

Manchester Metropolitan University Application Form



Manchester
Metropolitan
University

Please read the accompanying Notes for Guidance before completing this form.

Part A

1. Personal details

Title: Mr / Ms / Miss / Mrs / other

Surname/Family name
(BLOCK CAPITALS)

First name(s)

Previous surname,
if changed

Correspondence address

Postcode

Daytime Telephone No.

Evening (if different)

Email

Home address (if different)

Postcode

Daytime Telephone No.

Evening (if different)

Email

Gender: Male / Female

Date of birth	Day			Month			Year		
Your age on 31 December in year of entry	Years			Months					

2. Disability/special needs

Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at the institution or may require special facilities or treatment.

Please provide full details in Section 10.

3. Fee status

Country of birth

Nationality

Country of domicile or area of permanent residence

Applicants not born in the United Kingdom please state:

Day Month Year

Date of first entry to the UK

--	--	--	--	--	--

Date of most recent entry to the UK
(apart from holidays)

--	--	--	--	--	--

Date from which you have been granted permanent residence in the UK

--	--	--	--	--	--

If you are an EU national who is not living in the UK, will you have been living within the EU for 3 years by 1st September of the year in which the course begins?

Yes No

Payment of fees. Who is expected to pay your fees?

If an LEA, which one?

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

Course title	Preliminary choice of main subjects/options (if appropriate)	Mode of study full-time/sandwich/ part-time/other Please specify	Year of entry	Stage i.e. Year 1 Year 2

Please indicate how you have heard of these courses

Confidential statement by referee

Name of referee

Post/occupation/relationship

Address

Telephone No.

Email.

This form may be photocopied: please type with a good black ribbon or write in black ink within the frame. Typing is very much preferred. Please affix official stamp where appropriate, at the end of the statement.

Name of applicant (block capital or type)

Signature

Date

University Application Form: The Reference

Solely for use at universities and colleges for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses.

Ref No. (for institution use)

A separate form is needed for each university to which you wish to apply.

Please read the accompanying Notes for Guidance before completing this form.

Confidential statement by referee (to be completed by all applicants)

Applicant's full name

Date of birth

First choice of course (see prospectus for official title)

Alternative choice of course

Name and address of institution to which reference is to be sent

Notes for the Guidance of referees

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

In order that institutions can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

1. Suitability for the course(s) applied for.
2. Intellectual qualities including:
 - a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result;
 - b) present performance;
 - c) potential, including an assessment of the probable results of any pending examinations.
3. Personal qualities
4. Career aspirations
5. Health and other personal circumstances relevant to the application.
6. Athletic, social and other interests.

Please ensure that the form is completed in black ink and, if typed, that a good ribbon is used. If possible check that the applicant has completed the form correctly and legibly.

Mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5 and 6. Mature applicants are usually interviewed and may also be formally assessed by the institutions.

Confidential statement by referee

Name of referee

Post/occupation/relationship

Address

Telephone No.

Email.

This form may be photocopied: please type with a good black ribbon or write in black ink within the frame. Typing is very much preferred. Please affix official stamp where appropriate, at the end of the statement.

Name of applicant (block capital or type)

Signature

Date

University Application Form: Planning Statistics

5. Planning statistics

Ethnic origin (This information will not be used for selection purposes)

Complete this section only if you have shown in Section 3 of the form that your area of permanent residence is in the UK.

Please choose from the ethnic origin terms printed here the one which you feel most nearly describes your ethnic origin and write its code in the boxes below.

--	--

Ethnic Origin Codes

White			Asian or Asian British		
	British	11		Indian	31
	Irish	12		Pakistani	32
	White Scottish	13		Bangladeshi	33
	Other white background	19		Chinese	34
				Asian-other	39
Black or Black British			Mixed		
	Black-Caribbean	21		White and Black Caribbean	41
	African	22		White and Black African	42
	Other black background	29		White and Asian	43
				Other mixed Background	49
			Other		80

University Application Form: Notes for Guidance

General

Before completing this form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current institution literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Exclusions

You should NOT normally use this form when applying for entry to the first year courses leading to the following qualifications:

FIRST DEGREES, DipHE AND HND (FULL-TIME AND SANDWICH COURSES). APPLY THROUGH UCAS

Postgraduate Certificate in Education. Apply through Graduate Teacher Training Registry (GTTR).

Certificate of Qualification in Social Work.

For Further details on applying to the above national clearing houses can be found in university and college prospectuses.

Mature applicants

The University welcome mature students including those who do not have conventional qualifications for admissions to higher education. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1984

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

1. To enable your application for entry to be considered.
2. To enable the institution to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable the institutions to initiate your student record.

Despatch arrangements

Many courses may have a deadline by which applications should be received. Please consult the prospectus and/or course literature. If you apply in good time before the deadline, please send the whole application form to your referee for completion and forwarding to the institution. It is preferable that your application is received complete with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to use a separate Part C. You should send this to your referee and request that s/he forward the completed section direct to the university. At the same time, send Part A completed section direct to the institution.

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. Describe your condition in Section 10 and where it is not obvious, i.e. with unseen disabilities, indicate whether you have special needs.

Disabilities/support required:

- 0 None.
- 1 You have a specific learning difficulty (For example dyslexia).
- 2 You are blind/are partially sighted.
- 3 You are deaf/have a hearing impairment.
- 4 You are 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 two or more of the above disabilities/special needs.
- 9 You have a disability, special need or medical condition, not listed above.

Section 3. Payment of Fees

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (eg Clackmannan); for Greater London, the London Borough (eg Enfield); for the former Metropolitan counties give the District (eg Sefton); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg 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.

List of fee payers and codes

- 01 Entire cost of tuition fees is paid by private finance.
- 02 Applying for student assessment by LEA, SAAS, Northern Ireland Education and Library Board, DfES, or Channel Islands or Isle of Man agency.
- 22 Applying for student support assessment by LEA in England and eligible for an opportunity Bursary within and 'Excellence in Cities area or and Education Action Zone'.
- 04 Contribution from a Research Council.
- 05 Contribution from the Department of Health or a Regional Health Authority.
- 06 Overseas student award from the UK Government or the British Council.
- 07 Contribution from a training agency.
- 08 Other UK Government award.
- 09 Contribution from an overseas agency government, university or industry.
- 10 Contribution from UK industry or commerce
- 90 Other source of finance.
- 99 Not known.

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

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

Section 5. Planning statistics

State your ethnic origin using the codes provided. This section should be completed only by applicants whose area of permanent residence is in the UK (see Section 3 of the application form). This information is collected solely for the purpose of statistical monitoring (eg application and admission rates).

Section 6. Work experience

Please include all your work experience and training, paid or unpaid, full-time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information provided in Section 8a.

Section 8a. Academic examinations

Enter the exact subject name used by the examining board or group in the relevant column.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School and Higher School Certificates, Apolytrion, Baccalaureate, Diploma di Maturita, Examen Artium, Reifezeugnis, Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Section 9. Further information

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 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 (ie a year beyond the next academic year), please give your reasons for doing so.

Section 10. Physical or other disability or medical condition including any which might necessitate special arrangements or facilities

Please see notes under Section 2.

Section 11. Name and address of referee(s)

Please consult course literature to see if any particular type or number of referees is required and whether your application should preferably be forwarded to the institution complete with a reference or references. Some courses may require more than one referee. Some institutions may contact referees directly after receipt of your form.

Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College or Further Education; Course Tutor of your present or last course of studies.

If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer, or training officer, or careers adviser; if you belong to a relevant organisation (voluntary or not), an officer of that organisation; Access Course Tutor.

If you have any difficulty in identifying a suitable referee you should seek the advice of the admissions tutor for the course to which you are applying.

Section 12. Criminal Convictions

Tick the 'yes' box if you have a conviction (not including a motoring offence for which you received a fine or three penalty points, or a spent sentence, as defined by the Rehabilitation of offenders Act 1974). Tick the 'no' box if you have not been convicted of a criminal offence.

For some courses particularly in teaching, health, social work and other courses involving work with children, you must disclose all criminal convictions including spent sentences and cautions (written or verbal)

Section 13. Declaration

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University, and by signing this form you are confirming your agreement to this.

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 institution interfere with its ability to provide such services, the institution undertakes to use all reasonable steps to minimise the resultant decision to educational services. The institution 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 institution, this notice shall be term of any contract between you and the institution. Any offer of a place made to you by the institution 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.

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

In order that institutions can evaluate an applicant's academic and intellectual capacity, your reference if possible cover:

1. Suitability for the course(s) applied for.
2. Intellectual qualities including:
 - (a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result;
 - (b) present performance;
 - (c) potential, including an assessment of the probable results of any pending examinations.
3. Personal qualities.
4. Career aspirations.
5. Health and other personal circumstances relevant to the application.
6. Athletic, social and other interests.

Please ensure that the form is completed in black ink and, if typed, that a good ribbon is used. If possible check that the applicant has completed the form correctly and legibly.

Mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5 and 6 above. Mature applicants are usually interviewed and may also be formally assessed by the institutions.