

University Application Form: Notes for Guidance

General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current institution literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Comparative course details are also provided by UCAS in The Big Guide.

Exclusions

You should **NOT** normally use this form when applying for entry to the first year courses leading to the following qualifications:

FIRST DEGREE, DipHE AND HND (FULL-TIME AND SANDWICH COURSES). APPLY THROUGH UCAS.

Mature Applicants

De Montfort University welcomes mature students including those who do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act

The information which you give on your application form will be used for the following purposes only:

1. To enable your application for entry to be considered.
2. To enable us to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable us to initiate your student record.

Despatch arrangements

Many courses may have a deadline by which applications should be received. Please consult course literature. If you apply in good time before the deadline, please send the whole application form to your referee for completion and forwarding to the institution. It is preferable that the institution receive your application complete with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to photocopy the reference and send it in later, provided you write to explain this. Ask your referee to post the photocopy in separately with a covering note.

PLEASE COMPLETE ALL SECTIONS OF THE FORM.

Section 1 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.

Section 2 Fee status

If you live in the UK state your area of permanent residence (eg Croydon). If you live outside the UK state the country (eg Italy) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this.

Section 3 Details of course(s) to which you wish to apply

State month and year you wish to start, the course title (e.g. Art Foundation) whether you wish to study FT etc. and which stage of the course you wish to join (e.g. Yr 2).

Section 5 Tear-off slip – planning statistics

State your ethnic origin using the codes provided. This section should be completed only by applicants whose area of permanent residence is in the UK. This information will not be made available to admissions tutors for selection purposes and is collected solely for the purpose of statistical monitoring (e.g. application and admission rates).

Section 6 Unspent criminal convictions

You must declare any unspent convictions. We may ask you for more details.

Section 7 Work experience

Please include all your work experience and training, paid or unpaid, full- or part-time, in your home or outside.

Section 8 Last two educational establishments attended

List last two most recent schools or colleges attended.

Sections 9 and 9a Academic examinations

Enter the exact subject name used by the examining board or group in the relevant column.

Use the accepted abbreviation for your examining body (eg AQA).

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School and Higher School Certificates, Apolytirion, Baccalaureate, Diploma di Maturita, Examen Artium, Reifezeugnis, Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Applicants holding an Edexcel award should attach a transcript of their qualifications, giving details of the title and all units, modules and components. Please give full details of course title and units/modules/components involved in any Edexcel course you are currently taking on an attached sheet.

Section 10 Further information

Enter here any further information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s) listed in Section 3, your career aspirations and relevant experience. You should also give details here of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year), please give your reasons for so doing.

Section 11 Parents' experience of HE

This contextual data is collected to assist holistic consideration of applicants and widening participation.

Section 12 Notification of disability

Completion of this section is voluntary, but the more information we have, the greater our ability to assist.

Section 13 Name and address of referee(s)

Please consult course literature to see if any particular type or number of referees is required e.g. educational or workplace referees and whether your application should preferably be forwarded to the institution complete with a reference or references. Some courses may require more than one referee.

Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor of your present or last course of studies.

If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer, or training officer, or careers advisor; if you belong to a relevant organisation (voluntary or not), an officer of that organisation; Access Course Tutor.

If you have any difficulty in identifying a suitable referee you should seek the advice of the institution to which you are applying.

Section 14 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 relevant institution, and by signing this form you are confirming your agreement to this.

IMPORTANT NOTE

Each institution undertakes to take all reasonable steps to provide education services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the institution interfere with its ability to provide such services, the institution undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The institution does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of the institution, this notice shall be a term of any contract between you and the institution. Any offer of a place made to you by the institution is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions. Please note that under the Data Protection Act, the applicant may request access to this reference.

In order that institutions can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

1. Suitability for the course(s) applied for.
2. Intellectual qualities including:
 - (a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result;
 - (b) present performance;
 - (c) potential, including an assessment of the probable results of any pending examinations.
3. Personal qualities, e.g. motivation and attitude.
4. Career aspirations.
5. Health and other personal circumstances relevant to the application.

Please ensure that the form is completed in black ink. If possible check that the applicant has completed the form correctly and legibly.

Mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2, 3 and 4 above. Mature applicants are usually interviewed.