

Application for Taught Postgraduate Study: Guidance notes

Postgraduate Admissions Office, The Registry, University of Surrey, Guildford, Surrey GU2 7XH, UK

T: +44 (0)1483 689032 E: pg.admissions@surrey.ac.uk

Please refer to these notes when completing the application form

General guidance

- Please complete the form in block capitals and in blue or black ink.
- The form should be completed in full, even if you choose to submit a curriculum vitae which gives additional information. Continuation sheets should be used if necessary.
- This form is to be used for Taught Programmes of Study only.

1 Your personal details

- 1c** Family name is the name under which your application will be registered and which should be quoted when making enquiries about your application.
- 1f** Please state your date of birth in the format Day/Month/Year
- 1g** You should give your present nationality as stated in your passport.
- 1m** Correspondence address is the address which will be used to contact you about your application. Please indicate if this address is only valid for a particular date and keep the Postgraduate Admissions Office informed of any change of address.

2 Taught programme of Study

- 2a** Please refer to the University's current Postgraduate Prospectus or our web page <http://www.surrey.ac.uk/> for full details of taught programmes available.
- 2c** Please refer to the University's current Postgraduate Prospectus for full details of the qualifications available (these include Postgraduate Certificate, Postgraduate Diploma, MA, MBA, MSc, MMus, MRes).
- 2e** The mode of study available can be found in the Prospectus.
- 2f** Assessment of Prior (Experiential) Learning or AP(E)L – Applicants who have already covered part of the programme material through previous study or experience may seek exemption from these elements through requesting Assessment of Prior (Experiential) Learning or AP(E)L.

3 Further and Higher Education qualifications*

Current: Please give details about the further / higher education you are currently studying. Include any course being studied at the University of Surrey. Where the awarding body of a qualification is not the same as the institution attended, the name of the body must be provided.

Previous: Please give details of all further / higher education you have previously undertaken in chronological order (with the institution most recently attended first), including courses in which you were not successful. Please include any course(s) previously taken at the University of Surrey. Where the awarding body of a qualification is not the same as the institution attended, the name of the body should be provided.

* All applicants should enclose, where available, copies of transcripts of their academic records, with an explanation of the grading system. If a transcript is not available, a copy of examination certificates should be enclosed, if possible. Please do not enclose original transcripts or certificates.

4 Professional qualifications

If you hold professional qualifications you should indicate under mode whether these were obtained by Examination or Election. You should also indicate any UK professional identification number.

5 English Language qualifications

The Postgraduate Prospectus provides information about the University's minimum requirements for candidates whose first language is not English. It also details programmes available, both before and during the academic session, in the University's English Language Institute.

Current: Please list any English Language course(s) which you are currently taking.

Previous: List all English Language proficiency tests previously taken, whatever the results, and enclose copies of results notification(s) with your application form.

6 Employment history

Current employment

Please list your current employment. If this is a casual position, do not include it unless it is of particular relevance to your application. If you work at the University of Surrey already, or expect to do so, please include details.

Previous employment

Please list all previous employment, excluding casual appointments unless these are of particular relevance to your application. List the posts in chronological order, with the most recent post held first. Include any appointments held at the University of Surrey. Please include details of any professional training taken as part of your degree or other current / previous study.

7 Finance and fees status

Provide as much information as possible about definite or planned sources of financial support for your fees and living expenses.

The information requested in this section will be used to classify your fees status on a provisional basis. Where appropriate, further information and / or evidence of residential status will be requested at a later date. If you are enclosing details of your residence on a separate sheet, please be as accurate as possible over dates and state the reason for being in a particular place.

The EEA (European Economic Area) comprises the member states of the EC and Iceland, Liechtenstein and Norway (including Svalbard).

8 Additional personal information

8a It is University policy that all applicants are considered primarily on merit and their academic potential. You may wish to contact the Disability Coordinator, Additional Learning Support 01483 68 9609 or email: als@surrey.ac.uk to discuss support provision within the University.

Information about your disability should be submitted, in a sealed envelope marked 'Confidential' and addressed to the Assistant Registrar (Postgraduate Admissions), Registry, University of Surrey, Guildford, GU2 7XH. Please ensure that you write your name, date of birth and programme applied for on the outside of the envelope.

Please enter the appropriate disability, special need or medical condition code

- 0 None
- 1 You have a Specific Learning Difficulty (for example, dyslexia)
- 2 You are blind or partially sighted
- 3 You are deaf or hard of hearing
- 4 You use a wheelchair or have mobility difficulties
- T You have Autistic Spectrum Disorder or Asperger Syndrome
- 6 You have mental health difficulties
- 7 You have a disability than can not be seen, for example diabetes, epilepsy or a heart condition
- 8 You have two or more of the above
- 9 You have a disability, special need or medical condition that is not listed above

8c To help the University reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, it must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions 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 relevant and you should not reveal them (but see below).

If you are applying for a course 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).

Information about Criminal Convictions should be submitted, with this application form, in a sealed envelope marked 'Confidential C C' and addressed to the Assistant Registrar (Postgraduate Admissions). Please ensure that you write your name, date of birth and programme applied for on the outside of the envelope.

If any information on your application form changes after you submit your application you should immediately inform the University. Applicants to certain programmes of study will be required to provide an 'enhanced disclosure document' from the Criminal Records Bureau; we will inform you if this is required.

9 Personal statement

You do not have to complete the section, but it gives you the opportunity to make a statement or provide additional information to support your application.

10 References

Referees may be approached directly by the Faculty to which you are applying.