

PART-TIME PROGRAMMES

Application Form

GETTING
AHEAD



University of
Sunderland

1 WHICH PROGRAMME ARE YOU APPLYING FOR?

Programme title:

Location of study:

Proposed start date:

Mode of study: Day ☐ Day & evening ☐ Evenings only ☐ Distance learning ☐ Mixed mode ☐ (Please tick)

Note: For courses such as Social Work/Community/Youth Work, you must provide 2 references, one educational and one professional at the time of application

2 YOUR PERSONAL DETAILS

Surname: Forenames:

Surname: Forenames:

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Sex: Male ☐ Female ☐ Home tel:

Address: _____ Work tel: _____

Address: _____ Work tel: _____

Email: _____

Local Education Authority:

Country of birth:

Country of residence:

Date of birth: (eg 02.03.44) Nationality:

Date of birth: (eg 02.03.44) Nationality:

Current employer, or college (if applicable) (continue on a separate sheet if necessary)

3 YOUR EDUCATION AND TRAINING

Courses, examinations and qualifications completed, or results pending (in chronological order)

(continue on a separate sheet if necessary)				
Completion date	Completion / modification	Justification / details	Subject	Remarks / comments

[illegible]

4 YOUR EMPLOYMENT BACKGROUND

Please give details of employment, full-time or part-time

Employment History (last three employers in chronological order) (continue on a separate sheet if necessary)

Dates of employment	Employer	Post/job title	Nature of work/duties

5 MOTIVATION AND EXPERIENCE

(continue on a separate sheet if necessary)

6 EQUAL OPPORTUNITIES MONITORING INFORMATION

A Ethnic origin Please choose from the ethnic origin terms the one which you feel most closely describes your ethnic origin and write the code in the box (see *Notes for Applicants* overleaf).

B Occupational background

7 DISABILITY/SPECIAL NEEDS

Physical or other disability or medical condition Including any which might necessitate special arrangements or facilities.
Please enter in the box the code from the list of statements in the *Notes for Applicants* overleaf, which is most appropriate to you.

Are you registered disabled? Yes ☐ No ☐ (If Yes, please give details on a separate sheet)

8 CRIMINAL CONVICTION

Do you have any criminal convictions? (See *Notes for Applicants*) Yes ☐ No ☐ (If Yes, please give details on a separate sheet)

9 DECLARATION

Have you been registered on a programme at the University of Sunderland within the last five years? Yes ☐ No ☐

"I confirm that to the best of my knowledge the information given on this form is correct."

Applicant's signature:

Date:

ON COMPLETION SEND THIS FORM TO: University of Sunderland, Admissions Office, Edinburgh Building, City Campus, Chester Road, Sunderland SR1 3SD. Telephone: 0191 515 3154 Email: student-helpline@sunderland.ac.uk www.sunderland.ac.uk

The University of Sunderland is registered under the Data Protection Act 1998 and information given on this form will only be used in accordance with the terms of the university's registration.

NOTES FOR APPLICANTS

- Use the form to apply for any part-time undergraduate or part-time postgraduate programme at the University of Sunderland.
- The completion of the form is a means of conveying information about yourself, your potential and your motivation.
- Before you start to complete it, read it through.
- Type or print clearly. Continue on an additional sheet if necessary and attach it to your completed form.

SECTION 3 YOUR EDUCATION AND TRAINING

Note: This is a very important section and it is important that you do not overlook anything relating to your study background.

'Qualifications' includes not only O and A Levels, CSE and GCSEs, HNDs and Degrees, it also includes Access courses at Colleges of Further Education, Open University credits and any vocational and in-service qualifications. If you have any doubt about the relevance of a qualification, include it.

Include all courses whether passed or failed. If the latter, indicate the elements you did pass (if any).

Admissions tutors have the discretion to waive 'normal' entry requirements if satisfied otherwise as to your potential and motivation.

SECTION 5 MOTIVATION AND EXPERIENCE

For people seeking to undertake a part-time programme, motivation is as important a quality as past academic attainment. The nature and variety of your personal interests may give some idea to the admissions tutor as to your motivation and the suitability of the programme for you. You may, for example, have considerable personal experience in voluntary work or concentrate your reading in some relevant specialist area. You will also, presumably, have considered at some length why you wish to do this programme and how it will be of value to you in terms of personal or career development. Please include any such information. If you have visited the university or already spoken to a member of staff about the programme you are applying for, please detail.

SECTION 6 EQUAL OPPORTUNITIES MONITORING INFORMATION

The information requested on the form is required for statistical purposes only. You do not need to complete it if you do not wish to. However, the development of the equal opportunities policy of the university will be assisted by the availability of relevant data.

A Ethnic Origin

White	10
Black-Caribbean	21
Black-African	22
Black-other	29
Indian	31
Pakistani	32
Bangladeshi	33
Chinese	34
Asian-other	39
Other	80

B Occupational Background

If you are aged 30 or over please give the occupation of the person who contributes the highest income to your household.

If you are under 30 years old please give the occupation of the parent, step parent or guardian who has or had the highest income in the household in which you were brought up. If he or she is retired or unemployed please give their most recent occupation.

Please be as precise as possible – for example, instead of 'engineer', use 'maintenance engineer' etc. Instead of 'manager' state the type of manager, eg 'office manager', 'supermarket manager', 'manager of'. Avoid using general terms like 'civil servant', 'accountant', 'manager', 'police officer'. Give grades and levels where appropriate. If the main income earner (or you if appropriate) is retired or unemployed please give the most recent occupation.

SECTION 7 DISABILITY/SPECIAL NEEDS

Physical or other disability or medical condition including any which might necessitate special arrangements or facilities.

Disabilities/support required: **0** You do not have a disability nor are you aware of any associated additional support requirements in study or accommodation. **1** You have a specific learning difficulty eg dyslexia. **2** You are blind/partially sighted. **3** You are deaf/have a hearing impairment. **4** You are a wheelchair user/have mobility difficulties. **5** You have Autistic Spectrum Disorder or Asperger Syndrome. **6** You have mental health difficulties. **7** You have an unseen disability, eg diabetes, epilepsy, asthma. **8** You have two or more of the above disabilities/special needs. **9** You have a disability not listed above.

If you have any disability or medical condition which may mean that you need special arrangements for your studies, please contact our Disability Support Team (tel: 0191 515 2933), before completing the application form to ensure that the facilities you need will be available.

SECTION 8 CRIMINAL CONVICTIONS

You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. Please tick either the 'Yes' or 'No' box in Section 8 of the application form to indicate your situation. If you tick the 'Yes' box, you may be required to provide details of any convictions to the institutions to which you have applied. Please note if you do not tick either box in Section 8 your application form will not be processed.

If you have been convicted of a criminal offence (excluding (a) a motoring offence for which a fine and/or a maximum of three penalty points were imposed or (b) spent sentences), you are required to declare this by completing the YES box in Section 8 of this form. If you have not been convicted of a criminal offence you must complete the NO box.

You should be aware that for certain courses particularly related to Teaching, Health and Social Work programmes, any criminal convictions, including spent sentences and cautions, must be declared. If you are in doubt you should contact the appropriate institution and seek advice.

Serving Prisoners

If you are currently serving a prison sentence you must show the prison address for correspondence in Section 2 of your application form, and in addition you must complete the YES box in Section 8.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974.

SECTION 9 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 university and by signing this form you are confirming your agreement to this.

By signing this form you are saying that the information you have provided is accurate and complete. 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 institution.

The university reserves the right to disclose information given in your application form to outside agencies, eg Police, Home Office, Local Authorities, Examining Boards, Department of Social Security, the Student Loans Company.

If the university has reason to believe that you or any other person has omitted any mandatory information requested in the instructions or the application form, has made any misrepresentation or given false information, the institution will take whatever steps it considers necessary to establish whether the information given in your application is correct. The institution reserves the right at any time to request that you, your referee or your employer provide further information relating to any part of your application form, eg proof of identification, status, academic qualifications or employment history. If such information is not provided within the time limit set or if that information is not satisfactory, the institution reserves the right to cancel your application.

DATA PROTECTION ACT, 1998

The university will need to create and maintain computer and paper records relating to the personal data of its students, both during their programme of study and after leaving university. This information may also include sensitive personal data. All such data will be held and used by the university in compliance with the data protection principles laid down by the Data Protection Act, 1998, and in accordance with the university's registration/notification recorded with the Information Commissioner. This data is required for academic and administrative purposes connected with students' studies and career at the university; it may be used in order to fulfil the university's obligation to return data to the government and its funding and other agencies, such as the Higher Education Statistics Agency, and to bodies such as the Student Loans Company, local education authorities in connection with grant, loan and other bursary administration, or in order to provide references to employers and other organisations, or to confirm the validity of qualifications awarded by university; it should also be noted that, in accordance with tradition, in many cases examination results are published openly within this university. By applying to enrol on a course of study with the university, students consent to the processing of personal data in the way described above and also in terms of the right to privacy under the Human Rights Act, 1998. Students who wish to see copies of their personal data held by the university should apply in writing to the university's data protection officer. There is a small statutory charge for this service.