

Application for Postgraduate Study

**REVEAL
YOUR
POTENTIAL
WITH
PLYMOUTH
UNIVERSITY**

Please return all applications to:

Professional Development Unit, 4th Floor, Rolle Building,
Plymouth University, PL4 8AA or by email to:
pdu@plymouth.ac.uk

1. Programme of study applied for

Course name / project title / research area of interest: (do not use this form for PGCE or IMP Education)

Full time Part time (normally UK/EU applicants only)

Start date (month/year)

2. Personal details - full names as shown on passport

Family name/surname:

First/given name:

Title (Dr, Mr, Mrs, Ms, etc):

Professional registration
(eg NMC, HPC):

Gender: Male Female

Date of birth:

Country of birth:

Nationality:

Passport No:

Do you require a Tier 4 visa to study in
the UK: Yes No

Have you previously applied or been a
student at Plymouth University before? If
yes, quote ref no. given.

Country of permanent residence:

Yes (registration no.:)
No

3. Residence

Applicants not born in the EU please state Passport number:

Date of arrival in the UK:

Passport expiry date:

4. Address details

Permanent home address:

Address for correspondence (if different
from home address), e.g. overseas agent

Postcode:

Postcode:

Country:

Country:

Telephone:

Telephone:

Email:

Email:

For office use only

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5. English language requirements

Is English your first language? Yes No

Please list any formal English qualifications (IELTS, TOEFL, GCE, GCSE, etc).

English qualification (including Examining Body)	Result/score	Date taken

6. Educational qualifications

Please give details of your main qualifications to be considered for entry (BSc, BA, MSc, etc.). List in reverse chronological order giving most recent first. Please attach transcripts and/or certificates together with this application form or indicate when you are expecting these if currently studying.

Qualification Title	Grade or Class	Name of Institution	Awarding Body	Date of Award

7. Professional and other qualifications

Please give details of any professional qualifications held and specify whether obtained by examination, exemption from examination, or by other means. List in reverse chronological order giving most recent first. Please attach certificates together with this application form.

Qualification Title	Awarding Body	Date of Award

8. Funding information

Who will pay your fees?

You or your family Government body Employer Other

Please provide details: Sponsorship applied for? Approved?
(If appropriate attach confirmation to your application)

Contact name:

Company/Organisation:

Address:

Postcode:

Country:

Telephone:

E-mail:

Are you PU staff member? No Yes

9. Additional information / Personal statement

Please provide any additional information that you feel might be relevant as an **attached personal statement (either Word or .pdf)**. For taught courses, please state your reasons for choosing the course and indicate the names of any staff you may have been in contact with.

If applying for a Masters degree in the Faculty of Science and Environment, please use this section to outline your scientific interests, what you want to get out of the course, and what you hope to do upon completion of the degree.

Research applicants (ResM/MPhil/PhD/Integrated PhD/MS/MD/Professional Doctorate) should state in which research areas, specific projects or Professional Doctorates offered by the department they are interested. You should include the following information:

- Aims of research project
- Theoretical/conceptual background
- Proposed research design and method
- Key references
- Alternatively you may attach your proposal as separate sheets

If replying to an advertisement a post reference is sufficient.

Students applying for research in areas related to Arts & Design or for the taught MA Fine Art should also include visual evidence with the application form (slides, CD rom, etc.) and a 500 word project proposal.

Students applying for a Creative Writing course, please include a portfolio of written creative work.

10. Employment and experience

Please give details below of employment including previous positions held with present employer. List in reverse chronological order giving most recent first.
(Note: please include a CV/résumé in addition to this information).

Name and address of employer	Title and duties of post	Dates	
		From	To

11. Criminal convictions

If you have a criminal conviction please tick box.

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of those listed below:

Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm

Offences listed in the Sex Offences Act 2003

The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking

Offences involving firearms

Offences involving arson

Offences listed in the Terrorism Act 2006

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Act 1974, you should tick the box above.

12. Declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I understand that the decision to offer me a place rests solely with Plymouth University and is not subject to appeal. I understand that if I am offered a place on the programme, I agree to abide by the rules and regulations of Plymouth University.

Signature of applicant:

Date:

Please return the completed application form in a sealed envelope to:

Professional Development Unit, 4th Floor, Rolle Building, Plymouth University, Drake Circus, Plymouth PL4 8AA, UK

Or via email to:

Professional Development Unit: pdu@plymouth.ac.uk

13. Application checklist

Please ensure you have enclosed the following items with this application form (incomplete applications will not be processed):

- | | |
|---|--------------------------|
| Copies of degree certificate(s) and transcript(s) (if appropriate) | <input type="checkbox"/> |
| Copies of certificate(s) for professional qualifications (if appropriate) | <input type="checkbox"/> |
| IELTS or other accepted English language score slip or date when test to be taken (if appropriate)* | <input type="checkbox"/> |
| Personal Statement | <input type="checkbox"/> |
| Two references | <input type="checkbox"/> |
| CV/résumé | <input type="checkbox"/> |
| Proof of sponsorship (if applicable) | <input type="checkbox"/> |
| Visual evidence/Portfolio (for Art & Design or Creative Writing Students) | <input type="checkbox"/> |

* visit <https://www.plymouth.ac.uk/international/how-to-apply/international-students-entry-requirements> for more information on acceptable English Language Tests.

Ethnic and Disability Monitoring Forms

IMPORTANT: PLEASE NOTE

Thank you for making this application. In order to ensure that we are fair and consistent in our selection and monitoring procedures and so that we can monitor how well we meet our legal requirements, it is the policy of the University to require an Application Form and a Monitoring Form to be completed wherever possible.

Plymouth University recognises the benefits of having a diverse community of staff and students and as such is fully committed to equal opportunities. The information you provide will be treated in accordance with Plymouth University's Data Protection Act Collection Notice - "Personal Information and Data Protection". It will not be taken into consideration for your application.

Tick the boxes within the fields to complete the form.

Ethnic Origin:

As a requirement of the Race Relations Amendment Act (2000) we need to know your ethnic origin for the purpose of monitoring equality of opportunity to all ethnic groups, highlighting possible inequalities and enabling the implementation of action to remove any barriers and discrimination.

Please select from the categories below – these categories are approved by the Commission for Racial Equality and the Higher Education Statistics Agency:

<u>White:</u> [10] <input type="checkbox"/>	<u>Black or Black British:</u> [21] <input type="checkbox"/> Caribbean [22] <input type="checkbox"/> African [29] <input type="checkbox"/> Any other Black background
<u>Mixed:</u> [41] <input type="checkbox"/> White and Black Caribbean [42] <input type="checkbox"/> White and Black African [43] <input type="checkbox"/> White and Asian [49] <input type="checkbox"/> Any other mixed background	<u>Asian or Asian British:</u> [31] <input type="checkbox"/> Indian [32] <input type="checkbox"/> Pakistani [33] <input type="checkbox"/> Bangladeshi [39] <input type="checkbox"/> Any other Asian background
<u>Chinese or other ethnic group:</u> [34] <input type="checkbox"/> Chinese or any other Chinese background [80] <input type="checkbox"/> Other ethnic background [90] <input type="checkbox"/> Not known [98] <input type="checkbox"/> Do not wish to answer	

Application for Postgraduate Study

Disability Monitoring Form

Dear Applicant

IMPORTANT: PLEASE NOTE

If you have a disability

The University is very supportive of students with disabilities, and year-on-year we are making adjustments to assist students with special arrangements. It may be that we have already put in place changes which will assist you – but unless we know what your needs might be, we cannot guarantee that that will be the case. If we can identify your needs sufficiently far in advance of when you intend to start a course at the University, we are better able to put in place appropriate arrangements – or, if there is a health and safety issue or an issue about the expectations of students on the course, to advise you on alternative options. However, we may not be able to do so if we do not know in advance.

Please tell us about your disability

Please tell us about your disability, if you have one, by completing and returning the Disability Monitoring Form with your Application for Postgraduate Study. Please note that all offers are made on academic grounds.

You may be asked for additional information or invited to attend an interview with Disability Assist Services. This is in order that we can properly assess your individual needs and ensure that we have the best possible chance of meeting them. Please do provide any information requested and come in to see staff if asked to do so, since otherwise you – and we – could find ourselves in a position in which it is difficult or even unsafe for you to take up your place.

If you choose not to tell us about your disability

You may not wish to disclose your disability at this point. However, we may not be able to meet your individual needs if we do not have the opportunity to assess them in advance, and that could impact on your experience on the course or even your ability to take up your place.

You may feel that you would prefer to speak to someone confidentially about disclosure or that you require further information to help you decide. If this is the case, please telephone +44 (0)1752 587676 or email Disability ASSIST Services on **das@plymouth.ac.uk**

So please tell us about any disability – even if you do not think it will affect you while you are at the University – and respond positively to any requests for further details or for an information interview. If you do not do so, you may find yourself unable to take up your place or unable to complete the course because we have not been able adequately to meet your particular needs.

Personal Details:

1. Last / Family Name: _____ 2. First Names: _____
3. Date of Birth: _____ 4. Nationality: _____
5. Gender: Male Female 6. Are you married? Yes No

Disability:

7. Please tell us if you have a disability, medical condition or dyslexia. Please select one of the following:

- [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
- [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 a 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

8. Do you receive Disabled Students' Allowance (DSA)?

- [4] I have a disability and am in receipt of DSA
- [5] I have a disability but do not receive DSA
- [9] I have a disability but have not applied for DSA

Disability Disclosure:

Yes

I agree to relevant information about my disability and/or support needs being disclosed to those lecturing and administrative staff who have a need to know.

In the event that I do not take up a place I understand that this information will be shredded within a reasonable period.

Signature:..... Date:

No

I do not agree to disclosure about my disability and understand that this may limit the support I receive.

I agree to inform Disability Assist Services if I reconsider this decision.

Signature:..... Date:

Plymouth University



Reference in Support of an Application for Postgraduate Study

Please note we require **two** references per application – one must be academic and the other can be academic or employment related.

Note to applicants: please complete sections 1-2 yourself, and then pass to your referees. Note that we need two completed reference forms in order to process your application.

1. Applicant's full name

Family name/surname:

Title (Dr, Mr, Mrs, Ms, etc):

First/given name:

2. Programme of study applied for / research area

Note to referee: please complete sections 3-5 and the return this form directly to the address given at the foot of the form.

3. Referee's details

Full name:

Position:

Organisation/Company:

Address:

Postcode:

Country:

Telephone:

Email:
(must be an institution email address)

Seal or stamp of
institution/organisation:

4. Qualities of the candidate

How long have you known the applicant?

In what capacity do you know the applicant?

If you have taught the applicant, what subject? (if the applicant has not yet graduated, please indicate what class or grade of degree you expect them to obtain)

In the case of an application for a research degree, do you consider the applicant to have sufficient background knowledge of the subject proposed to proceed directly to independent research with guidance from an academic supervisor or would the applicant be better suited to a taught programme?

Please give your written reference here or attach a statement on official headed paper. Include major abilities, strengths and skills (please continue on a separate sheet if necessary).

5. Referee's declaration

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

Signature of referee:

Date:

Please return completed reference in a sealed envelope, placing your signature across the seal, to:

Professional Development Unit, 4th Floor, Rolle Building, Plymouth University, Drake Circus, Plymouth PL4 8AA, UK

Or via email to:

Professional Development Unit: pdu@plymouth.ac.uk

NB Any emailed references must come from an institution email address to be considered authentic.