



Please return your completed form, references and any additional sheets to:

course.enquiries@winchester.ac.uk

Course Enquiries and Applications, University of Winchester, Sparkford Road, Winchester, Hampshire SO22 4NR.

Prior to completing this form please:

- Refer to the University's prospectus or the University website at www.winchester.ac.uk
- Before you start please read the form carefully, checking all notes for guidance and ensuring that you have supplied all of the required information.

This form SHOULD ONLY be used to apply for:

- Part-time Foundation degree programmes
- Part-time Bachelors degree programmes
- Part-time PGCE programmes
- Masters programmes
- Professional Doctorates (DBA, DCA, EdD, DTh)

This form SHOULD NOT be used to apply for:

- Full-time PGCE programmes – please contact UCAS Teacher Training for further details of admissions procedures at www.ucas.com/apply/teacher-training
- Full-time undergraduate programmes – please contact the Universities and Colleges Admissions Service (UCAS) for further details of admissions procedures at www.ucas.com
- MPhil/PhD programmes – please contact the University's Research Knowledge Exchange Centre for further details on 01962 827483, email research@winchester.ac.uk or visit www.winchester.ac.uk/research.

PLEASE COMPLETE THIS FORM IN TYPESCRIPT OR BLACK INK

1. Personal Details

| | | |
|----------------------|----------------------------------|--------------------------|
| Title | First Name(s) | Surname |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Gender | Previous Surname (if applicable) | Date of Birth (DD/MM/YY) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Enter your programme of study (as given in the University prospectus or on the website)

Do you wish to study the programme full or part-time? Full-time Part-time

Start date (mm/yy)

Programme delivery Attendance on campus at the University Via distance learning

Have you previously studied or are currently studying at the University of Winchester (University College Winchester/King Alfred's College)?

Yes No

If yes, please provide your student number

Contact Address (all written communication will be sent to this)

Permanent/Home Address (if different from contact address)

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Agent's Address (if applicable)

iec online GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458887
www.ieconline.de

If possible, both a landline and mobile number should be supplied *(If outside the UK, please include the international dialling code)

Landline*

Mobile*

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Email (Most communication from the University will be via emails)

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2. Education

Please give full details of academic qualifications you have obtained or are expecting to obtain before the beginning of the programme you are applying for. If you have a non-UK qualification, please state the full original title of the course in English and provide an officially translated copy.

If you have not yet obtained the qualification, please give a summary of marks achieved so far and result expected.

Secondary/High School e.g. GCSEs, O Level etc

| Qualification | Subject | Grade | Date obtained (MM/YY) | Name of Institution |
|---------------|---------|-------|-----------------------|---------------------|
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Further Education e.g. A Levels, HND, Access, BTEC etc

| Qualification | Subject | Grade | Date obtained (MM/YY) | Name of Institution |
|---------------|---------|-------|-----------------------|---------------------|
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University/Higher Education e.g. BA, BSc, MA, MSc, MPhil etc

| Qualification | Subject | Classification | Start date | Date obtained (MM/YY) | Name of Institution |
|---------------|---------|----------------|------------|-----------------------|---------------------|
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Additional Skills/Qualifications/Membership of Professional Bodies

| Qualification | Subject | Grade | Date obtained (MM/YY) | Name of Institution |
|---------------|---------|-------|-----------------------|---------------------|
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Assessment of Prior Experiential Learning and Achievement (APEL)

If you want to claim exemption from modules, please list below the courses or prior experience you wish to be taken into consideration.

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3. English Language Qualifications

Please see Note 1 at the back of this form before completing this section.

If English is not your first language and you have taken an English language examination, please give details. If you have been taught in English please specify the level and duration of study.

| Date | Title | Overall and component scores (please include IELTS TRF number if known) |
|-------------------|--------------|---|
| <i>Month/Year</i> | <i>IELTS</i> | <i>6.0 overall, 5.5 Listening, 5.5 Reading, 6.0 Writing, 6.0 Speaking</i> |
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4. Employment Details

| Name and address of current and most recent employer(s) | Position Held (duties/responsibilities) | Dates from/to |
|---|---|---------------|
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5. Personal Statement – all applicants

Please state why you wish to follow your chosen programme and how it relates to your previous experience. Applicants for PGCE courses should include information on their experience in school; please list this explicitly (length of time, year groups etc.) as well as including reference to it in your commentary.

Continue on a separate sheet if necessary.

6. References

Please see Note 2 at the back of this form and complete the enclosed reference forms.

Reference 1

Name

Position

Address

Reference 2

Name

Position

Address

7. Fee Status

To assist us in assessing your fee status, please provide the following information:

Country of Birth (if UK, please specify England, Scotland, Wales or Northern Ireland)

Nationality (as stated on your passport)

Date of first entry to live in the UK (if applicable)

In which country are you currently living?

If you are not a UK national and are permanently resident in the UK, have you been granted any of the following by the Home Office:

Right of abode Indefinite leave to remain/enter Exceptional leave to remain/enter Refugee status None of these

Have you previously studied in the UK? Yes No Have you ever lived or worked outside the UK? Yes No

If yes, please provide details (start date, end date, level of study, location) - *please continue on a separate sheet if necessary.*

If you are a national of the EU (including the UK) or have the right to live in an EU country but have lived outside the EU for any period over the last five years (other than holidays), please list your periods of residence outside the EU and the purpose of the stay e.g. work, education.

From (DD/MM/YY)

to (DD/MM/YY)

Country

Purpose

| From (DD/MM/YY) | to (DD/MM/YY) | Country | Purpose |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

8. Payment of Tuition Fees

Please tell us how you are planning to fund your tuition fees and living expenses for the duration of your study by indicating which of the following sources you expect will provide the majority of your funds.

My own means My family My employer A grant awarding body (please specify) Other (please specify)

Please indicate if you have:

Already received confirmation of the award Applied and are waiting the decision Intend to apply

9. Criminal Convictions

Please see Note 3 at the back of this form before completing this section.

Do you have any relevant criminal convictions? Yes No

10. Disabilities

The University of Winchester welcomes applications from students with disabilities and considers them on the same academic grounds as those from other students. It is helpful for us to know about the nature of any disability in order to ascertain whether facilities are available at the University to meet students' special needs. Applicants with disabilities are encouraged to contact the Disability Adviser at disability@winchester.ac.uk prior to applying.

Do you have a disability? Yes No

Please tick the box(es) which apply to you:

- I have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- I am blind or have a serious visual impairment uncorrected by glasses
- I have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- I have a mental health condition, such as depression, schizophrenia or anxiety disorder
- I have a specific learning difficulty, such as dyslexia, dyspraxia or AD(H)D
- I have a physical impairment or mobility difficulties, such as difficulty using arms or using a wheelchair or crutches
- I have two or more impairments and/or disabling medical conditions
- I am deaf or have a serious hearing impairment
- I have a disability not listed above (please specify)

If you have a disability please answer the following question regarding Disabled Student Allowance:

I am receiving Disabled Student Allowance I am not receiving Disabled Student Allowance

11. Equal Opportunities Monitoring

All persons of the requisite standard, whether resident in the UK or elsewhere, shall be eligible for admission into the University. No disadvantage shall be imposed on any candidate for admission as a student of the University on the grounds of ethnic origin, religion, gender, or sexual orientation.

So that we can make our equal opportunities policy effective, please tick the box which is appropriate to you:

- | | | |
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| <input type="radio"/> Asian or Asian British - Bangladeshi | <input type="radio"/> Black or Black British - Caribbean | <input type="radio"/> Mixed - White & Black Caribbean |
| <input type="radio"/> Asian or Asian British - Indian | <input type="radio"/> Other Black background | <input type="radio"/> Other Mixed background |
| <input type="radio"/> Asian or Asian British - Pakistani | <input type="radio"/> Chinese | <input type="radio"/> White |
| <input type="radio"/> Other Asian background | <input type="radio"/> Gypsy or Traveller | <input type="radio"/> Other Ethnic background |
| <input type="radio"/> Arab | <input type="radio"/> Mixed - White & Asian | <input type="radio"/> Not known |
| <input type="radio"/> Black or Black British - African | <input type="radio"/> Mixed - White & Black African | <input type="radio"/> Information refused |

12. How did you find out about the University of Winchester?

- The University of Winchester prospectus
- The University of Winchester website
- My university careers adviser/lecturer
- Recommendation by a friend/colleague
- The British Council
- Elsewhere on the internet (please specify)

- A directory of programmes (please state the title)

- A postgraduate fair or event (please state which event)

- An advertisement (please state which newspaper/journal)

- Other (please specify)

13. Data Protection Act 1998 and Declaration

The data collected on this form will be used for the purposes of administering an application to the University of Winchester. It will also be used for educational administration if you subsequently become a student of the University. The records created with regard to this data are subject to regulation by the Data Protection Act 1988. The information contained in our records may be used for reporting, both internally within the University and to external bodies, who may include grant, loan or sponsor administrators and the Student Union. In submitting your application, you are deemed to consent to this data being processed.

Please confirm the level of the highest qualification you have obtained or are expecting to obtain before the beginning of the programme you are applying for. If this is a non-UK qualification, please state the full original title of the course. (see note 4)

| Qualification | Subject | Result | Date obtained (MM/YY) | Name of Institution |
|---------------|---------|--------|-----------------------|---------------------|
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I confirm that, to the best of my knowledge and belief, the information given on this form is true, complete and accurate, and that no information requested or other relevant information has been omitted. I understand that any offer of a place at the University of Winchester is made on the basis of the information given on this form.

Signature (please sign or type your full name)

Date

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14. Checklist

Please make sure that you include the following:

- Application form (all relevant sections completed and the declaration signed and dated)
- If you are applying for Masters programme: Two references in support of your application
- If you are applying for a Foundation degree, part-time Bachelors degree or part-time 'top-up' degree programme: One reference in support of your application
- If you are applying for MA Writing for Children or MA Critical and Creative Writing: A sample of your writing, e.g. a chapter of a novel, a short story, or a couple of poems
- If English is not your first language and you have taken an English language examination: A certified photocopy of the test result
- If your work experience will enhance your application please enclose a CV
- If you require a visa to study in the UK please include a copy of your passport (pages showing nationality, full name and passport number) and copies of your qualifications. Other students may be required to provide copies of qualifications on request

Please return your completed form, reference/s and any additional sheets to:

course.enquiries@winchester.ac.uk

Course Enquiries and Applications, University of Winchester, Sparkford Road, Winchester, Hampshire SO22 4NR.

Notes for guidance when completing your application form

Note 1 Language

Students whose first language is not English must show that their command of the English language is sufficient to enable them to follow an advanced programme in English. If English is not your first language and you have taken an English language examination, please give details and enclose a certified photocopy of the test result. If you do not have the required level, any offer of a place at the University may be subject to your taking an English test (IELTS or TOEFL) before admission and/or attending one of the University's English language courses. Refer to the prospectus for English language requirements and details of the English language courses or contact admissions@winchester.ac.uk

Note 2 References

You must obtain references in support of your application to the University. Please refer to the relevant section below for details of the number of references you require and who should act as your referee.

Then:

References can be provided by email or letter. The reference sheet at the back of this application contains details regarding the type of information that should be included and can be given to your referee to assist them while writing your reference. Please ask your referee(s) to either:

- Email a reference directly to course.enquiries@winchester.ac.uk quoting your name and the course you have applied for. Please ensure that the reference is sent from a work email address and not a personal email address.
- Post a completed reference on signed and headed paper to: Course Enquiries and Applications, University of Winchester, Sparkford Road, Winchester, Hampshire, SO22 4NR.
 - a. **If you are applying for a Foundation degree programme:**
You will require one reference in support of your application. Your reference should normally be from your employer, although we will accept one from a referee who is familiar with your academic work.
 - b. **If you are applying for a part-time Bachelors degree or part-time 'top-up' degree programme:**
You will require one reference in support of your application. Your reference should normally be from a referee who is familiar with your academic work, although we will accept one from an employer if it is more appropriate.
 - c. **If you are applying for a Masters or Postgraduate research programme:**
You will require two references in support of your application to the University. Both referees must be familiar with your academic work, preferably from the institution at which you have recently studied/currently study. If you are intending to substitute an academic qualification with specific work experience you must obtain approval to submit an employment reference instead.

Note 3 Criminal Convictions

Applicants for places on teaching and social work programmes, some health programmes, or **any** programme involving work with children or vulnerable adults must declare any conviction including those which are spent and including cautions (verbal or written) and bind-over orders.

All other applicants need only indicate relevant criminal convictions. For the purpose of this application, relevant criminal convictions are 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 unless you are applying to a programme of study that the nature of the programme of study gives you the right to practice a profession exempted by the Act.

Applicants who have a relevant criminal conviction will not be automatically excluded from the application process. The University will contact you for details of the offence, which will be considered by a panel of senior University staff.

If you are convicted of a relevant criminal conviction after you have applied, you must inform the University.

Please note if you do not declare a criminal conviction and this comes to our attention at a later date, it will be treated as a disciplinary offence by the University of Winchester.

Note 4 Students with an equivalent or higher education

The government has announced changes to the funding in place for students wishing to study a qualification who already hold another qualification which is at an equivalent or higher level. As a result, the University is assessing changes that may need to be made regarding fees and funding for students in this situation. For up-to-date information please visit the University website.

This section to be completed by Faculty Admission Tutor

Academic recommendation - Please tick one

Interview Offer decline

Comments/offer recommendation

Signed

Date

This section to be completed by the chair of the Interviewing Panel

Recommendation (Please attach interview record)

Comments

Name

Postition

Signed

Date

This section to be completed if exemption/APEL requires agreement before start of course

Is the student exempted fro any modules from the programme?

Yes

No

Is the student to be credited for any modules from another programme?

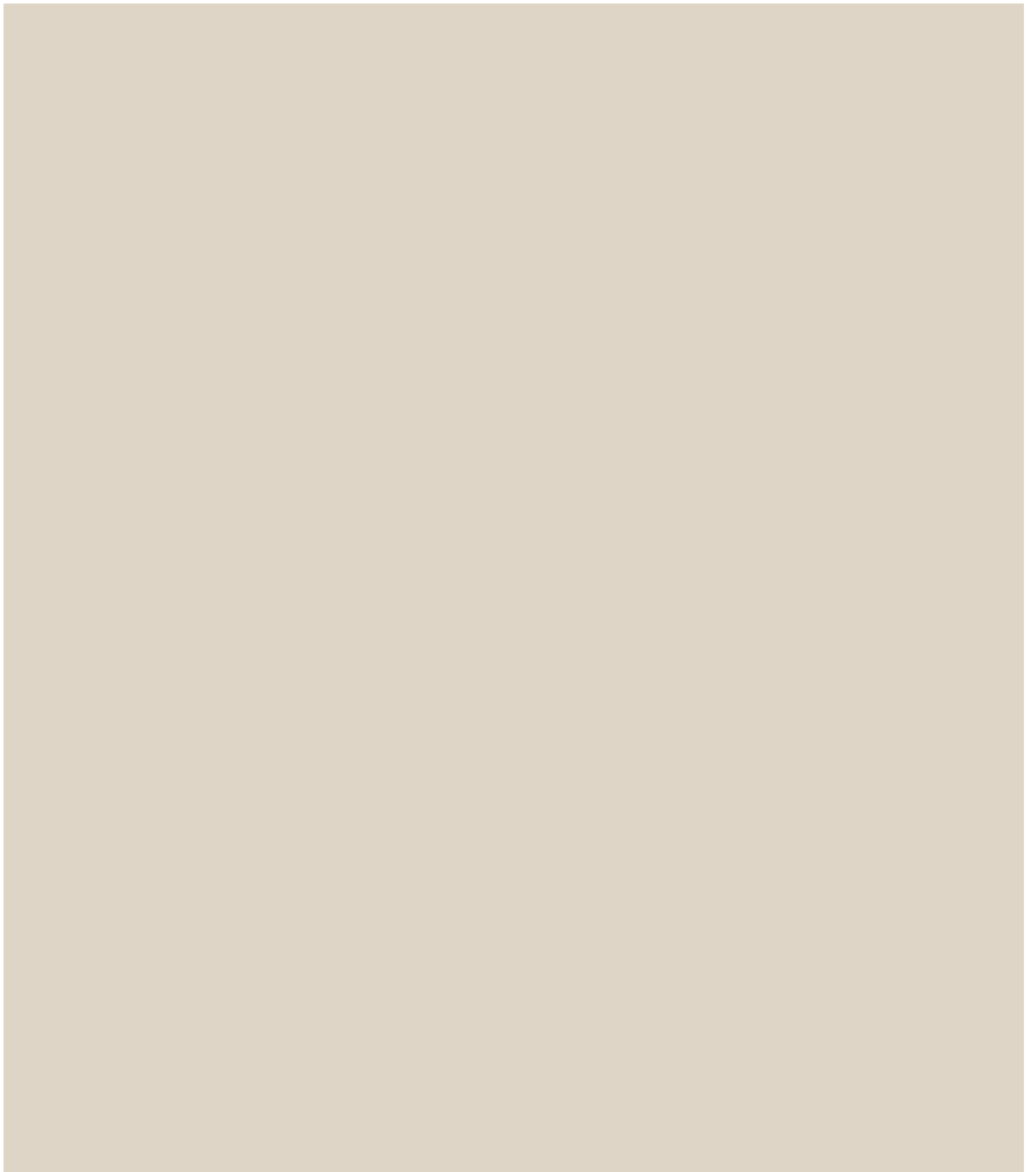
Yes

No

If yes, please note modules here and date of APEL board which can consider the recommendation

Signed

Date



reference

direct entry reference form

To be completed by the applicant to assist the referee in the completion of the reference(s)

References can be provided by email or letter. Please either:

- Email the reference direct to course.enquiries@winchester.ac.uk quoting the students name and the course they have applied for. Please ensure that the reference is sent from a work email address and not a personal email address.
- Post the completed reference on signed and headed paper to: Course Enquiries and Applications, University of Winchester, Sparkford Road, Winchester, Hampshire, SO22 4NR.

Surname

Previous surname (if applicable)

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| <input type="text"/> | <input type="text"/> |
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First name(s)

Programme applied for at the University of Winchester

The student named above is applying to the University of Winchester. We would be grateful to receive your opinion of the candidate's qualities and suitability for admission to the programme proposed.

Please supply your reference on official headed paper using the headings given below or via email from a work email address.

1. Full name of applicant

2. Intellectual qualities

- Present performance
- Future potential
- If applicable, please comment on or forecast any examination results or qualifications

3. Suitability for chosen programme in terms of:

- Personal factors application, independence of mind, creative ability
- Motivation

4. Powers of expression

- Please comment on the candidate's ability to express himself/herself orally and in writing

5. Interests

- Please refer to the candidate's contribution to the life of the community of your institution or organisation

6. Other relevant information

- Please state:
The length of time and the capacity in which the applicant has been known to you
- If you are the applicant's present or former employer, please include an outline of responsibilities and an appraisal of competence and initiative

7. Other information relevant to the candidate's application not covered by the above

8. Your signature

9. Your title, name and position