



Application for Postgraduate and Post-experience courses





Notes for Guidance

General

Before completing the form, **please ensure that you read these notes for guidance carefully**. You should also read the current university prospectus for details about the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Mature Applicants

We welcome mature students including those who have attended an Access course or do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1998 and Disclosure of Applicant Information

The information, which you have given on your application, will be used for the following purposes only:

- 1) To enable your application for entry to be considered
- 2) To enable this institution to compile statistics, or to assist other organisations, such as HESA, or individual research workers to do so, provided that no statistical information that would identify you as a person will be published.
- 3) To enable the institution to initiate your student record.
- 4) The university reserves the right at any stage to request applicants or enrolling students to provide further information relating to any aspect of their application or enrolment. If such further information is not provided within the period stipulated then the university reserves the right to refuse to consider the application or the enrolment or to rescind home fee status and demand payment of any fees' monies owing.

The university's registration with the Data Protection Registrar includes an additional purpose for the detection of fraudulent applications for entry into Higher Education. Under this registration the university may, to facilitate the prevention and investigation of fraudulent applications, disclose information received from applicants, in appropriate circumstances, to the Department for Education and Skills, the Home Office, the Department for Social Security and the DSS Benefit Agency, the Local Authority Education Department, police forces, examining bodies, education or training establishments, the Student Loans Company, the Audit Commission, Inland Revenue, Prosecuting Authorities.

Despatch arrangements

Please send the whole application form to your referee for completion and forwarding to the university. It is preferable that we receive your application with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to separate Part B. You

should send this to your referee and request that s/he forward the complete section direct to the university. At the same time, send Part A, completed to the university.

Your application may be photocopied before it is sent to admissions tutors and it is important that you write neatly using black ink or typescript.

Section 1 Personal details

Complete this section in BLOCK CAPITALS

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname or family name.

Correspondence address: enter the address to which you expect all correspondence to be sent.

Section 2 Disability/Special Needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Please record any special needs or support required in the space provided. The university will use this information to make appropriate arrangements to support your studies at the university.

Disabilities/support required:

- 0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
- 1 You have a specific learning difficulty (eg dyslexia).
- 2 You are blind/are partially sighted.
- 3 You are deaf/have a hearing impairment.
- 4 You are a wheelchair user/have mobility difficulties.
- 6 You have mental health difficulties.
- 7 You have an unseen disability, e.g. diabetes, epilepsy, asthma.
- 8 You have two or more of the above disabilities/special needs.
- 9 You have a disability not listed above.
- T You have Autistic Spectrum Disorder/Asperger's Syndrome

Section 3 Fee Status

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (e.g. Clackmannan); for Greater London, the London Borough (e.g. Enfield); for the former Metropolitan counties give the District (e.g. Sefton); for the rest of the UK, the county (e.g. East Sussex). If you live on a permanent or settled basis outside the UK, state the country (e.g. Italy) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this.

Section 4 Details of course(s) to which you wish to apply

If you wish to indicate an order of preference for your course, you may do so. If you do not indicate any order of preference, we will assume that you wish to be considered for all courses listed on the form at the same time.

Section 5 Work Experience

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside.

Section 6 Last two educational establishments attended

Section 7 Qualifications

Section 8 English language

Section 9 Personal Statement

Enter here any further information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s) listed in Section 4, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may also be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year), please give your reasons for so doing.

Section 10 References

Your referee should know you well enough to write about you and your suitability for postgraduate study. The reference should not be written by a family member, other relatives or friends. References are often provided by a responsible person who knows you; this could be an employer or an academic from higher education.

Section 11 Dates not available for interview

Section 12 Ethnic origin

State your ethnic origin using the codes provided. Only applicants whose area of permanent residence is in the UK (see Section 3 of the application form) should complete this section. This information is not used in the selection process and is used for statistical purposes only.

Section 13 Disclosure of criminal convictions

If you have been convicted of a criminal offence (excluding (a) a motoring offence for which a fine and/or a maximum of three penalty points were imposed or (b) spent sentences), you are required to declare this by ticking the **YES** box in Section 13 of your form. If you have not been convicted of a criminal offence you should tick the **NO** box.

Serving Prisoners

If you are currently serving a prison sentence you must show the prison address for correspondence in Section 1 of your application form, in addition you must complete the **YES** box in Section 13.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974 as they affect those with spent sentences. Advice about whether you will be required to declare a conviction can be obtained from a solicitor, the National Association for the Care and Resettlement of Offenders (NACRO), the Probation Service or the Citizens Advice Bureau.

If your circumstances change after you have applied (for instance you are convicted of a criminal offence) you must declare this to us.

Section 14 Declaration

When you sign the form, you agree to follow these conditions:

- (a) The information you have given is complete and accurate.
- (b) The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays.
- (c) If you accept an offer of a place you agree to abide by the rules and regulations of the university.
- (d) If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus. If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.
- (e) 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.
- (f) Your application is a contract between you and the university. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.
- (g) If 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 is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

The university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The university will provide data about you to the Higher Education Statistics Agency.

Please return your completed application form to:

Registry
University of Brighton
Mithras House
Lewes Road
Brighton BN2 4AT

Further copies of this form can be downloaded from
<http://www.brighton.ac.uk/audience/app/apply.html>



Application Ref No:

Application form

Solely for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses. Please read the accompanying Notes for Guidance before completing this form.

1 Personal details

Title Ms/Miss/Mr etc		Surname/family name (BLOCK CAPITALS)	
First name (s)		Previous surname, if changed	
Address		Correspondence address	
Postcode		Postcode	
Daytime telephone number	Evening telephone number	Mobile telephone number	
Email address			
Gender: Male (M) <input type="checkbox"/>	Date of birth		day month year
Female (F) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2 Disabilities and special needs (please see Notes for Guidance)

Please enter appropriate number here <input type="checkbox"/>	Description
---	-------------

3 Fee status

Country of birth Nationality

Country of permanent residence

Applicants not born in the European Union please state date of first entry into the EU/UK

Name of organisation expected to pay your fees
(e.g. ESPRA, East Sussex LEA, Mid Sussex NHS Trust, yourself, family member, employer)

4 Details of course(s) to which you wish to apply

Course title	Mode of study: full-time/ sandwich/part-time/other	Start month/ year eg 10/02
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please indicate how you heard of these courses

Please indicate here any other universities to which you have applied

8 English language

Is English your first language? Yes No If no, what is your first language?

Please give details of English language course taken/to be taken (eg IELTS, TOEFL)

Qualification	Date taken and location	Overall score	Written score
---------------	-------------------------	---------------	---------------

9 Personal statement (please see Notes for Guidance)

10 Referees' names and addresses (please see Notes for Guidance)

Name		Name	
Address		Address	
Postcode	Telephone number	Postcode	Telephone number

11 Dates not available for interview

--

12 Ethnic origin (to be completed only if country of permanent residence is in the UK)

This information is not used in the selection process and is used for statistical purposes only.

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group.

Please describe, as far as possible, your ethnic origin:

Ethnic origin codes

White		Black or Black British		Asian or Asian British		Mixed	
British	11	Black Caribbean	21	Indian	31	White and Black Caribbean	41
Irish	12	Black African	22	Pakistani	32	White and Black African	42
Other White	19	Other Black	29	Bangladeshi	33	White and Asian	43
				Chinese	34	Other mixed	48
				Other Asian	39	Other ethnic group	80

13 Disclosure of criminal convictions (please see Notes for Guidance)

Do you have any unspent criminal convictions? Yes No

14 Declaration

I confirm that the information I have given in this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the notes of guidance, in particular those relating to this section. I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 1998 and will be used to form the basis of my student record. I give my consent to the processing of my data by the university. I accept that, if I do not fully comply with these requirements the university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.

Signed _____ Date day month year

Please return to:

Registry
University of Brighton
Mithras House
Lewes Road
Brighton
BN2 4AT
Tel 01273 642611
Fax 01273 642825