

27. TRANSCRIPTS

Please give FULL details of relevant education starting with the most recent. *If you are from a non-EEA Country please give full details of any studies undertaken while on a student visa.* (see note 10)

School, college or university. State Country if outside the UK	Dates of attendance	Qualifications obtained. Where appropriate state class of degree, date of award and, if English is not your first language, give details of any English language qualifications obtained	Grades	Main subjects

28. WORK EXPERIENCE (see note 11)

Please give details of career history and list any *professional* qualifications obtained starting with the most recent.

Name and address of employer	Dates	Position held/qualifications obtained

29. REFERENCES (see note 12)

State the names and addresses of the two people who have provided references on the confidential reference forms that you are returning with this application form.

Name and title	Name and title
Position held	Position held
Address	Address
.....
..... Postcode Postcode
COUNTRY	COUNTRY
9a UJ'	9a UJ'
HY'	HY'
AcVJ'Y.....	AcVJ'Y.....

30. AVAILABILITY FOR INTERVIEW

A faculty or service may wish to interview candidates who are UK based. They may also require applicants to be interviewed in their home Country. Please indicate any periods when you might NOT be available for interview.

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31. SUPPLEMENTARY PERSONAL STATEMENT

On a separate sheet please attach a description of your academic interests and reasons for applying for this course of study, giving details of any other experience which may be relevant to the course and your application, and a list of your publications if applicable. Please include what your career goals are, how this course will advance your career goals and any other information you consider relevant to your application (see note 11 if you have previously been unsuccessful in achieving a previous degree etc.)

Please note: if you are applying for admission as a Research Student (MPhil/PhD) you must also attach a Research Proposal of approximately 1000 words.

32. DECLARATION BY APPLICANT (see note 13)

I confirm that the details contained in this form are correct to the best of my knowledge.

In accordance with the Data Protection Act 1998, I understand that personal information about me will be used for personnel and administrative purposes and statutory returns.

This information may also be transmitted and displayed on an internal network for relevant Southampton SOLENT University business purposes.

Signature of Applicant Date

Print name

CRIMINAL CONVICTIONS INFORMATION SHEET

The University has a responsibility to provide a safe educational environment for its students and staff. For this reason all applicants seeking admission to the University's courses are required to declare any relevant criminal convictions that they may have so that appropriate checks can be made.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph below).

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 sentences and cautions (including verbal cautions) and bind-over orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau. You may find the information below useful.

England & Wales	Criminal Records Bureau	www.crb.gov.uk
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<p>Courses in teaching, health, social work and courses involving work with children or vulnerable adults</p> <p>For these courses, you must declare YES if any of the following statements apply to you:</p> <ul style="list-style-type: none"> a. I have a criminal conviction b. I have a spent criminal conviction c. I have a caution (including verbal caution) d. I have a bind-over e. I am serving a prison sentence for a criminal conviction <p>If statement e applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p>	<p>All other courses</p> <p>For these courses, you must declare YES if any of the following statements apply to you:</p> <ul style="list-style-type: none"> a. I have a relevant criminal conviction that is not spent b. I am serving a prison sentence for a relevant criminal conviction <p>If statement b applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p> <p>Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.</p>
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Applicants who answer YES will not be automatically excluded from the application process. However, the Student Advice Manager may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied you must tell Southampton SOLENT University. Please contact the Student Advice Manager for further details.

ADMISSIONS AND ENROLMENT CONTACT DETAILS

If you still have any queries, please telephone or email the Admissions and Enrolment Team to ask for specific advice. Otherwise you should send your completed application form to the Admissions and Enrolment Team by way of post or email.

Admissions and Enrolment Team
A210
Southampton Solent University
East Park Terrace
Southampton
SO14 0YN

+44 (0) 23 8201 5066
admissions@solent.ac.uk

FOR UNIVERSITY USE ONLY

This part should be duly completed by the appropriate Admissions Tutor, and returned to the Admissions and Enrolment Team.

Name of Applicant

Course Year

1. Accept without condition

2. Accept subject to:-

(a) Examination results (specify)

(b) Personal Interview

(c) Any other conditions

3. Unsuccessful (reason)

.....

.....

Signature of Admissions Tutor

Name (please print) Date

NOTES ON HOW TO COMPLETE THE APPLICATION FORM

Note 1

You are encouraged to make a disability disclosure where it may impact on your student experience. You will then be contacted by staff in Access Solent inviting you to discuss the potential impact on your studies and to identify relevant support. Find out more at www.solent.ac.uk/access.

Please enter a code from the following list:

- A No disability
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C You are blind or have a serious visual impairment uncorrected by glasses
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability, impairment or medical condition that is not listed above
- J You have two or more impairments and/or disabling medical conditions

Note 2

The University has a duty of care to provide a safe educational environment for its students and staff. For this reason all applicants seeking admission to the University's courses are required to declare any relevant criminal convictions that they may have so that appropriate checks can be made. Any information you provide will be treated as strictly confidential. Please read the Criminal Convictions information sheet.

Note 3

This address is the one the University will use for future correspondence unless an alternative correspondence address is given.

Note 4

A correspondence address is required if you want post to be sent to any address other than your home address. If you are an International applicant you must enter your overseas address as 'Home Address', and enter under 'Address for Correspondence' the address where you may be contacted while in the UK.

Note 5

Country of permanent residence. This is the country in which you are normally permanently resident.

Note 6

If you were born outside the UK but now live in the UK, please give the date when you began living here permanently.

Note 7

If you have indicated an employer or corporate sponsor, an invoice will be sent direct to them at the address given. However, if you work for a department of your company and the invoice should go to the Head Office please give details. You should enclose a letter from your corporate sponsor or a completed Employer Guarantee Form indicating that your corporate sponsor/employer has agreed to pay the fees. Proof of corporate sponsorship or loan schedule must be produced prior to or at enrolment. Payment of fees may be made by cash, cheque (payable to Southampton Solent University), MasterCard/Visa credit card or bank transfer. Cheque payments should be sent to The Income, Finance Service, Southampton Solent University. You may also make an arrangement to pay your fees by instalments by agreement with The Income Team.

Funding for Postgraduate Taught Courses

The University normally has some bursaries for certain postgraduate taught courses. Please see our Prospectus for Financial Advice, talk to our 'Students 1st' Service or visit our website on: www.solent.ac.uk/hellouni. If you have been awarded a scholarship from another source, please give full details, including the name of the awarding body, your reference number (if applicable), the duration and value of the award, and the terms and conditions of your scholarship (with translation if appropriate).

Note 8

Please see our Postgraduate Prospectus for details or visit www.solent.ac.uk/postgraduate/postgradstudy.aspx

The University reserves the right, at its discretion, and for any reason, to make changes to the courses offered without prior notice, and in particular, not to offer:

A scheme of study which fails to recruit the minimum number of students required by regulations or options, units or specialisms within a scheme of study, where there is insufficient demand.

If applicants are particularly concerned about the detailed elements of a course being offered, they should contact the relevant faculty office to check the course details, prior to accepting an offer of a place on the course.

Note 9

Taught Courses normally begin at the end of September. However, some courses (e.g. the University's MBA programme) may also admit students in February.

The Research Training Course for Research students commences at the end of September each year. It is, therefore, sensible for Research students to commence their studies at the end of September. Although, it is possible to negotiate a different start date (please discuss this with your Director of Studies).

Note 10

Please note that we need to see either original or certified copies of all relevant Diplomas/Certificates and transcripts where applicable. Please list all qualifications/degrees (relevant to the course of study for which you are applying) and the last school/college/university you attended along with dates of attendance. Documents must be in English and certified as a true copy. From 6 April 2012 a new maximum five year time limit was introduced for non-EEA students studying on courses at degree level (undergraduate and masters). The limit will be 8 years if you are studying for a PhD. Check the Home Office website and University website for further information.

A transcript is a detailed statement which confirms the award of your qualification/degree and also lists all the subjects studied and grades obtained.

Note 11

Your Personal Statement may include any other information which you consider to be relevant to your application and if you have been unsuccessful in a previous course please note why your previous course did not meet your goals.

Note 12

You should give the names of your referees on your application form for record purposes.

All applicants are required to submit two reference letters. Please find attached two 'Request for Confidential Reference' forms. State your full name, academic year of entry and the course you wish to be considered for and pass them to your referees. After completing their part, your referees should sign across the envelope seal. Please submit both the Reference letters together with your application.

The referees must normally be people who are familiar with your academic work. However, if your most recent academic study was several years ago, and you feel other experience is more relevant, then other types of referee may be used (e.g. your current employer). The University reserves the right to ask for additional references.

Note 13

You are asked to submit ALL the required documentation with your application

COMPLETED APPLICATIONS MUST INCLUDE:

- Application form
- Two Reference letters
- Transcript(s)
- Evidence of English Language proficiency (if appropriate)
- Research Proposal (for Research Applicants only)
- Employer Sponsor Form (where appropriate)

RESIDENTIAL CATEGORY (COMPILED WITH THE HELP OF UKCISA)

Along with other information in your application this helps Southampton Solent University to establish your status for the payment of tuition fees. Although we cannot tell you which category to select, the brief explanations set out below should establish your provisional status. Southampton Solent University will make the final decision on your category and so all queries should be directed to us.

The categories are as follows:

1 UK Citizen or EU National:

You are a UK or EU national, or are the child or grandchild, or spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

2 EEA or Swiss National:

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period. Or: You are the child of a Swiss National and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA or Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

3 Child of a Turkish worker:

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

4 Refugee:

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

5 Humanitarian Protection or similar:

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 or such a person at the time of the asylum application.

6 Settled in the UK:

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other).

9 Other:

Based on your answers you fit into the 'other' category.

REQUEST FOR CONFIDENTIAL REFERENCE



Admissions and Enrolment Team
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Southampton Solent University
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TO THE CANDIDATE APPLYING FOR ADMISSION AS A POSTGRADUATE STUDENT

Please complete sections A, B and C below before sending the form and envelope to each of the referees you have named on your application form.

- A. Full Name (Please underline Surname/Family Name):
B. Proposed Degree and Course title/ Field of study:
C. Academic year in which you hope to start the programme (e.g. 2015):

TO THE REFEREE

The person named above has applied for postgraduate study at Southampton SOLENT University, and has given your name as a referee. We should be grateful if you would provide, as soon as possible and in English please, a confidential opinion on this candidate's personal and academic suitability for the proposed study.

This form is divided into two sections. The first section asks you to grade the candidate against a number of criteria. Please complete as much of the questionnaire as possible, as this information will be of great help to us in considering the application. You may find, however, that certain questions require a detailed knowledge of the candidate's academic work (Questions 13 -15, for example). If you do not feel able to respond to some of the questions, please leave them blank.

The second section allows you to give any other useful information. You should comment here on the candidate's personal academic suitability for the proposed study.

If the candidate has yet to complete a first degree or other qualification, I would appreciate some indication of the class or grade of award you expect him or her to obtain.

For applications for a Master of Business Administration (MBA) programme, or similar vocational Masters' programme, it is particularly important to comment on the candidate's employment experience and professional competence.

Would you please use the space on the back of this form and return it direct to the candidate, sealed in an envelope, and signed across the seal. The candidate will forward the application form together with the sealed reference to Southampton SOLENT University. Allowing the candidate to assemble and submit references in this way greatly speeds up the application process.

If, however, you are unable to comply with this request, would you please return the reference direct to us, marking the envelope "Confidential". You should inform the candidate if the reference is sent directly to Southampton SOLENT University.

Thank you for your help.

Admissions and Enrolment Team Manager

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Admissions and Enrolment Team Manager

CONFIDENTIAL STATEMENT BY REFEREE

Section 1 - QUESTIONNAIRE

- 1. Applicant's name (please print)
- 2. In what capacity do you know the candidate? (E.g. tutor/employer)
- 3. How long have you known the applicant

INTELLECTUAL SKILLS

- 4. Numeracy
- 6. Ability to analyse and synthesise material from a range of sources
- 7. Fluency in articulating an argument
- 8. Information retrieval and presentation skills
- 9. Originality of interpretation
- 10. Sense of enquiry and ability to generate research hypotheses
- 11. Ability to contribute to the life and work of the academic or professional community

Very good	Good	Satisfactory	Poor

PERSONAL QUALITIES

- 12. Conscientiousness
- 13. Perseverance
- 14. Time management and organisation skills
- 13. Ability to work alone
- 15. Ability to work as part of a team
- 16. Ability to work under pressure
- 17. Health
- 18. Ability to pursue his/her own initiative

Very good	Good	Satisfactory	Poor

Section 2 - FURTHER COMMENTS
(please continue on a separate sheet if necessary)

Name of Referee Signature

Position held Date

Institution/Company
Name and address

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