



Queen Margaret University College

EDINBURGH

Application Form for Taught Postgraduate Courses and for Post-registration Nursing Courses

Please read the accompanying guidance notes before completing your application

Start date _____

Course(s) for which you wish to apply _____

Please tick the mode of attendance for which you are applying

Full-time	<input type="checkbox"/>	Distance Learning (where an available option)	<input type="checkbox"/>
Part-time	<input type="checkbox"/>	Stand alone module(s) as an Associate student	<input type="checkbox"/>

1 Personal Details (BLOCK CAPITALS PLEASE)

Family Name <i>Please quote this name in all correspondence</i>		Forenames	
Previous Family Name		Family name at age 16	
Date of birth	Male/Female	Title: Dr Mrs Ms Mr Miss	
Legal Nationality	Country of birth		
Date first entered EU (if applicable)	Date granted residence in EU (if applicable)		

Home/EU students - please give details of any significant periods spent outside the UK/EU

Please see enclosed sheet for codes for the following

Ethnicity Disabled Disability

If you would like to be contacted to discuss any special needs that you may have please tick box.

2 Address for correspondence

Permanent Home Address (if different)

Postcode		Postcode
Telephone No.		Telephone No.
Email address		
Mobile No.	Fax number	

3 Have you previously submitted an application to the University College? YES/NO
If YES, please state the year of application, the course for which you applied.

4 How did you first hear about the course for which you are now applying?

8 Employment
Enter periods of employment in chronological order

Present Post		
Employer	Title and Description of Post Held	Dates (Month/Year) From To
Previous Employers	Title and Description of Post Held	Dates (Month/Year) From To

9 References
(please see instructions attached)

<p>First Referee</p> <p>Name _____</p> <p>Position _____</p> <p>Address _____</p> <p>_____</p> <p>Telephone / Fax No _____</p> <p>Email _____</p>	<p>Second Referee</p> <p>Name _____</p> <p>Position _____</p> <p>Address _____</p> <p>_____</p> <p>Telephone / Fax No _____</p> <p>Email _____</p>
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10 Fees
Who will pay your fees? Tick the appropriate box
Please give the name and address of sponsor/employer where appropriate

Yourself Your employer Other sponsor

Name _____	Address _____
Telephone number _____	_____
Email _____	_____

11 Other Information and Personal Statement

You can use this section to add any other information which you feel may be relevant to your application. For example, you may wish to say something about why you have chosen the course for which you are applying, or why you want to come to Queen Margaret University College, or your career intentions after obtaining your chosen qualification. Continue on a separate sheet, if necessary. If you are applying for a Nursing or International Health course please give a brief description (500 words approximately) of your present post and what you hope to gain from the course for which you are applying. You may use a continuation sheet if necessary.

Declaration of Criminal Conviction

Do you have any criminal convictions?

Yes

No

If yes, please read the attached notes of guidance

To the best of my knowledge, the information given in this form is correct and complete. If I am admitted to a course at Queen Margaret University College I undertake to observe the University College regulations and ensure the payment of fees and other liabilities. I give my consent to the processing of my data by QMUC in line with the Data Protection Act 1998.

Signature of Applicant

Date

When completed, please return this form to:

Admissions Office
Queen Margaret University College
Clerwood Terrace
EDINBURGH EH12 8TS

International (non-EU) students should, however, return their form to:

Peter Whitelaw LLM MIPR
Head, International Office
Queen Margaret University College
Clerwood Terrace
EDINBURGH EH12 8TS



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Notes for the Guidance of the Referee

The person who has passed you this form has applied for a place on a taught postgraduate course at Queen Margaret University College, and has nominated you as a referee. We would be very grateful if you could complete the form as follows:

- 1) Please fill in Section A of the form below and complete Section B overleaf with a report on the applicant.
- 2) If possible, your reference should cover:
 - a) how long you have known the applicant
 - b) in what capacity you have known the applicant
 - c) suitability for the course
 - d) previous and potential academic performance including prediction of results for any pending examinations
 - e) ability to communicate (in English for candidates who do not use English as a first language)
 - f) career aspirations
 - g) character and personality
 - h) extra-curricular interests
 - i) health and other personal circumstances which may be relevant to the application.
- 3) **Note:** The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their conviction as "spent" after a lapse of a period of years. This means that no reference need be made to the conviction or any circumstances relating to it.

In order to protect the public, however, the post-registration nursing posts are excepted from the provisions of the Act. In relation to this application, it is not in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent" and which you consider relevant to the suitability of this applicant for positions when such an exception is appropriate.
- 4) We recognise that some referees may find it difficult to comment on the academic ability of mature candidates who do not have recent academic experience, and in these circumstances the referee's comments should be confined to the appropriate sections.
- 5) When you write personal comments about an applicant please remember that, under the Data Protection Act 1998, the applicant can request a copy of the reference and any other personal information that we have about them.
- 6) If you would like any information regarding the proposed programme of study please feel free to contact the Admissions Office at the University College.
- 7) The candidate has been asked to submit the reference in a sealed envelope with their application. Wherever possible, please return your completed reference to the candidate for this purpose. Alternatively, you may wish to send the reference direct to the University College at the following address; Admissions Office, Queen Margaret University College, Clerwood Terrace, Edinburgh EH12 8TS. Please note that the application can not be fully processed until references have been received.
- 8) The University College greatly appreciates the help of referees in assisting its evaluation of a candidate's suitability for a chosen programme, and we would like to thank you in advance for your co-operation. Any information that you give will be treated in accordance with the Data Protection Act 1998.

Section A

Name of applicant

Course for which the applicant has applied

Name of referee

Position

Address

Telephone/Fax Number

Email address

Section B Reference

Signed _____

Date _____



Codes for completion of Ethnicity, Disabled and Disability Boxes

Please note that the information given is confidential and is protected from misuse.

Any information used for reports both internally and for external bodies will be in accordance with the provision of the Data Protection Act 1998

Ethnicity

- 11 White - British
- 12 White - Irish
- 13 White - Scottish
- 14 White - 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 Asian
- 43 Mixed - White and Asian
- 49 Other Mixed background
- 80 Other Ethnic background
- 98 Information Refused

Disabled

- 1 No disability
- 2 Registered disabled
- 3 Disability which is not registered

Disability

- 0 No known disability
- 1 Dyslexia
- 2 Blind/partially sighted
- 3 Deaf/hearing impairment
- 4 Wheelchair user/mobility difficulties
- 6 Mental health difficulties
- 7 An unseen disability, e.g. diabetes, epilepsy, asthma
- 8 Multiple disabilities
- 9 A disability not listed above
- T Autistic spectrum disorder / Asperger syndrome



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Application Form for Part-time, Taught Postgraduate and Post-Registration Nursing Courses

THE APPLICATION FORM

This form can be used for application to part-time, taught postgraduate and post-registration courses. It is **not** to be used for undergraduate courses – please contact UCAS at www.ucas.ac.uk for the appropriate form. These courses are listed at <http://www.qmuc.ac.uk/prospective/uqlc.htm>

If you have any queries please contact the Admissions Office at admissions@qmuc.ac.uk or telephone + 44 (0) 131 317 3247. International applicants please contact the International Office at international@qmuc.ac.uk or telephone ++44 (0)131 317 3760, fax ++44 (0)131 317 3256.

APPLYING FOR A COURSE

Information on individual courses is available from the University College Prospectuses and includes contact details for Admissions Tutors and Disability Co-ordinators.

To be considered for our courses you must send us a completed application form including references.

If your education has so far taken place outside the UK you must provide transcripts of your studies, and copies of certificates or other official documents confirming your academic qualifications. You do not need to send original documents. If the original documents are not in English you should also provide official translations.

If your degree was studied in a country whose official language is not English, but your degree was taught in the medium of English, you should include official evidence of this. If you were not taught in English you will have to include evidence of your proficiency in English. Please consult the relevant prospectus to check minimum English language requirements for your chosen course.

You must submit a signed copy of the application form – unfortunately we are unable to consider applications submitted by email.

Please send your completed application form to the Admissions Office at the following address: Queen Margaret University College, Clerwood Terrace, Edinburgh EH12 8TS, UNITED KINGDOM

It is advisable for you to keep a copy of your application together with details of when it was submitted.

NOTES TO HELP WITH COMPLETION OF YOUR APPLICATION

Below are some notes that may be helpful when completing the form. They should be read in conjunction with the notes that are on the form itself.

Proposed programme of study

Proposed start date

Most taught programmes start in September. You should therefore only state a start date other than September if you know that the programme for which you are applying starts at another time.

English language ability

Applicants whose first language is not English and whose undergraduate study was not in the medium of English must be able to demonstrate their proficiency in English language. Suitable evidence is:

IELTS overall score of 6 with individual component scores of at least 5.5 in listening and reading and a minimum of 5.0 in written English and speaking
TOEFL score of 580 in paper based test /237 in the computer based test

PLEASE NOTE that some courses require higher scores. For postgraduate Nursing, Health Care Management and Physiotherapy you will be required to provide an overall IELTS score of 6.5 with no component lower than 6, or a TOEFL score of 600/250.

Education, professional qualifications, employment and any other information

Your application will be considered on the basis of your education, work and other relevant experience. You should therefore give full and accurate details of all your relevant previous experience in these sections. Whilst you may enclose a CV to support your application please ensure you complete the application form fully.

Referees

You will be required to send two references with your application. Please note that your application will not be fully processed until such time as at least one reference is available. It is your responsibility to request references, which should be provided on the relevant form and enclosed with your application. The University College **will not** request these on your behalf. Please note that references submitted by email will not normally be accepted.

Criminal convictions

Please declare whether you have any criminal convictions. The University College may ask for additional information about the nature of an applicant's convictions. Providing this information will not affect the academic consideration of an application. Please note that, for entry purposes, some courses require applicants/students to provide a satisfactory Enhanced Disclosure from Disclosure Scotland, the Criminal Records Bureau or equivalent. For further details please consult the relevant prospectus or Award Co-ordinator. You can also access a list of the courses involved at www.qmuc.ac.uk/registry/criminal.htm.

Any offer of a place to study is subject to your acceptance of the University College's Terms and Conditions. A copy is available on our website at www.qmuc.ac.uk/registry/ImportantInformation.htm and also in the relevant prospectus.

Equal opportunities monitoring

In order to monitor the effectiveness of the University College's equal opportunity policies the form requests information on your ethnicity and any disabilities. This information **will not** be used for selection purposes.

DATA PROTECTION ACT 1998

The information that you provide on the application form will be used by the University College to consider your application for entry. If you are offered a place it will also form the basis of your student record. In addition, the University College will use the information to help compile statistics for various organisations, none of which will identify you as an individual. All use of the data that you provide will be in accordance with the Data Protection Act 1998.

WHAT HAPPENS NEXT?

On receipt of your application we will forward the form to the relevant academic Admissions Tutor. We may contact you if we require any further information to support your application. If you would like acknowledgement that we have received your application please include a stamped, self-addressed postcard with your form. As soon as we have a decision from the Admissions Tutor we will write and inform you of the outcome of your application.

Please note that some applications will not be processed immediately. Some Admissions Tutors wish to consider all applications received within the deadline at one time. Applicants to the taught postgraduate programmes in Dietetics and Pre-registration and Post-registration Physiotherapy may therefore not receive a response immediately. Dietetics applications received before the end of January should receive a decision in March/April time.

If any of your contact details change after you have submitted your application form you must inform the Admissions Office.