

Name: _____

Programme: _____

University of Sunderland Application Form

Time to change your life

lifechanging



University of
Sunderland

Notes for Applicants

- Use this form to apply for any programme at the University of Sunderland.
- The completion of the form is a means of conveying information about yourself, your potential and your motivation.
- Before you start to complete it, read it through.
- Complete in block capitals. Continue on an additional sheet if necessary and attach it to your completed form

Section 3 Your Education and Training

Note: This is a very important section and it is important that you do not overlook anything relating to your study background. 'Qualifications' include O and A Levels, CSE and GCSEs, HNDs, Foundation Degrees and Degrees. They also include Access courses at Colleges of Further Education, Open University credits, international qualifications and any vocational and in-service achievements. If you have any doubt about the relevance of a qualification, include it. Include all courses whether passed or failed. If the latter, indicate the elements you did pass (if any). Admissions tutors have the discretion to waive 'normal' entry requirements if they are satisfied with your potential and motivation.

Section 5 Personal Statement

The nature and variety of your personal interests may give some idea to the admissions tutor as to your motivation and the suitability of the programme for you. You may, for example, have considerable personal experience in voluntary work or concentrate your reading in some relevant specialist area. You will also, presumably, have considered at some length why you wish to do this programme and how it will be of value to you in terms of personal or career development. Please include any such information. If you have visited the university or already spoken to a member of staff about the programme you are applying for, please detail.

Section 8 Disability

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

Disabilities/support required:

- 0 **You do not have a disability nor are you aware of any associated additional support requirements in study or accommodation.**
- 1 **You have a specific learning difficulty eg dyslexia.**
- 2 **You are blind/partially sighted.**
- 3 **You are deaf/have a hearing impairment.**
- 4 **You are a wheelchair user/have mobility difficulties.**
- 5 **You have Autistic Spectrum Disorder or Asperger Syndrome.**
- 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 not listed above.**

If you have any disability or medical condition which may mean that you need special arrangements for your studies, please contact our Disability Support Team (tel: 0191 515 2933), before completing the application form to ensure that the facilities you need will be available.

Section 9 Criminal Convictions

You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. Please tick either the 'Yes' or 'No' box in Section 9 of the application form to indicate your situation. If you tick the 'Yes' box, you are required to provide details of any convictions on a separate sheet. Please note if you do not tick either box in Section 9 your application form will not be processed.

If you have been convicted of a criminal offence (excluding (a) a motoring offence for which a fine and/or a maximum of three penalty points were imposed or (b) spent sentences), you are required to declare this by completing the YES box in Section 9 of this form. If you have not been convicted of a criminal offence you must complete the NO box.

You should be aware that for certain programmes particularly related to Teaching, Health and Social Work, any criminal convictions, including spent sentences and cautions, must be declared. If you are in doubt you should contact the admissions team for further advice.

Serving Prisoners

If you are currently serving a prison sentence you must show the prison address for correspondence in Section 2 of your application form, and in addition you must complete the YES box in Section 9.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974.

Section 10 Equal Opportunities Monitoring Information

The information requested on the form is required for statistical purposes only. You do not need to complete it if you do not wish to. However, the development of the equal opportunities policy of the university will be assisted by the availability of relevant data.

A Ethnic Origin

White	10
Black-Caribbean	21
Black-African	22
Black-other	29
Indian	31
Pakistani	32
Bangladeshi	33
Chinese	34
Asian-other	39
Other	80

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.

By signing this form you are saying that the information you have provided is accurate and complete. 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 institution.

The university reserves the right to disclose information given in your application form to outside agencies, eg Police, Home Office, Local Authorities, Examining Boards, Department of Social Security, the Student Loans Company.

If the university has reason to believe that you or any other person has omitted any mandatory information requested in the instructions or the application form, has made any misrepresentation or given false information, the institution will take whatever steps it considers necessary to establish whether the information given in your application is correct. The institution reserves the right at any time to request that you, your referee or your employer provide further information relating to any part of your application form, eg proof of identification, status, academic qualifications or employment history. If such information is not provided within the time limit set or if that information is not satisfactory, the institution reserves the right to cancel your application.

DATA PROTECTION ACT, 1998

The university will need to create and maintain computer and paper records relating to the personal data of its students, both during their programme of study and after leaving university. This information may also include sensitive personal data. All such data will be held and used by the university in compliance with the data protection principles laid down by the Data Protection Act, 1998, and in accordance with the university's registration/notification recorded with the Information Commissioner. This data is required for academic and administrative purposes connected with students' studies and career at the university; it may be used in order to fulfil the university's obligation to return data to the government and its funding and other agencies, such as the Higher Education Statistics Agency, and to bodies such as the Student Loans Company, local education authorities in connection with grant, loan and other bursary administration, or in order to provide references to employers and other organisations, or to confirm the validity of qualifications awarded by the university; it should also be noted that, in accordance with tradition, in many cases examination results are published openly within this university. By applying to enrol on a course of study with the university, students consent to the processing of personal data in the way described above and also in terms of the right to privacy under the Human Rights Act, 1998. Students who wish to see copies of their personal data held by the university should apply in writing to the university's data protection officer. There is a small statutory charge for this service.

OFFICE USE ONLY

Application Number:

Course Code:

Offer:

Conditions:

Agent Code:

Please read the *Notes for Applicants* overleaf before completing this form. Write neatly using black ink or typescript.

1. Which programme are you applying for?

Programme Title: (also write this on the front of this form)

Start Date: Month:

Year:

Full-Time

Part-Time

Distance Learning

Level of Entry: Undergraduate

Postgraduate

Research

MPhil/PhD/Prof

Year of Entry: (eg. 1, 2, 3)

2. Your personal details

Family Name/Surname: (BLOCK CAPITALS)

Forename(s):

Home Address:

Title: Mr Mrs Miss Ms

Gender: Male Female

Home Tel: (inc. STD or Country/Area Code)

Mobile No: (inc. STD or Country/Area Code)

Email:

Postcode:

Date of Birth: (eg 02.03.71)

Correspondence Address: (if different)

Postcode:

Country of Birth:

Country of Residence:

Nationality:

3. Your education and training (See section 3 of Notes for Applicants)

English Language

All applicants are required to be educated to a minimum of GCSE Grade C or above. International comparisons include IELTS/TOEFL/IGCSE. Please ensure you enclose certified copies of certificates.

Test: (GCSE, IELTS etc)

Date of Test:

Result:

Month:

Year:

3. Continued

Examinations/Qualifications. (in chronological order) (continue on a separate sheet if necessary) course, examinations and qualifications completed and those still waiting for results.

From Month/Year	To Month/Year	Qualification (for example GCSE, BTEC, Degree, International Baccalaureate)	Subject/Title	Institution (Place of study)	Result and grade (for example C or 60%)
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Educational Establishments Please provide the names of the last two educational establishments attended	Dates	
	From	To

4. Your employment background/work experience

Job Title	Main Responsibilities	Full/Part-Time	From Month/Year	To Month/Year
			/	/
			/	/
			/	/
			/	/

5. Personal statement (See section 5 of Notes for Applicants)

Please give reasons for choosing the programme and any additional information that may be relevant to your application.
(continue on a separate sheet if necessary)

6. References

You are required to provide two references if applicable. One academic (for example teacher/college lecturer) and one professional (for example employer). References from family members or friends are not acceptable. The references may be sent together with the application form or directly from the referee to the admissions office at the address given in box 13. Please note that mature/work-based applicants need only provide a professional reference.

7. Fees

If you are living in the European Union but were born outside the EU please state date of first entry to the EU and your reasons for being here.

Payment of Fees : Who is expected to pay your fees?

Yourself Family Member Sponsor Employer

Other (please state):

8. Disability (See section 8 of Notes for Applicants)

Please enter the appropriate code in the box provided.

PLEASE NOTE YOU MUST COMPLETE THIS SECTION

9. Criminal convictions (See section 9 of Notes for Applicants)

Do you have any criminal convictions? Yes No (If Yes, please give details on a separate sheet)

PLEASE NOTE YOU MUST COMPLETE THIS SECTION

10. Equal opportunities monitoring information (See section 10 of Notes for Applicants)

Ethnic origin

Please choose from the ethnic origin terms the one which you feel most closely describes your ethnic origin and write the code in the box

11. PhD/Research applicants only

RESEARCH PROPOSAL

In order for us to assess your suitability to undertake postgraduate research, we need to know more about your proposed research topic. A general area covers much ground and you should be able to provide some evidence of your advanced knowledge in your chosen area.

Therefore we ask that you attach a 2 page outline of your proposed research, covering the following questions, to this application form:

1. What topic do you wish to research? What specific problem/s do you wish to explore regarding:
(a) academic knowledge of the topic, (b) related organisational practice? Do you have a working title? Please view our Graduate Research School website (www.grs.sunderland.ac.uk) for more details on the range of research areas.
2. What advanced knowledge do you already have of this subject area?
3. What sources of information do you expect to use and where are they available? If your research is field-based, how much access do you require to participants or organisations, and how do you expect to obtain it?
4. What methods will you use to collect/analyse data, and what is your current level of familiarity with them?

If you have already been in contact with a prospective supervisor in the school, please write the name of the supervisor and school below.

Name _____ School _____

12. Checklist

I have ensured my personal details are correct

I have enclosed all certified copies of certificates showing my qualifications

13. Declaration (See section 13 of Notes for Applicants)

I confirm that, to the best of my knowledge, the information given in this form is correct and complete.

The University is registered under the Data Protection Act 1998 and information given on this form will only be used in accordance with the terms of the University's registration.

Applicant's Signature: _____ Date: _____

Please return this form to: University of Sunderland, Admissions, The Gateway, City Campus, Chester Road, Sunderland, SR1 3SD, United Kingdom.

Helpline Telephone: +44 (0) 191 515 3000 Email: student-helpline@sunderland.ac.uk www.sunderland.ac.uk

How did you hear about the University of Sunderland? _____