

PLEASE READ THE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

This form has been designed to collect all the information relevant to your application in one go. This will ensure that you receive a prompt reply. Details of the regulations relating to applications can be seen on the university's webpage at www.greenwich.ac.uk

The number on the application form corresponds with the number of the guidance note.

You should **NOT** use this form to apply for:

First degree, or HND (Full Time or sandwich) programmes.
DipHE, Pre-registration, full length programmes in Nursing or Midwifery, or
Postgraduate Certificate in Education (Full time) programmes (in the area of Primary or Secondary Education)

For first degree, or HND programmes, or programmes in Nursing or Midwifery apply via **UCAS**
(Universities & Colleges Admission Service) www.ucas.ac.uk
For PGCE programmes apply via **GTTR** (Graduate Teacher Training Registry) www.gttr.ac.uk

For the above programmes you can apply on-line at the web addresses shown.

The address for all of these organisations is:

Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ, United Kingdom. (Tel: 01242 222444)

If you wish to study on a part-time or flexible study PGCE (Post 16) programme you will need to complete a special application form. Please contact the Enquiry Unit (freephone - 0800 005 006) to obtain a copy of this form.

Procedure

- 1 Complete your name, address, programme applied for and any other details that your referee may see.
- 2 Pass the form to your referee (together with the guidance notes)
- 3 Ask the referee to complete the reference and return the form to you together with the guidance notes.
The Reference is an integral part of the decision making process.
If the reference is omitted your application may be unsuccessful.
If there are any personal details that you do not wish the referee to see, these may be added after the form has been returned to you.
- 4 Complete the application form and post it to the University in the envelope provided

Guidance Notes

Please complete the form in CAPITAL letters using black ink.

- 1 Please state if you have applied to the University of Greenwich before, even if your application was unsuccessful or was submitted several years ago. This will help to ensure that all of your records are correctly identified.

Names in the United Kingdom

Names in the UK are shown according to European custom.

Names comprise a first (personal) name a middle (personal) name and end with a Family name (also known as Surname or Last name).

This may differ from your own culture but it will be necessary to be consistent as all record-keeping in the UK is structured in this way.

Even if your name is not structured in this way it will be necessary for you to present it in this format.

- 2 Please state your title (Mr, Mrs, Miss, Ms, Dr or any other title appropriate to you.)
- 3 Please state your previous surname (if you have changed your name)
- 4 Please state: your Family/Surname + your first (personal name) and your middle (personal name)
- 5 Please state your full legal name as you wish it to appear on your award/certificate/diploma.
It may be shown in any format that you chose, but must use the characters used in the 'English' alphabet.
- 6 Please state your permanent Home address and your correspondence address, if you want letters sent to a different address. If your application is being processed through an approved international agent, the agent should state their address in the 'Correspondence Address' section. If your address is outside of the UK please ensure that you state the name of the country in the address.

7 Contact Information

It is essential that you provide your e-mail address as this is how the university will send you important information about registration.

Please provide your Home and Mobile phone numbers so that we can contact you quickly if there is a query about your application.

- 8 Criminal Convictions
If you are applying to study on a programme relating to teaching, nursing, midwifery or social work you **MUST** declare if you have a criminal conviction (including spent convictions). If you do not answer this question it will be assumed that you have no convictions.
Applicants to other programmes should not answer this question. If you are unsure if you should answer this question, please contact the University's Enquiry Unit on (freephone) 0800 005 006.

Applicants should note that if they wish to enter a profession it is their own responsibility to check whether there is anything in their record, such as a criminal conviction, which would prevent this.

As a Registered Organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for training for positions of trust, the University of Greenwich complies fully with the CRB Code of Practice and undertakes to treat all applicants for place on a programme fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The university is committed to the fair treatment of its students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Having a criminal record will not necessarily bar applicants from a place on a programme; this will depend on the circumstances and background of the offence.

- 9 Please state who you expect to pay your fees. This is particularly important if you are an international applicant (non-European Union) or are applying to study on a postgraduate programme.
- 10 Please state the programme that you are applying for. It is important to ensure that the university is recruiting to the programme in the mode that you wish to study. Please check the university's web-site at www.greenwich.ac.uk or (freephone) 0800 005 006 to confirm the availability of the programme.

If an applicant's academic profile is not considered suitable for the programme applied for, the university may offer a place on a similar programme at a more appropriate academic level.

Please clearly indicate the details of the programme that you are applying for. These will be shown in the university's prospectus and other publications.

Level: Please indicate the level of subject that you wish to study (eg: HND / BA (Hons) / MSc etc).

Programme Title: Please specify the title of the programme that you wish to study.

PGCE APPLICANTS (POST 16 PROVISION) FULL TIME MODE

If you wish to study on a full time PGCE (Post-16) programme you must also indicate the subject area that you wish to teach.

Mode: Not all programmes are available in all modes. Please check that the programme is available in the mode required.

The modes are:

FT = Full Time

SW = Sandwich

SFT = Short Full Time

BR = Block Release

PT = Part time

EO = Evening Only

DL = Distance Learning

SC = Short Course

Point of entry: Most applicants start at the beginning of a programme (Point of Entry = 1). If you have already undertaken some study in this subject which you believe exempts you from studying parts of the programme, please contact the appropriate University School Office to discuss this. Details are shown in the prospectus and on the university's web site at www.greenwich.ac.uk.

Date of Entry: Month /Year when you would like to start your studies

Please check on the university's web site www.greenwich.ac.uk to see when the programmes are due to start.

Teaching Site: Most programmes are only taught at only one teaching site, but you should check to see if it is taught at more than one site particularly if it is at one of our Partner Colleges. If the programme is taught at more than one site, please indicate at which site you wish to study.

Please do not write in the 'FOR OFFICE USE ONLY' Section

- 11 Most Recent Educational Establishments Attended

Please state the details of the most recent TWO educational establishments where you have studied.

- 12 Professional and Academic Qualifications

If your qualifications were taken outside of the UK you **MUST** attach a **photocopy** transcript of the qualifications certified in English. The University cannot accept responsibility for original copies of qualifications submitted.

QUALIFICATIONS SHOULD BE SHOWN WITH THE HIGHEST AT THE TOP OF THE SECTION

Eg: Postgraduate at the top, then first degrees, then HND, HNCs etc, then secondary school qualifications

You must also state your qualifications at GCSE (or equivalent level) in English Literacy, Maths/ numeracy and ICT.

It is essential that you record as much information regarding your qualifications as you are able. This will ensure that full consideration can be given to the qualifications that you have achieved and those that you are currently studying. Stating the title of a programme of study is often insufficient to demonstrate what has been studied. You should include the details of any modules that were included in the subject as well as the grade or marks awarded for the module.

THIS IS ESPECIALLY IMPORTANT IF YOU HAVE STUDIED EDEXCEL, ACCESS OR DEGREE COURSES.

If you are studying on a course but have not yet taken the examination write 'PENDING' in the 'Grade/Result' column.

You should write the date that you will be taking the examination in the 'Date of Completion Column'.

If you have any English Language Qualifications (for applicants whose first language is not English) eg: TOEFL or IELTS you should indicate the qualification taken, grade of the award and the date the examination was taken, in the space provided.

If you are applying for a Teaching programme and have a DfES Number this should be shown.

If you are applying for a Nursing or Midwifery programme and have a Nursing and Midwifery Council Personal Identification number this should be shown.

- 13 Work Experience

Please include all your work experience and training, paid or unpaid, full or part time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information regarding your qualifications.

14 Personal Statement / Initial (MPhil/PhD) Research Project Proposal

The Personal Statement is an important opportunity for you to demonstrate your commitment to study by commenting on factors that have not been referred to elsewhere on the application form. Admissions Tutors will be interested in your reasons for applying to study on your chosen programme, your relevant experience, career aspirations and what you hope to achieve from your studies. You should also include information about any hobbies or activities (paid or unpaid) that you have undertaken that are relevant to your application. This is also an opportunity to provide information about non-accredited achievements such as the Duke of Edinburgh Award or any subject that you are studying that does not have a formal assessment. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid employment. This may also help to explain any breaks in your career.

Applications to MPhil/PhD programmes must provide an Initial Research Project Proposal of 300 – 500 words.

If you are applying to undertake MPhil/PhD research you do not need to make a personal statement. You should instead complete an Initial Research Project Proposal. This Proposal should indicate the specific area of research in which you are interested, why you wish to undertake this project, the proposed methodology, and the intended outcomes of your research.

In section 9 of this form you should clearly indicate who will be paying the fees and costs of this research.

This will enable the School to ascertain whether your proposed research programme can be facilitated in terms of supervisory support and resources. Please note: In most cases, if your application is successful, initial registration will be on an MPhil programme (with or without the possibility of progression to a PhD programme). For exceptional candidates direct entry to a PhD programme may be considered by a Research Degrees Committee (this normally occurs shortly after commencing your programme of study).

For further information regarding undertaking research at this university please refer to our web-site at www.greenwich.ac.uk/research

If you have attached any additional pages, please indicate the number of additional pages in the box at the end of the page.

Information Required by the Higher Education Statistics Agency

The University of Greenwich is committed to a policy of equal opportunity for all its students, irrespective of ethnic origin, disability, gender, marital or parental status, religion, social class, nationality, age or sexual orientation. In order to monitor the effectiveness of our Equal Opportunities Policy we require applicants to provide the information outlined below. This information is confidential and used solely for monitoring purposes. In the event of your admission, this information will form part of your student record and will continue to be used for monitoring purposes. Such use will be subject to the provision of the Data Protection Act 1998.

15 Date of Birth

Please state your date of birth, in the format: day / month / year (eg: 1st December 1984 = 1 / 12 / 1984)
Please also state your age on 1st September of the academic year that you will be starting the programme.
Note that academic years run from August to July (eg: If your birthday was on 12th January 1984 you should indicate you age as 21 years as at 1st September 2005)

16 Sex

Please tick to indicate if you are Male or Female.

17 Nationality

Please state your nationality as shown on your passport (not your ethnic background)

18 Country of Birth

Please state the country in which you were born
(If the name of the country has changed since you were born please use its modern name)

19 Area of Permanent Residence

If you live in the United Kingdom you should state the name of your Local Education Authority (LEA)
If you live outside of the UK you should state the name of the country in which you live.

20 Please state if you have ever lived outside of the European Union.

The European Union countries include:
Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, France, Greece, Hungary, The Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and United Kingdom (including Gibraltar, excluding Isle of Man + Channel Islands)

21 Ethnic Origin

Please use one of the codes shown below to indicate your ethnic background.

Ethnic Origin Codes

<u>White</u>	<u>Black or Black British</u>	<u>Asian or Asian British</u>	<u>Mixed</u>
10 White	21 Caribbean	31 Indian	41 White & Black Caribbean
	22 African	32 Pakistani	42 White & Black African
	29 Other black	33 Bangladeshi	43 White & Asian
		34 Chinese	49 Other mixed
		39 Other Asian	

80 other ethnic background

if you have used **any** Other ethnic background

ie: codes 29, 39 or 80 please describe your ethnic background in the space provided

22 Disability

Please use the codes below to indicate if you have a disability. If this field is left blank it will be assumed that you have no disability.

Disability Codes

- 0 No disability
- 1 Dyslexia
- 2 Blind/partially sighted
- 3 Deaf/hearing Impairment
- 4 Wheelchair user/Mobility difficulties
- T Autistic Spectrum Disorder / Asperger Syndrome
- 6 Mental health difficulties
- 7 Unseen disability (eg: epilepsy)
- 8 Two or more of the above
- 9 Disability not listed above. Please give details in space provided.

23 Time in Care

The University may be able to offer additional assistance for those who have been in care at some stage. Please tick the YES box if you have ever been in care, even for one day.

24 Parents' Experience of Higher Education

Please indicate (using the code numbers below) if either of your parents (including step-parents or guardians) have any Higher Education Qualifications. 1 = Yes 2 = No 8 = Not Known 9 = Information Refused

25 Declaration

You must sign and date the declaration to confirm that the information on the application form is complete and accurate. By signing the declaration the applicant agrees to abide by the university's regulations. These can be seen at the university's web-site at:

www.greenwich.ac.uk

The university reserves the right to withdraw or amend an offer, or terminate a registration if it transpires that the information provided is inaccurate or that significant information has been omitted from the application form.

26 Open Reference

Under the Data Protection Act, applicants are entitled to see all information held about them including the reference. For this reason the reference cannot be confidential. A reference is an integral part of the application process. If the reference is omitted the application may be unsuccessful. Once you have written the reference please return the application form to the applicant so that it can be completed and submitted to the university. References must be written in English

Referees must know the applicant in an academic or professional capacity. **References from family or friends cannot be accepted.**

The reference should, if possible, cover:

The applicant's:

- Suitability for the programme applied for
- Intellectual qualities, including powers of analysis and independent thought.
- Development to date and previous examination performance
(with special reference to any factors which may have adversely influenced the result)
- Present and potential performance
- Personal qualities
- Career aspirations
- Work experience (paid or unpaid) including voluntary work
- Non-academic interests

Please note:

You should only provide information about an applicant's health or disability with their agreement.

27 Agents

If you have submitted your application through an accredited University of Greenwich Agent you are deemed to have given permission for that agent to contact the university on your behalf and to allow the university to release details of your application to them

Important Note:

The university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the university interfere with its ability to provide such services, the university undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The university does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein. Should you become a student of the university, this notice shall be a term of any contract between you and the university. Any offer of a place made to you by the university made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as such a term of contract.

The policies and regulations relating to admissions at this university can be seen on our web site at: www.greenwich.ac.uk

DATA PROTECTION ACT

The information which you give on your application form will be used for the following purposes only:

- To enable the university to create a computer record of your application.
- To enable your application to be processed.
- To enable the institution to compile statistics, or to assist other organisations or individual researchers to do so, provided that no statistical information that would identify you as an individual will be published.
- To enable the university to provide you with information about its facilities / services.