

Postgraduate/ post-experience study

Application form

Please read the information for applicants page first and complete this application form in BLOCK CAPITALS.

For office use only
banner ID: _____

1. PERSONAL DETAILS

Surname/Family name: _____ Middle name(s): _____

Forename: _____ Maiden name/previous family name: _____

Title (Mr/Mrs/Ms/Miss/Other): _____

Date of birth: DD / MM / YYYY

Gender (tick appropriate box): Male Female

Permanent address: _____

Town/City: _____

Country: _____ Postcode: _____

Evening phone: _____ Day phone: _____

Correspondence address (if different): _____ Date from: DD / MM / YYYY Date to: DD / MM / YYYY

Town/City: _____

Country: _____ Postcode: _____

Evening phone: _____ Day phone: _____

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Nationality: _____ Country of birth: _____

Permanent home: European Union Other country (please tick)

How long have you been resident in the UK? (insert number of years / months; or 'life' if appropriate): DD / MM / YYYY

If you are an overseas national, when did you enter the UK to live?: DD / MM / YYYY

If applicable, give details of periods of residence outwith the UK:

Country: _____ From: DD / MM / YYYY To: DD / MM / YYYY

Email address (if you are applying for an on-line or distance learning course it is essential that you include your email address): _____

Are you currently, or have you ever been, a student at the University? Yes No

If yes, give your surname / family name at time of your enrolment: _____

Last year of attendance: _____ Matriculation number (if known): _____

2. TAUGHT PROGRAMME CHOICE(S)

Title	Start date (MM/YY)	Campus (if applicable) See key below	Mode of study See key below	Full-time or part-time Please circle
				FT PT
				FT PT
				FT PT
				FT PT

KEY

Campus: Ayr – A, Dumfries – D, Hamilton – H, Paisley – P, Other Location – please specify

Mode: D – Day, E – Evening, DL – Distance Learning, OL – Open Learning, ON – On-line Learning

6. REFERENCES (see notes section)

Give details of two persons who will provide references; at least one should be an academic referee and both must be able to testify to your academic ability or relevant experience. One of the two should be your Head of Department or employer.

Please note: it is your responsibility to arrange for references to be provided. Please detach, complete and forward the 'Statement by Referee' forms (attached to this form or downloadable at www.uws.ac.uk/apply) to your referees for completion. Your referees should send their references direct to the University.

1.Name: _____
Address: _____
Telephone: _____
Email: _____

2.Name: _____
Address: _____
Telephone: _____
Email: _____

7. FEE DETAILS (please do not enclose payment at this time)

Who is responsible for payment of your course fees? (circle as appropriate): Self / Parent / Partner / Other Sponsor

If Other then who (eg SAAS, LEA, Employer, Research Council Studentships, Government, other agencies?) _____

Overseas applicants should provide details of financial guarantor

Name / Organisation: _____

Telephone: _____

Address: _____

Have you previously received SAAS funding? (please tick): Yes

No

8. DISABILITY DISCLOSURE (please circle the appropriate character)

No known disability _____ 0

You have an unseen disability, eg diabetes, epilepsy, asthma, or a heart condition _____ 7

You have a specific learning difficulty (for example, dyslexia) _____ 1

You have multiple disabilities _____ 8

You are blind/partially sighted _____ 2

You have Autistic Spectrum Disorder _____ T

You are deaf/have hearing impairment _____ 3

You have a disability not listed above _____ 9

You are a wheelchair user/have mobility difficulties _____ 4

You require personal care support (please specify below) _____ 5

You have mental health difficulties _____ 6

Please provide details of any special or extra facilities or support you may require below: _____

9. CRIMINAL CONVICTIONS (see Information for applicants)

If you have a criminal conviction, as described in **Information for applicants** section, enter X here

10. PUBLICITY

Where did you find out about study opportunities at the University of the West of Scotland?

Newspaper advert (please specify which newspaper) _____

Information event (please specify the event) _____

Website (please specify the website) _____

Other (please specify) _____

11. DECLARATION

I confirm that the information given on this form is true, complete and accurate and that no information requested or material information has been omitted. I give my consent to the processing of my data by University of the West of Scotland. If any information provided is subsequently found to be false, I accept that the University has the right to cancel my application.

Applicant's signature: _____ **Date:** _____

Personal data provided on your application form will be entered onto the University's computerised record system. This data will, at all times, be used strictly in accordance with the principles laid down by the Data Protection Act (1998). Completed application forms should be returned as directed on this form.

Information for applicants

NB: This application form is available electronically and in other formats if required. See www.uws.ac.uk for details.

Further information is also available in the postgraduate prospectus and on the University website www.uws.ac.uk

IMPORTANT NOTE:

Please ensure you complete and return Section 12 of this form. This part will be detached from your main application form prior to referral to an admissions officer.

SECTION 1

We need details of previous names to make sure we do not create new records for a person whose details are already held on our systems. We may need a copy of documentary evidence of a change of name (you will be asked for this if necessary). If you would like University correspondence to go to an address other than your permanent address please indicate this in the "Correspondence Address" section. This is the address that will appear on any letters and they will be sent to this address.

SECTION 2

This information helps us to make sure we refer your application to the right person.

SECTION 3

Information about further / higher or professional qualifications already held enables the University to consider whether or not you meet any entry criteria that might apply. The information may also help to establish entitlement to credit towards the award for which you wish to study. Professional registration numbers and employment details are required in order to check entitlement to enter relevant courses. Please enclose certified photocopies of certificates. Originals may be required before you enrol. The information about the last educational institution you attended is required by the Higher Education Statistics Agency (HESA).

SECTION 6

You should also complete sections 1 and 2 of the Statement by Referee forms included as part of this form, detach and send them to your chosen referees.

SECTION 7

Payment will be requested at a later date. We need to know from whom we should ask payment. If you are being sponsored by an employer you will need to provide a letter (or purchase order number) from your employer to confirm this when you enrol.

SECTION 8

This information is asked for in order that the University can contact you to discuss any support needs, or reasonable adjustments that may be required in relation to your disability, during your lifetime of study. You are advised to contact the relevant course leader or Enabling Support Team as soon as possible if you need support.

Ayr Campus – enablingsupport.ayr@uws.ac.uk

Dumfries Campus – studentservicesdumfries@uws.ac.uk

Hamilton Campus – enablingsupport.hamilton@uws.ac.uk

Paisley Campus – enablingsupport.paisley@uws.ac.uk

This information is also required by the Higher Education Statistics Agency (HESA) and to ensure that the University complies with the Special Educational Needs and Disability Act 2001 (SENDA).

SECTION 9

Relevant criminal convictions are those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawful supplying of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. If you enter x in this box we will ask you for further information. If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults you must tell us about any criminal convictions, including spent convictions and cautions (including verbal cautions) and bindover orders. For these courses you may need an enhanced disclosure document from the Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents to fill in if necessary. While this is a general question to which all applicants must respond, the University is aware that GTCs registration procedures will already have considered the position on criminal convictions of applicants who are GTCs registered teachers.

SECTION 10

This information is requested so that we can monitor the effectiveness of publicity campaigns.

SECTION 11

The declaration is required for a valid application.

SECTION 12

The University recognises and values the benefits of a multicultural University, and is committed to ensuring that applicants are treated equally, irrespective of race, colour, nationality, ethnic or national origins. In order for the University to monitor the impact of policies you are invited to assist by providing details of your ethnic origin. This information will not be available to anyone making a decision on your application.

Surname/family name: _____

Forename: _____

Which of the following best describes your ethnic origin?
Please circle the appropriate number in the list below:

- 11 ___ White - British
- 12 ___ White - Irish
- 13 ___ White Scottish
- 14 ___ 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
- 39 ___ Other Asian background
- 41 ___ Mixed - White and Black Caribbean
- 42 ___ Mixed - White and Black African
- 43 ___ Mixed - White and Asian
- 49 ___ Other Mixed background
- 80 ___ Other Ethnic background
- 90 ___ Not known

For office use:

Banner ID number: _____

Entered (inits and date): _____

Statement by referee

Application for postgraduate study



Applicants should complete Sections 1 and 2 below in BLOCK LETTERS and in black ink, then forward the statement forms to their chosen referees for completion (this form is also downloadable from the University website, www.uws.ac.uk).

SECTION 1: APPLICANT'S DETAILS

Taught programme applied for:

1st choice: _____

2nd choice: _____

Applicant's name: _____

Date of birth: D / M / Y Y Y Y

Address: _____

SECTION 2: REFEREE'S DETAILS

Referee's name: _____

Designation/Occupation: _____

Organisation: _____

Address: _____

Telephone: _____

SEE OVER FOR GUIDANCE NOTES



Statement by referee

Application for postgraduate study



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SEE OVER FOR GUIDANCE NOTES



Guidance notes for education referees



Upon receipt of this form from the applicant, please attach a reference and forward to UNIVERSITY OF THE WEST OF SCOTLAND, ADMISSIONS OFFICE, PAISLEY CAMPUS, PAISLEY, PA1 2BE, SCOTLAND, UK without delay. The referee's report is an important part of the selection process, and the information you give will help to guide the University's admissions tutors in making their decisions. Please check that the applicant has completed Section 2 correctly and legibly.

The reference must be completed in black ink or type, signed by you and submitted on your institution or company headed paper.

If possible, your reference should cover the following points:

1. Suitability for the postgraduate/higher degree by research programme applied for.
2. Previous and potential academic performance (including English language proficiency, if applicable).
3. Character and personality (stability, perseverance etc).
4. Career aspirations.
5. Health and other circumstances relevant to the application.

MATURE APPLICANTS

It is recognised that some referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience and that in these circumstances referees' comments may be confined to the appropriate points in the above Guidance Notes.

WWW.UWS.AC.UK

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WWW.UWS.AC.UK

RETURNING YOUR APPLICATION

When you have completed this form, please detach the 'Statement by Referee' section and forward to your referees as instructed. The remainder of this form should be returned to:

Admissions, University of the West of Scotland, Paisley Campus, Paisley, PA1 2BE, Scotland, UK.

Note: For research applications download the UWS research application form at www.uws.ac.uk/apply

Office use only

Banner ID no: _____

Direct application no: _____

Course code: _____

	Entered on banner	Passed to advisor	Passed to School	Prior credit entered	Offer made
Number:	Date:				
Date / Initials:	Initials:				

Offer details (please date and initial as appropriate):

	Unconditional	Conditional	Unsuccessful	Withdraw
Date:				
Initials:				

Conditional offer details (please enter conditions in full):

Comments (including reasons for decisions):

Further information

Has applicant been interviewed? Yes No

Has work experience been considered? Yes No

Level of entry _____ Cert / PgD / MSc

Start date _____ Month _____ Year: _____

Checklist

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Copies of transcripts | <input type="checkbox"/> Copy of degree certificate | <input type="checkbox"/> Reference 1 | <input type="checkbox"/> Reference 2 |
| <input type="checkbox"/> English Test | <input type="checkbox"/> Institution OK | <input type="checkbox"/> Qualifications comparable | <input type="checkbox"/> Other (eg CV) |