disabilities/support required

- 0** You do not have a disability nor are you aware of any associated additional support requirements in study or accommodation
- 1** You have dyslexia
- 2** You are blind/partially sighted
- 3** You are deaf/have a hearing impairment
- 4** You are a wheelchair user/have mobility difficulties
- 5** You need personal care support
- 6** You have mental health difficulties
- 7** You have an unseen disability eg diabetes, epilepsy, asthma
- 8** You have multiple disabilities
- 9** You have a disability not listed above (please specify under Special Requirements)
- T** You have Autistic Spectrum Disorder/Asperger Syndrome

Contd over/

## PAGE TWO

- 5 External Study:** this applies to candidates whose main place of study is outwith the University (eg a candidate using facilities at their place of employment or a candidate based in an overseas university/college).

## PAGE THREE

**6 Criminal Convictions:**

- (i) You must tick the box to indicate “Yes” or No” to this question. If you fail to do so the form will be returned to you for completion.
- (ii) If you answer ‘Yes’ the University may ask you for further details. It will speed up the processing of your application if you have this information available for immediate response to any request from the University.
- (iii) If you are convicted of a criminal offence while your application is being processed or during the period of your study at the University, you should notify the University immediately.

Explanatory note:

- (iv) “Spent convictions”: after a certain period of time (the length of which depends on the sentence imposed) all convictions (except those resulting in a prison sentence of more than 30 months) are regarded as ‘spent’. The offender then becomes a rehabilitated person who is treated largely as though they had not committed the offence.

The University operates admissions policies and procedures fairly, without discriminating against individuals or groups, in accordance with legislation in respect of the Rehabilitation of Offenders, Data Protection and Human Rights. Notwithstanding the rights of individual applicants, in some circumstances it may be necessary to refuse admission to an applicant because admission would be a real risk to the health, safety or welfare of others in the University community.

The sensitivity of personal data acquired for screening purposes will be reflected in the manner in which the information is stored, considered and disposed of by the University.

## GENERAL

Instructional courses normally begin in late September, and the majority of registrations for research degrees also take place at the beginning of the academic year, although it is possible to register at other times of the year. There is no formal closing date for applications, but early application is advised (preferably by 31 March).

Applications for financial support/scholarships are handled separately. You are advised that a letter of offer of an academic place does NOT imply the award of a scholarship.

Please note that many departments will wish to see as many applications for a course as possible before making a decision, and a speedy response to applications is not always possible.