

APPLICATION FOR ADMISSION AS A POSTGRADUATE STUDENT



Please read the section on notes before completing this form in block capitals using black ink, *deleting as applicable. When complete return to the Faculty Admissions Office (see faculty contact details).

1. SURNAME or FAMILY NAME 2. TITLE *(Mr, Mrs, Ms, Miss, Other) 3. FIRST, or given, NAMES. 4. GENDER: *Male/Female Have you previously applied for admission to Southampton SOLENT University as a student? *YES/NO		For Office Use Only Application No
5. HOME ADDRESS (see note 1) Postcode Telephone Nos(home) (mobile) Fax No. Email	6. ADDRESS FOR CORRESPONDENCE if different.(see note 2) Postcode Telephone Nos(home) (mobile) Fax No Email	
7. Special Needs/Disability (see note 3) Please specify category: 9. DATE OF BIRTH (Day/Month/Year)	8. Do you have any Criminal Convictions (see note 4) Please circle as applicable: YES NO 10. COUNTRY OF PERMANENT RESIDENCE. (see note 5)	Domicile Nationality
11. PLACE OF BIRTH (Country) 13. UK RESIDENCY (see note 6) Date of first entry to live in the UK Day/Month/Year 14. ETHNIC ORIGIN. (see note 7) White <input type="checkbox"/> White 11 Black <input type="checkbox"/> Caribbean 21 <input type="checkbox"/> African 22 <input type="checkbox"/> Other black background 29 Other ethnic background <input type="checkbox"/> Other ethnic background 80	12. NATIONALITY..... 13a. RESIDENTIAL CATEGORY (see summary sheet) <input type="checkbox"/> Asian <input type="checkbox"/> Indian 31 <input type="checkbox"/> Pakistani 32 <input type="checkbox"/> Bangladeshi 33 <input type="checkbox"/> Chinese 34 <input type="checkbox"/> Other Asian background 39 Mixed <input type="checkbox"/> White and Black Caribbean 41 <input type="checkbox"/> White and Black African 42 <input type="checkbox"/> White and Asian 43 <input type="checkbox"/> Other mixed background 49	
15. FUNDING (see note 8) Who will be paying your fees? Employer/Sponsor/Yourself* Name and address: Postcode Telephone/ Fax No.	16. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT. Is English your first language? YES/NO * If 'No', in which language has most of your education been taught? (see note 9) PASSPORT NUMBER	Course Code & Pathway Point <input type="checkbox"/>
17. To which FACULTY of Southampton SOLENT University are you applying? (see note 10) * FMAS FTEC FBSE WMA 18. For which COURSE/PROGRAMME are you applying? * P/G Taught Course MPhil only MPhil/PhD PhD only (see note 11) Please give COURSE TITLE or AREA OF RESEARCH 19. MODE OF STUDY. (see note 12) Full-time Part-time Distance learning Indicate which mode you wish to study <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 20. DATE OF ADMISSION. (see note 13) Please state the academic year in which you wish to begin your course		

21. TRANSCRIPTS. Please give full details of your education since the age of 14 starting with the most recent (see note 14).

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

22. WORK EXPERIENCE. (see note 15)

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

23. PREVIOUS RESIDENCY. State all the countries (including the United Kingdom) in which you have resided during the last ten years. This information is ESSENTIAL for the processing of your application. Please note that writing 'Not Applicable' will not be acceptable.

Country	Dates	Country	Dates

24. REFERENCES. (see note 16)

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
Telephone No.	Telephone No.
Fax No.	Fax No.
E-mail	E-mail

25. AVAILABILITY FOR INTERVIEW.

Some Faculties may wish to interview candidates who are UK based. Faculties may also require overseas students to be interviewed in their home country. Please indicate any periods when you might NOT be available for interview.

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

27. DECLARATION BY APPLICANT. (See note 17)

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

Criminal Conviction

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	http: 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 you 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 Affairs 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 Affairs Manager for further details.

Faculty Contact Details

If you still have any queries, please telephone or Email the Faculty Admissions Office to ask for specific advice. Otherwise you should send your completed application to the relevant Faculty Admissions Office as shown below.

Faculty Registry Office
FCIS
Southampton Solent University
East Park Terrace
Southampton
SO14 0RF

☎ 023 8031 9171
fcis.registry@solent.ac.uk

Faculty Registry Office
FBSE
Southampton Solent University
East Park Terrace
Southampton
SO14 0YN

☎ 023 8031 9888
sbsinfo@solent.ac.uk

Faculty Registry Office
Martec
Southampton Solent University
East Park Terrace
Southampton
SO14 0RD

☎ 023 8031 9975
ft.admissions@solent.ac.uk

Warsash Maritime Academy
Newtown Road
Warsash
Southampton
Hampshire
SO31 9ZL

☎ 01489 576161
wma@solent.ac.uk

FOR UNIVERSITY USE ONLY

Recommendation of Admissions Tutor.

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

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 because _____

Signature of Admissions Tutor _____

Name (please print) _____

Date _____

Notes on how to complete the Application Form

Note 1

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

Note 2

A correspondence address is required if you want post to be sent to any address other than your home address. If you are an Overseas student you should normally enter your overseas address as 'Home Address', and enter under 'Address for Correspondence' the address where you may be contacted while in this country.

Note 3

The University welcomes applications from people with a disability or special needs. If you have ticked this box and your application is successful you will receive a letter inviting you to discuss any support needs with the Learning Support Staff.

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 4

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. Please also refer to the back sheet of the form, called 'Criminal Conviction'. (Page 4 of the electronic version). Any information you provide will be treated as strictly confidential.

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

The University is keen to increase the number of students from Ethnic Minorities who apply for courses. In order to ensure that we are reaching all the groups who are interested in our courses, please assist us by completing the Ethnic Origin section.

Note 8

If you have indicated an employer or other 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 in the space provided. **You should enclose a letter from your sponsor or a completed Employer Guarantee Form indicating that your sponsor/employer has agreed to pay the fees.** If you are paying your own fees, payment must be made at the University, The Income Team, Finance Service upon enrolment. Self-funding students will normally pay in two instalments. Payments can be made by cash, cheque(s) made payable to Southampton Solent University, or by Switch, MasterCard, Debit/Credit Card or bank transfer. If you are **paying your own fees**, payment must be made at the Southampton SOLENT University, The Income Team, upon enrolment. Self-funding students would normally pay in two instalments. Payment can be made by cash, by Debit/ Credit Card or cheques made payable to Southampton SOLENT University.

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 9

Applicants whose first language is not English, or who have not received their higher education in English, will be required to produce evidence of their English language proficiency. They should provide details of English language qualifications obtained and details of any results pending. As a general guide, applicants should have achieved a minimum IELTS (International English Language Testing System) score of 6.5. Please refer to our Admissions Policy for acceptable equivalent qualifications. Applicants should be aware that this is a **minimum** requirement. Some courses require a higher level of proficiency. Applicants who wish for further guidance on English language requirements should contact the University directly

Note 10

There are four faculties in Southampton SOLENT University:

- ❑ FMAS Faculty of Media, Arts and Society
- ❑ FTEC Faculty of Technology
- ❑ FBSE Faculty of Business, Sport & Enterprise
- ❑ WMA Warsash Maritime Academy

Note 11

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 12

Please note that if you are from outside the EU (European Union) and enter the UK on the basis of a Student Visa, you can only apply for full-time studies.

Note 13

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 14

Please note that we need to see either original or certified copies of all relevant Diplomas/Certificates and transcripts. 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. This certification may be obtained from a Solicitor or the British Council.

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 15

Details of work experience that may be relevant to the course of study for which you are applying.

Note 16

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 the attached two 'Request for Confidential Reference' forms. State your 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 17

You are asked to submit ALL the required documentation with your application. **COMPLETE APPLICATIONS** will include:

- ❑ Application form;
- ❑ 2 Reference letters;
- ❑ Transcript(s);
- ❑ Evidence of English Language proficiency (if appropriate);
- ❑ Research Proposal (for Research Applicants only);
- ❑ Employer Guarantee 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 different 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 3 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 3 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 year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 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

POSTGRADUATE STUDENT
Southampton SOLENT University
East Park Terrace
Southampton
SO14 ORR
UK

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. 2012):

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.

Faculty Registrar

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