

Important Information for all Applicants

This form should only be used to apply for:

- Full-time Postgraduate Programmes - All applicants
- Part-time Postgraduate Programmes - UK & EU applicants
- Full-time Undergraduate Programmes - ***International (non-EU) applicants only.*** If you have already submitted an application through UCAS, you must contact the International Office (contact details at bottom of these notes for guidance) before completing the enclosed form. If you have not applied through UCAS and intend to use this form, please note the offers made are subject to confirmation by UCAS.
- Part-time Undergraduate Programmes - UK & EU applicants

This form SHOULD NOT be used to apply for:

- Full-time Undergraduate Programmes - ***UK and EU applicants.*** This form is not to be used to apply for full-time Undergraduate (UCAS or NMAS) programmes. You must apply through UCAS (<http://www.ucas.ac.uk/>) or NMAS (<http://www.nmas.ac.uk/>) using the appropriate form(s).

You are not permitted to make any changes to the University's content of the enclosed forms. Any changes to the University's content of these forms may invalidate your application.

Evidence of qualifications and, where applicable, English language qualifications should be submitted with your application. For some programmes you may be required to submit additional work or information with your application. Please check for details against the programme for which you are applying within the University's prospectus or Course Directory <http://www.courses.bournemouth.ac.uk/index.html>

Step 1: Fill in the Application Form

Once you have chosen a programme, please complete the enclosed application form ensuring that you:

- Enter the title of the programme you wish to apply for;
- If the programme is offered at a choice of sites (locations), please make sure you identify your preferred choice of site. This information is contained within the University's prospectus or Course Directory <http://www.courses.bournemouth.ac.uk/index.html>;
- Remember that many mature students study at the University without formal qualifications. Therefore it is important to provide sufficient details of your work and other relevant experience for the University to be able to assess your suitability for the programme. Often this information is most easily communicated by attaching a CV when submitting your application form;
- Please ensure that the reference forms are sent to 2 referees and returned to the University as soon as possible. Additional information to assist you with your references is supplied within this pack.

Important Information for all Applicants (Cont.)

Step 2: Sending the Application Form to the University

Option A:

If you wish to **post** your completed Application Form to us (with any supporting documentation), please send it to:

The Registry
Bournemouth University
Studland House
12 Christchurch Road
Bournemouth
Dorset BH1 3NA, UK

Option B:

If you wish to submit your completed application form to us **electronically**, please **email** it to:

direct@bournemouth.ac.uk

Alternatively, if you know which School delivers the course you are applying for, you may email it directly to:

Bournemouth Media School:	bmspgrad@bournemouth.ac.uk
Business School:	bspgft@bournemouth.ac.uk
Conservation Sciences:	consci@bournemouth.ac.uk
Continuing Professional Development	cpd@bournemouth.ac.uk
Design, Engineering & Computing:	dec_applications@bournemouth.ac.uk
Finance & Law:	idelapole@bournemouth.ac.uk
Institute of Health & Community Studies:	ihcs.pg_study@bournemouth.ac.uk
Service Industries:	mcustard@bournemouth.ac.uk

Please note that electronic submission of references is not acceptable. Your referees are required to complete a hard copy of the enclosed reference form and post it to the Registry at the address above.

UK and EU Applicants - if you have any queries please email direct@bournemouth.ac.uk or telephone +44 (0) 1202 524111

International (non-EU) Applicants - if you have any queries please consult http://www.bournemouth.ac.uk/international_students/index.html or email inta@bournemouth.ac.uk or telephone +44 (0) 1202 595470

Programme Applied For

Official Title of Programme (as given in the University Prospectus) including level e.g. BA, MSc, etc.		Do you wish to study the programme full or part-time?
If the programme is offered at a choice of sites, state your first choice of site	In which month and year do you wish to start	
Indicate preliminary choice of main subjects/options where applicable		
Alternative Programme(s) for which you wish to be considered		

Personal Details

The personal information you supply will not adversely affect your application for a place - see reference to our Equal Opportunities policy in the personal declaration section of this form

Surname/Family Name (BLOCK CAPITALS)	
First Name	
Previous name, if changed	
Male/Female	Date of Birth (dd/mm/yy)
Correspondence address:	
Postcode	
Daytime Telephone (inc international/STD code)	Fax (inc international/STD code)
Email address	
Home Address (if different)	
Postcode	
Daytime Telephone (inc international/STD code)	Fax (inc international/STD code)
Nationality (e.g. British, Spanish, Chinese etc.)	
Country of domicile or permanent residence	
If you were not born in the United Kingdom, please state: date of first entry into UK	
Date from which you have been granted permanent residence	
Ethnic Origin please enter the appropriate code from the list at the bottom of the page	
Additional Needs please enter the appropriate code from the list at the bottom of the page (this will not adversely affect your application for a place)	

Fees

Who is expected to pay your fees? Please tick appropriate box

Career development loan	<input type="checkbox"/>	Yourself	<input type="checkbox"/>
Your employer	<input type="checkbox"/>	Other sponsor	<input type="checkbox"/>
If you are likely to be sponsored by an employer or other organisation, please give the name and address of the sponsoring body together with a contact name, telephone number, fax and e-mail address if known			

Personal Details - codes

Ethnic Origin				Additional Needs									
11	White British	31	Indian	42	Mixed White & Black African	00	No known disability	21	Blind	41	Wheelchair User	73	Asthma
12	White Irish	32	Pakistani	43	Mixed White & Asian	10	Dyslexia	22	Partially sighted	42	Mobility difficulties	80	Multiple disabilities
19	White Other	33	Bangladeshi	49	Other Mixed Background	11	Dyspraxia	31	Deaf (BSL user)	50	Personal care support needed	91	Chronic Fatigue Syndrome (ME)
21	Black Caribbean	34	Chinese	80	Other	12	Dyscalculia	32	Deaf (non BSL user)	60	Mental health difficulties	90	Disability not listed above
22	Black African	39	Asian other	98	Information refused	13	ADD/HD	33	Hearing impaired	71	Diabetes		
29	Black Other	41	Mixed White & Black Caribbean			14	Asperger's Syndrome	34	Lipreader	72	Epilepsy		

Education

Names and locations of the most recent schools/colleges/polytechnics/universities etc. attended	From	To	Part of Full Time

Academic Qualifications

Examining Body	Qualification (title, subjects, class or grade)	Date

Examinations to be taken or with results pending

(if none, write 'none')

Examining body	Subject and level of award	Date result expected	Uni use only

Professional Qualifications

Give the full name of any professional bodies of which are a member, indicating whether by election or examination

Professional Body	Date from

Student Registration

Professional bodies of which you are a student member

Professional Body	Student Registration Number

Language Skills

include skills in English if this is not your first language

Language	Qualification (eg GCE/ Baccalaureate/TOEFL, IELTS, indicate grade achieved)	Date	Present level (eg Fluent/Good/Basic)			
			Spoken	Written	Reading	Listening

Current Employment (if applicable)			
Employer's name and address	Your position and the nature of your work	From	Part of Full Time

Previous Employment (if applicable)				
Employer's name and address	Your position	From	To	Part of Full Time

Other Studies/Training/Work or Other Relevant Experience/Skills

You are strongly advised to submit supplementary information in support of your application, providing further details of any qualifications, skills or experience you consider relevant - please continue on a separate sheet if necessary

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Referees Please give names and addresses for two referees, one of whom should be academic and one professional (see enclosed forms)

Telephone (inc international/STD code)	Telephone (inc international/STD code)
FAX (inc international/STD code)	FAX (inc international/STD code)
e-mail	e-mail

Personal Statement

Please indicate your reasons for choosing the programme applied for, career aspirations and any other information, such as hobbies and interests, that you wish us to know about when considering your application. Please continue on a separate sheet if necessary.

Advertising Feedback

Please tell us how you came to know about the programme for which you are applying

Personal Declaration

The aim of the admissions process is to select students who have the ability and motivation to benefit from the programmes they intend to follow and who will make a contribution to the life of the University.

The process takes place within the context of the University's Equal Opportunities policy which expresses the University's commitment to a comprehensive policy of equal opportunities for students in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the University. The aim of the policy is to ensure that no prospective student or enrolled student should receive less favourable treatment on any grounds which are not relevant to academic ability or attainment.

It is, however, important that these aims are achieved without prejudice to the safety and well being of other members of the University community.

You are asked to state whether or not you have any criminal convictions which have not been spent under the terms of the Rehabilitation of Offenders Act. (Under the terms of the Act, sentences of 30 months imprisonment or more are never spent, whereas those of lesser duration do not have to be declared once spent.) This excludes motoring offences for which a fine and/or three penalty points were imposed. Please tick either the Yes or No box below to indicate your situation. If any of the information on the application form changes after you have applied (if, for instance, you are convicted of a criminal offence), you are under duty to disclose this information to the University.

Do you have any unspent criminal convictions? (see above)

Yes

No

I confirm that whether submitting this application form electronically or on paper, the information given in my application form is true, complete and accurate, and that no information requested or other material information has been omitted. I undertake to be bound by all the rules and Bye-laws in force under the Articles of Government of the University. I accept that, if I do not comply with these requirements, the University may cancel my application and any subsequent offer and I shall have no claim against the University in relation thereto. Applications submitted by email are deemed to have accepted the terms of the declaration given above.

Data Protection Act 1984, 1998 I agree to Bournemouth University processing personal data contained in this form, or other data which the institution may obtain from me or other people, whilst I am an applicant. I agree that information received by the institution will be stored in hard copy and in a central computer database, and that it will be used for internal University administrative and management purposes and for those purposes registered with the Data protection Registrar.

Name

Applicant's Signature

Date

References

Who should write the reference?

Your referee(s) should know you well enough to write about you and to indicate whether you are suitable for the programme that you are applying for.

We will not accept references from family, other relatives or friends.

You must have a full written reference - the name and address of the referee are not enough.

If you are at school, college or university, or you have only left recently, you should ask your head teacher, principal or an appropriate teacher, tutor, lecturer or professor.

If you are a mature student (and therefore left full-time education some time ago), you should ask a responsible person who knows you. This could be an employer, training officer, careers officer, a teacher on a recent relevant further education course, or a senior colleague in employment or voluntary work.

If you are a European Union or International (Non-EU) Applicant, please ensure that your referee(s) write your reference in English

Please ensure that the reference forms are sent to 2 referees and returned to the University as soon as possible.

Please note that electronic submission of references is not acceptable. Your referees are required to complete a paper/hard copy of the enclosed reference form and post it to the Registry at the address below:

The Registry
Bournemouth University
Studland House
12 Christchurch Road
Bournemouth
Dorset BH1 3NA
UK

Fax: +44 (0) 1202 503869



Bournemouth University

Reference Form

Part A

The applicant should complete Part A and send the form to the referee requesting that it is completed and forwarded to The Registry, Bournemouth University, Studland House, Christchurch Road, Bournemouth, Dorset BH1 3NA, UK Telephone: +44 (0) 1202 503866 Fax: +44 (0) 1202 503869

Applicant's Full Name: _____

Programme Applied For: _____

Part B

The above named person is applying for admission to Bournemouth University and it would be of great assistance in considering his/her application if you would kindly complete this reference form. Please note that under the Data Protection Act a student would have the right to obtain a copy of the reference you supplied to the University. Thank you for your assistance.

Reference

1. How many years have you know the applicant and in what connection?

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2. How do you rate his/her academic ability in relation to the above programme?

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3. If appropriate and you are in position to comment on the applicant's recent work experience, how do you rate his/her performance and potential?

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4. Taking an overall view, what do you consider to be his/her major talents and most significant limitation? How might he/she profit from participating in the programme applied for?

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5. Please rate the applicant on the qualities listed below by marking the scale in the appropriate place. The applicant should be rated against other members of his/her own group of whom you have experience, e.g. other people of above average capability in your organisation.

Intellectual Ability: The power to grasp concepts and to reason analytically.

Very high					Very poor
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Creativity: Capacity for original thought, the ability to generate new ideas.

Very high					Very poor
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Leadership: The ability to administer, get things done and organise others.

Very high					Very poor
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Social Skills: The ability to get on with people; poise and ease in varied situations.

Very high					Very poor
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In the following space, or in a separate letter, please feel free to make any further comments which you feel will be helpful about the applicant and the relevance of the programme to his/her needs. You may wish to comment on his/her qualities such as motivation, communication and independence of thought, career plans and other interests or activities. If appropriate, please state the grades or class of honours achieved at your institution.

Signature of Referee _____

Date _____

Name _____

Post/Occupation/Relationship _____

Address _____

Tel _____ Fax _____ Email _____

Please return this form to The Registry, Bournemouth University, Studland House, Christchurch Road, Bournemouth, Dorset BH1 3NA, UK Telephone: +44 (0) 1202 503866 Fax: +44 (0) 1202 503869