

Please read enclosed **Notes for Guidance** before completing the FormPlease complete this application form in **BLOCK CAPITALS** and in **BLACK** ink**1. Previous or current study at Middlesex University**Have you **previously studied** or are you **currently studying** at Middlesex University?

Yes [] No []

If YES please state your

Student Number (if known) _____

2. Personal details

Title: Mr/Ms/Miss/Mrs etc: _____

Surname/Family Name: _____

Previous surname (if changed): _____

First Name(s): _____

Home Address: _____

Postcode: _____

Telephone Number: (including full area dialling code)
e.g. + 44 (0)20 8411 5000

Day/Work: _____

Mobile/Evening: _____

Email: _____

Correspondence Address (if different): _____

Postcode: _____

Gender: Male [] Female [] **Please tick one**

Date of birth: Day: _____ Month: _____ Year: _____

OFFICE USE ONLYStudent Number: **M** _____

Academic Adviser _____

Site Code **SEA** Fee Rate Code _____**3. Fee status**

(i) Country of Birth: _____

(ii) Nationality (as on Passport): _____

(iii) Country of usual permanent residence: _____

(iv) Have you ever lived outside (or were born outside) the UK/EU?

Yes [] No []

(v) Applicants **not born in the UK/EU must answer** the following:

(a) Last date of entry to the UK/EU excluding holidays?

Day: _____ Month: _____ Year: _____

(b) Have you applied for Refugee or Asylum status in the UK?

Yes [] No []

(c) Have you been granted you indefinite leave to remain in the UK?

Yes [] No []

Date Permanent Residence was granted: _____

Please enclose copies of your Home Office documentation

(d) Have you entered the UK on a visa? Yes [] No []

(e) Date of visa expiry: _____

4. Payment of fees

Who will pay your fees? (Tick as appropriate).

Yourself []

Funding support [] (LEA Name: _____)

Other Sponsor [] Please Specify:

Your Employer [] **Please specify the following details below:**Please give full invoice details see section 3 & 4 of the *Notes for Guidance*

Manager's name: _____

Manager's signature: _____

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Fee Payer Sponsor Code: _____

5. Programme applied fore.g.: Certificate, Diploma, BA, BSc, MA, MSc,
WBL studies or MProf/Doctorate in
Professional Studies
See *Notes for Guidance* section 5Module Code e.g.
WBS 2515/4510, 3515,
4810 or DPS 4520Mode of study
P-T distanceProposed start date
e.g. May 2013Autumn Semester 1 (October)
Spring Semester 2 (February)
Summer (July) Summer School
(Unavailable for M/Dprof)

6. Ethnic origin

The University is committed to providing equal opportunities for all. To assist us with our confidential monitoring please choose one selection from the **bold options** A - F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background:

A. **White** ☐ → British ☐ Irish ☐ Scottish ☐ Welsh ☐ Any other White background _____

B. **Mixed** ☐ → White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐
Any other Mixed background _____

C. **Asian or Asian British** ☐ → Indian ☐ Pakistani ☐ Bangladeshi ☐
Any other Asian background (specify): _____

D. **Black or Black British** ☐ → Caribbean ☐ African ☐ Any other Black background _____

E. **Chinese** ☐

F. **Other ethnic background** ☐ **Not known** ☐ **Information refused** ☐

7. Disability The University encourages you to disclose any disability/medical condition which may affect your future studies. All offers are made on **academic grounds only** and the information you provide will be used to help Middlesex University provide appropriate support. (See section 7 of *Notes for Guidance*)

Please tick all that apply:

No Disability ☐ Dyslexia ☐ Blind/Partially Sighted ☐ Deaf/Hearing impairment ☐ Wheelchair User/Mobility Difficulties ☐
Mental Health Difficulties ☐ Unseen Disability ☐ Aspergers/Autistic Spectrum ☐ Disability not listed here ☐

Please provide a summary of any special support or facilities you require (if any):

8. Educational qualifications – State most recent first, attaching copies of certificates/transcripts where possible. For international students these should be in both the original language and official English translation. **Do not send original certificates.**

University, School, College Name & Address. CATS points (if app)	Degree, Diploma Certificate, A-level VCE/GNVQ/GCSE	Subject(s)	Grade/ Division/ Class	Date Started and Date Awarded

9. Employment and work experience – (Please consult Notes for Guidance before completing this section)

Position Held	Employers name and address	From mm/yy	To mm/yy	Full Time or Part Time

10. Criminal Convictions

If you have any criminal convictions please tick here [☐]

If you tick the box above please enclose all details relating to your offence and conviction, including dates and court convicted at. This information should be sent with this application form in a separate sealed envelope, clearly marked **confidential** with your name on it.

Disclosure information will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation. Middlesex University Policy Statements: Recruitment of Ex-Offenders to Programmes of Study or Posts (HRPS27) and Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information (HRPS28) detail how the university will handle this information.

For Teaching/Health and Social Work programmes all criminal convictions including spent sentences and cautions must be declared.

The policies listed above are available online at <http://www.mdx.ac.uk/policies/index.htm> and further information is available from the Admissions Strategy Manager, Academic Registry, Middlesex University.

11. Personal statement

Please ensure that you **enclose a short personal statement** (approximately one side A4) with your application form. Your statement should say why you wish to undertake a WBL programme. See Note for Guidance section 11.

12. Declaration

Any statements on this form which prove to be untrue or purposely misleading will cause the application to be cancelled

Declaration:

I confirm that the information given in this form is true, complete and accurate: no information requested or other material information has been omitted. I consent to the processing of this data by Middlesex University for educational purposes under the provision of the 1998 Data Protection Act.

Applicant's signature _____ **Date** _____

Forms which are incorrectly completed will delay the decision making process. All applicants must carefully review the completed form, in particular checking that all required information has been completed in full, with references attached, before sending the form back to the WBL Admissions Office

Checklist

1. Complete the application form in full and sign and date the declaration above.
2. Attach copies of transcripts/certificates of your qualifications (DO NOT SEND ORIGINAL CERTIFICATES).
3. Enclose copies of your Home Office proof of permanent residence documents as per the instructions in Section 3.
4. Ensure that your reference has been completed as per the instructions in section 13 and attached to this form.
5. Discuss your application with your employer to confirm that they are prepared to pay all or part of your costs. (If applicable).
6. Submit the application form in duplicate.

Notes for Guidance

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the Current University literature relating to the programme for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

The Data Protection Act

This information will be held on computer in accordance with Middlesex University's registration under the Data Protection Act and used only for the purpose of education and training, and statistical monitoring.

Please ensure when completing your application form that your writing can be easily read by others.

Section 1 & 2 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. It is important that you inform us of any change of address immediately.

Section 3 & 4 Payment and Fee Status

If you are currently living in the UK/EU please state your usual permanent country of residence.

If you live outside the UK/EU state your usual permanent country of residence.

Please give details of who you expect to pay your fees for the proposed course. Your application cannot be processed without relevant documentation. If your employer or sponsor is paying your fees a letter must be enclosed on headed paper from your employer/sponsor confirming that your fees will be paid and giving their contact details for invoicing.

Do not enter your Local Education Authority as fee payer unless you have written confirmation from them that you are eligible for a student grant. (e.g. you must be a full-time student and LEAs rarely give grants for postgraduate study)

Section 5 Details of the course for which you wish to apply

Enter the title of the programme you are applying for (if this is already known) and your initial module (see below). See "Working in the learning age" for additional information on eligibility criteria for undergraduate or postgraduate study.

1. WBS 4510 Review of Learning (Postgraduate Level). Specify this module if you are seeking entry to a Work Based Learning Studies Programme at postgraduate level and wish to claim credit for learning from experience.

2. WBS 4810 Continuing Professional Development (Postgraduate Level) Specify this module if you are seeking entry to a Work Based Learning Studies Programme at postgraduate level and you already hold a Postgraduate Diploma or certificated learning amounting to minimum of 70 credits at the level 4.

3. WBS 2515 Review of Learning (Undergraduate Level). Specify this module if you are seeking entry to a Work Based Learning Studies Programme at undergraduate level and you wish to claim credit for learning from experience.

4. WBS 3515 Review of Learning (Undergraduate Level). Specify this module if you are seeking accreditation for a higher education level programme (e.g. Dip HE, HND) you already hold.

5. DPS 4520 Review of previous learning (M/DProf level). Specify this module if you are applying for the MProf/Doctorate in Professional Studies.

Please ensure that you include a photocopy of the relevant qualifications for which you already have credit. For mode of study please specify part-time, distance learning/on-campus or whether you are part of a (corporate) group and the name of the group.

For Semester specify: Autumn (Semester 1) if you wish to formally commence in September, Spring (Semester 2) if you wish to formally commence in January, (Summer School) if you wish to formally commence in July (see Summer School prospectus for list of available modules- not available for M/DProf modules).

Section 6 Ethnic Origin

Please state your ethnic origin. This information will not be made available for selection purposes and is collected solely for the purpose of statistical monitoring (e.g. application and admission rates). This is not a compulsory section.

Section 7 Disability/Special needs

Please enter in the box the code from the list of statements below which is most appropriate to you and where it is not obvious, i.e. with unseen disabilities, indicate whether you have special needs.

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 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. **5.** You need personal care support. **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.

Section 8 Qualifications

Please list your qualifications. Include any professional qualifications and short courses you may have attended. You must include photocopies of certificates listed in this section. If you are submitting an overseas qualification, you must provide evidence of the UK equivalence of your certificate.

Section 9 Work experience and employment

Please include all your work experience paid or unpaid, full-time or part-time in your home or outside. Please also attach a CV as this is particularly helpful for admission purposes.

Section 10 Criminal Convictions. Please state if you have any criminal convictions.

Section 11 Personal Statement

1. WBS applicants

Please ensure that you enclose a short personal statement (approximately one side A4) with your application form. Your statement should outline why you wish to undertake a Work Based Learning Studies programme. You must submit a personal statement to be considered for Work Based Learning Studies.

2. M/Dprof applicants: Please enclose a statement of 750-1000 words as described in the covering letter to the application pack

Section 12 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.

Section 13 Reference

Please ensure that the reference sheet is completed and submitted with the application form.

IMPORTANT NOTE

The University will use its reasonable endeavours to deliver courses in accordance with the descriptions set out in its prospectuses and guides. However, the University issues this literature as a general guide to all the courses and facilities offered by the University at the time of going to print. The prospectuses and guides are not intended, nor should they be considered, to contain definitive course descriptions and facilities.

The University does not provide education to UK undergraduates on a commercial basis and it is also dependent on public funding and donations. The University therefore has to manage itself in such a way which is efficient and cost effective to the majority of its members, having obligations to funding and other outside bodies in this regard. It therefore reserves the right to make changes to the contents or methods and/or locations of delivery of courses, to merge or combine courses or to discontinue them, if such action is considered to be reasonably necessary by the University in the context of its wider purposes.

If the University discontinues any programme of study after an offer of a place has been accepted, it will use all reasonable endeavours to provide a suitable alternative course at the University or to give all reasonable assistance in helping to find a suitable alternative course at another institution. If a programme of study is discontinued and a student cannot be relocated onto another course within the University or otherwise and the student has not unreasonably refused the offer of a transfer to another course within the university or otherwise, the University may in its discretion reimburse any tuition fees, wholly or in part, paid by the student to the University up to the date of the discontinuation of the programme of study. The University will not be liable for any other loss claimed to be suffered by the student as a result of a course being discontinued. The University, on a discretionary basis and without obligation, may offer further assistance in exceptional circumstances to a student where the student can show that they have suffered or will have to suffer severe hardship as a direct result of such discontinuation.

Personal statement

Please ensure that you **enclose a short personal statement** (approximately one side A4) with your application form. Your statement should say why you wish to undertake a WBL programme. See Note for Guidance section 11.

Applicant's Name:

Referee Details:

Referee:

Title: Dr/ Mr/ Miss/ Mrs/ Ms/ Other

Surname/Family Name (**BLOCK CAPITALS**)

Occupation

Relationship to Applicant

Address

Telephone

Fax

Confidential statement by referee(please continue on a separate sheet if necessary)

This form may be photocopied. Please type 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.