

DA4 – Notes for completing your direct application form [DA1]

If you require an audio, Braille or large text version of this publication please call the Enquiries Office on 020 8392 3232. Please allow a minimum of ten working days for delivery.

This direct application form is for those wishing to apply for postgraduate, MBA, continuing professional development and part-time programmes starting in September and for all programmes starting in February.

Please do not complete this form if you are applying for full-time undergraduate studies starting in September or PGCE or research degrees (MPhil/PhD). For further advice on application to these programmes, please contact the Enquiries Office on 020 8392 3232.

We want to process your form as quickly as possible. Please help us by following this checklist. Otherwise the processing of your application may be delayed.

Please remember to:

- refer to the prospectus and programme information before applying, ensuring that you will meet ALL the entry requirements and can provide evidence of meeting these requirements throughout the application form eg. professional qualifications, work experience etc.
- write only in black ink or type
- read and sign the declaration on the form (DA1 – section 12)
- arrange for two references to be sent (DA3)
- submit copies of transcripts and/or copies of certificates awarded to date
- provide information about your sponsors or any existing arrangement
- complete any supplementary information needed for the programme (DA5).

DA1 – The application form

The numbers below relate to those used on the form.

1. Proposed studies

Many programmes run in only full-time or part-time mode. Please be sure that you understand, from the information you have received, what options are available and what mode of study you wish to follow.

Programme title—please refer to the prospectus, programme details or University website for full title or module codes (contact Enquiries Office for further details).

Please tick mode of study (full-time/part-time/distance learning)

Please tick level of study (undergraduate/postgraduate/professional development/MBA/other).

2. Personal details

Give your title (for example Mr, Ms, Dr), your surname or family name and your first or given name. The name that you give will be the name under which you will be registered if admitted to the University. Please also provide any former surname or family name.

The form of your name should correspond exactly with the name on your first-degree certificate, passport and birth certificate, or marriage certificate if your name has changed. The form of the name that you give should be the one you use in all future correspondence with the University.

You should indicate if you have previously been an employee or student of the University by filling in your student ID number or payroll number.

Your postal address is the address where we will write to you. If you will be at your current address for a limited period of time, please complete the address valid until box, and also the permanent address box. Please provide your telephone, mobile phone and fax numbers and also your email address if applicable, as this will make communication faster.

If any of your personal details change during the application process please inform the Admissions Office as soon as possible. Contact details are given above, and also at the end of this document.

3. Education

You should list all undergraduate and postgraduate courses taken, with results, giving your most recent qualification first. If you have not yet received your award put PENDING in the third column, and the expected date of award in the last column. Please list your A-level and/or GCSE or equivalent examination results in the secondary/further education box.

All applicants for postgraduate study MUST PROVIDE a full academic transcript of the degree modules they have completed to date. If you have obtained a full award please ALSO provide a copy of the certificate.

Applicants with international qualifications should enclose a copy of their transcript, **translated into English**, certified by their awarding institution (or in Greece by the British Council), showing each year's grades, with their application. Please note that you may be required to provide original evidence of qualifications as part of your offer.

4. Professional qualifications

You should list any courses taken that were accredited by the awarding professional body for your industry, whatever the result, giving your most recent qualification first. If you are waiting to hear the outcome of your application for membership just put PENDING in the second column.

5. English language ability

All students must have full command of the English language. If your first language is not English, or you have not been educated mainly in English, you will normally have taken a recognised English language test and achieved an acceptable grade or score before admission to the University can be confirmed.

Approved qualifications are as follows:

- GCSE grade C
- Cambridge Proficiency Certificate grade C
- Cambridge Advanced Certificate grade A
- British Council IELTS at least 6.0 in all sections of the test. Postgraduate students must have 6.5 with 6 in each band. (You must indicate your score in each band of the test along with your overall score)
- TOEFL internet based test (IBT) score of 79-80 for undergraduate study and 100 for postgraduate.

- TOEFL score of 550 (postgraduate 600), to include the writing test at 4.0 (213 (postgraduate 250) in the computerised test). You must include your written score along with your overall score.
- LCCIEB, EFB or EFC with a second grade
- LCCIEB, SEFIC Intermediate with a pass grade
- NEAB, UETESOL with a pass grade
- TEEP at grade 3.

You should be aware that for some linguistically demanding programmes, you may be asked to obtain higher grades than these. Applicants without one of these qualifications, but who can provide evidence of a good academic background, may be invited to take a written test/essay before a decision can be made on their application.

Students who have not taken an appropriate English language qualification and have not been informed by the University Admissions Office that they are exempt from doing so will not be permitted to start their programme of study. The University runs one year, eight- or four- week professional English courses for those who do not meet the University's requirements.

(See www.roehampton.ac.uk/international or call: +44 (0) 20 8392 3232 for further details.)

6. Industrial / professional experience

Give details of your three most recent roles, including any that are relevant to the programme entry requirements including work experience and all voluntary work. If currently employed in education, state the type of school; infant, primary, secondary, special, maintained, independent, grant maintained, voluntary aided, further education etc.

7. Payment of fees

You must use this section to indicate who will be paying your programme fee (full details of the fees for University programmes are given in the programme details). If financial support is arranged after submitting your application, you will be required to provide this information before being allowed to register with the University.

8. Referees

It is **YOUR** responsibility to contact your referees and to send the reference request (DA3) to each for completion. We recommend that you send the reference request to your referees as soon as you decide to apply to the University.

We require two referees, details of whom should be supplied here. If possible, one should be an academic supervisor who is able to comment on your previous programme and academic ability to undertake this programme; the other should comment on your work experience and, where appropriate, on other experience which is relevant to the programme for which you have applied. In exceptional cases we are prepared to accept a character reference if no other alternatives are available.

9. Personal statement

Use this space to tell us why you are interested in the subject for which you have applied. Describe your academic interests and reasons for applying to Roehampton University. Tutors place particular importance on the personal statement.

10. Supplementary information—refer to DA5

Please note that certain programmes require further supplementary information to be included with the application form. Please refer to DA5 for full instructions.

11. Personal record

The University asks you to state on your application form whether you have any criminal convictions. This is to help us look after our students.

For some programmes, particularly in teaching, medicine, health, social work and other courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. You should note that, for these programmes, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents to fill in.

Programmes in teaching, medicine, health, social work and other programmes involving work with children and vulnerable adults.

For these programmes, you must enter X in the 'Yes' box if any of the following statements apply to you.

- a) I have a criminal conviction
- b) I have a spent criminal conviction
- c) I have a caution (including a verbal caution)
- d) I have a bind-over order
- e) I am serving a prison sentence

(If you are serving a prison sentence, you must enter X in the 'Yes' box in section 11. You must also give the prison address as your postal address on section 2 of the form and a senior prison officer must support your application).

Failure to enter X in the 'Yes' box when any of the above apply may result in you not being able to study on the programme. You must enter X in the 'No' box if you have:

- a) not been convicted of a criminal offence
- b) been convicted of a single motoring offence for which the only penalty was the fine or not more than three penalty points.

All other programmes

For these programmes, you must enter X in the 'Yes' box if any of the following statements apply to you.

- a) I have a criminal conviction
- b) I am serving a prison sentence

(If you are serving a prison sentence you must enter X in the 'Yes' box in section 11. You must also give the prison address as your postal address on section 2 of the form and a senior prison officer must support your application).

Failure to enter X in the 'Yes' box when any of the above apply may result in your not being able to study on the programme.

You must enter X in the 'No' box when you have:

- a) not been convicted of a criminal offence
- b) been convicted of a single motoring offence for which the only penalty was a fine of not more than three penalty points
- c) a spent sentence (as defined by the Rehabilitation of Offenders Act 1974).

12. Declaration

By signing the declaration you are confirming that:

- The information given is correct and complete and you understand that, if you are admitted to the University, you will be subject to the regulations and disciplinary code of the University, and that you agree to abide by them.
- You understand it is your responsibility, if admitted, to ensure that the tuition fees are paid in accordance with the regulations.
- You give the University the right, under the Data Protection Act 1998, to process the information you have given, including data of a sensitive nature, for standard University administrative processes that have been notified to the Office of the Information Commissioner, including the administration of applications, education and training provision, student awards and fees, and student support services. You are also advised that some of the information on the application form will be included in the data sent to the Higher Education Statistics Agency (HESA) for use in statistical analysis, and to Government education departments and funding councils to enable them to carry out their statutory duties under the education acts; also to other authorised users of the HESA data. None of these bodies will be able to use the data to contact you.

DA2—Disability and ethnicity

This form is optional. It will be detached from the DA1 application form and is not part of the selection process.

DA3—Request for a reference

Please refer to point 8 of the guidance notes.

Credit Accumulation Transfer Scheme (CATS)/Accreditation of Prior Learning (APL)

(Not applicable for the MBA or arts and play therapies programmes)

You should apply for APL if:

- a) certified learning (CATS)—you studied previously to HND level, on a degree programme, or for relevant professional qualifications before applying to take your degree here
- b) assessment of prior experiential learning (APEL)—you pursued self-directed study, or gained relevant experience either at work or in leisure pursuits.

Please contact the Enquiries Office for the supplementary application form on:

Tel: 020 8392 3232

Fax: 020 8392 3470

Email: enquiries@roehampton.ac.uk