

# Application Form

## Equal opportunities mission statement

Nottingham Trent University aims to foster a community with an atmosphere of trust, harmony and respect. It is committed to the elimination of both direct and indirect discrimination, and will take appropriate action wherever possible to enforce its equal opportunities policy.

The University will actively implement positive policies to promote equality of opportunity for all present and potential students and staff, regardless of race; ethnic or national origin; sex; sexual orientation; age; political or religious beliefs; membership of professional associations or trade unions; disability; marital status; family responsibility or social class. This commitment applies to all individuals and all aspects of the University's life.

All staff, students and visitors will be informed of the equal opportunities policy, and its operation will be subject to regular monitoring and review.

This leaflet can be made available in alternative formats.



# University Application Form

## Notes for Guidance

Before completing the application form, please ensure that you read the Notes for Guidance carefully.

### Exclusions

This form should **NOT** be used when applying for entry to:

First degree, DipHE and Foundation degree (FdSc, FdA, FdEng) (full-time and sandwich): only applications that have come through UCAS will be accepted. UCAS can be contacted on +44 (0)870 112 2200.

Postgraduate Certificate in Education: for courses in England, Scotland and Wales, applications must be made through the Graduate Teacher Training Registry (GTTR), Rosehill, New Barn Lane, Cheltenham, Gloucestershire GL52 3LZ. GTTR can be contacted on +44 (0)870 112 2205.

Research degrees (MPhil & PhD): Please use the University's Research Degree Application form.

### Before completion of the form

Please ensure that you have consulted the prospectus and any other course material you may possess to ensure that you are aware of any specific requirements and / or deadlines relating to the receipt of applications. Unless specifically mentioned in the relevant prospectus or course literature, references should be obtained before despatching the application to the relevant person or department.

Your application may be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly using black ink or typescript.

### Applications from international students

For full advice on how to apply for postgraduate courses, refer to the NTU Postgraduate and Professional Prospectus.

The following notes are the most important. Please read them before completing the application form.

**Checklist:** Here is a checklist of documentation you will need to complete your application:

- A copy of your university / college qualification certificate
- A copy of your university / college qualification transcript
- Confidential references (as detailed in course literature)
- A copy of your English language test certificate\*

\*It is acceptable to send copies of your certificates when you apply to the University. The University will need to see the originals of all these documents prior to you starting your course.

### Mature applicants

The University welcomes mature students (normally over the age of 21), including those who do not have conventional qualifications for admission to higher education. Full consideration is given to relevant experience and other educational achievements. Some courses have special arrangements for mature student applications and you should ensure that you read the prospectus before applying for the course.

### Despatch arrangements

Many courses will have a deadline by which applications should be received. The prospectus and relevant course details should be checked for this information.

Unless specifically stated within the course literature, it is expected that references will have been obtained prior to despatch of the completed application.

Please always send the application form to the name and address specified in the prospectus or course information.

### Right to cancel

If we decide to offer you a place on your chosen course of study, we will write to you making a formal offer. You can accept this by returning the acceptance, which we will provide. This will form a contract between us. You have the right to cancel the contract at any time up to ten working days after the date you send your acceptance form to us.

## Criminal convictions

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

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 please see the next paragraph).

If you are applying for courses in teaching, health or social work, or 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 will need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents should you be offered a place.

### IMPORTANT NOTE

The University will use all reasonable endeavours to deliver the programme of study in accordance with the description applied to it in the University's prospectus for the academic year in which you begin the course. However, the University shall be entitled to:

- Make reasonable variations to the course (including without limitation the content

Applicants who enter X in the box will not automatically be excluded from the application process. However, the University will want to consider the application further and may ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us during the application cycle. Do not send details of the offence; simply tell us that you have a relevant conviction. The University may then ask you for more details.

## Enrolment conditions

Before completing the application form you may wish to view the University's Student Enrolment Conditions. Should you be offered a place at the University you must accept the terms and conditions of the University. You will be asked to agree to these terms and conditions at enrolment. You can request a copy of the Enrolment Conditions by writing to **Registry, Nottingham Trent University, Burton Street, Nottingham, NG1 4BU**, or by telephoning **+44 (0)115 848 2825**; you can view them online at [www.ntu.ac.uk/enrolconditions](http://www.ntu.ac.uk/enrolconditions)

and syllabus of the course, the location of the course or the method of delivery of the course).

- Discontinue the course or decide not to provide the course or combine the course with other programmes of study, if the University considers this reasonably necessary in the context of its wider purposes. If the University discontinues the course or decides not to provide the

## Complaints

If you have any complaints regarding your course or any other services which the University provides to you, then you can write to the relevant Dean of School and appropriate College Office at **Nottingham Trent University, Burton Street, Nottingham, NG1 4BU**.

## Data Protection Act 1998

By signing this form you are consenting to Nottingham Trent University using the information provided from time to time, along with any further information about you that the University may hold, for the purposes set out in the NTU data protection notification. On application, the information you provide on your application form will be used for the following purposes:

- 1) To enable your application for entry to be considered;
- 2) To enable the University to compile statistics, or to assist other organisations or individual research workers to do so. No statistical information will be published that would identify you personally;

course it will use reasonable endeavours to provide you with a suitable alternative.

In addition, the University shall not be liable for any failure to provide the course and any other services if it is unable to do so by reason of any matter beyond its control.

Should you become a student of the University, this notice shall be a term of the contract between you and the University.

3) To enable the University to initiate your student record should you be offered a place at the University.

The terms of the University's data protection notification can be viewed at the Information Commissioner's website:

**<http://forms.informationcommissioner.gov.uk/search.html>**

You can access the Information Commissioner's website, for general information, at

**[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**.

Should you be offered a place at the University, Condition 11 of the Enrolment Conditions, to which you must agree, sets out how the University will use your information under the Data Protection Act 1998. To obtain a copy of the Enrolment Conditions please write to **Registry, Nottingham Trent University, Burton Street, Nottingham, NG1 4BU** or telephone

**+44 (0)115 848 2825** or view them online at **[www.ntu.ac.uk/enrolconditions](http://www.ntu.ac.uk/enrolconditions)**

# Notes for Completion

Before completing the form, please ensure that you have read the prospectus entry relating to the course(s) for which you are applying in order to familiarise yourself with the curriculum and entry requirements.

## Section 1

### Personal details

Complete this section in BLOCK CAPITALS.

**Previous surname:** If you have changed your name by marriage or otherwise, state your previous surname or family name.

**Correspondence address:** This is the address where the University will write to you. If your home address is different from your correspondence address please give details in the spaces provided, including home telephone number. If you change either of your addresses, please let us know your new address as soon as possible.

## Section 2

### Further details

#### Disability or learning support requirements

Nottingham Trent University welcomes applications from students with disabilities and specific learning difficulties, such as dyslexia. We offer a range of services and facilities to meet individual needs, which are detailed in our Guide for Applicants with Disabilities, available from our Disability Support Service on **+44 (0)115 848 4495 / 4284** (voice) or **+44 (0)115 848 6163** (voice and minicom) or at [www.ntu.ac.uk](http://www.ntu.ac.uk)

If you have a disability or learning support requirement (e.g. dyslexia or another specific learning difficulty), or a medical condition, please select the most appropriate code from the list on this page and enter it in the box on the form. If you do not have a disability, learning support requirement or medical condition, use code 0.

#### Disability, learning support requirements or medical condition codes:

- 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;
- 5 You need personal care or assistance;
- 6 You have mental health difficulties;
- 7 You have a disability that cannot 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;
- T You have Autistic Spectrum Disorder or Asperger's Syndrome.

#### Section 3a

##### Fee status

The level of tuition fees you pay (home or overseas) depends on your residential category. In this section, you are asked to assess which residential category applies to you. However, most people who apply from the UK, Channel Islands, Isle of Man and EU will be in category A. If you are an international applicant, or you are not sure which category to use, please choose the category that best describes you, and put the code in the box provided. The code you choose is provisional. The University will make the final decision on your residential category and has the right to change your code. We cannot tell you which category you should choose.

#### Category summaries

**A** You are a UK or EU national, or live in the Channel Islands or Isle of Man, or are the child of a UK or EU national and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.

**B** 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.

**C** You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, The Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child.

**D** You are an EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA or Switzerland for three years, but not just for full-time education.

**G** You would otherwise meet the criteria of categories A, B, C or D, but you have been living outside the UK, Channel Islands, Isle of Man, EEA or Switzerland (or more than one of these) because you, your husband or wife, or your parent have been temporarily working outside the area in question.

**O** Other.

### Section 3b Payment of fees

Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this.

### Section 4 Details of course(s) to which you wish to apply

If you wish to indicate an order of preference for your course choices, you may do so. If you do not indicate any order of preference, the University will assume that you wish to be considered for all the courses listed on the form equally.

Your application is important to us. Please tell us where you found out about the course you are applying for; for example through friends, advertisement, recommendation by university tutor.

This form should only be used for applications not handled by UCAS, GTTR or any other admissions clearing house.

### Section 5 Work experience

Please include all of your relevant work experience and training, paid or unpaid. This is particularly helpful in enabling admissions staff to assess your application. For vocational courses it is important to include details of the roles and responsibilities undertaken. Please use a separate sheet if necessary.

### Section 7 Qualifications

Enter the overall level of qualification taken. Enter the awarding body (if appropriate). List all of the qualifications taken or to be taken in date order, most recent first. Enter the date of the examination(s). Enter the name of the educational establishment attended.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry into higher education.

Applicants who have qualifications obtained in a language other than English; or a BTEC, GNVQ or SCOTVEC award should

attach a transcript, written in English, giving details of the title and all units, modules and components.

### Section 8a Personal statement

Please use this section to provide any other information that you wish to offer in support of your application. Admissions tutors will be interested in your reasons for choosing the course(s) listed in **Section 4**; your career aspirations; and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in place of formal qualifications, whether at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry, please give your reasons for doing so. Please ensure that you have addressed the specific requirements as set out in the course literature.

#### IMPORTANT NOTE

The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant

disruption to educational services. The University does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set herein.

Should you become a student of the university, this notice shall be a term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

## Section 8b Criminal convictions

Courses in teaching, health, social work and other courses involving work with children or vulnerable adults

For these courses, you must enter X in the box if any of the following statements apply to you:

- a. I have a criminal conviction;
- b. I have a spent criminal conviction;
- c. I have a caution (including a verbal caution);
- d. I have a bind-over order;
- e. I am serving a prison sentence.

If statement **e** applies to you, 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.

### All other courses

For these courses, you must enter X in the box if either of the following statements applies to you:

- a. I have a relevant criminal conviction that is not spent;
- b. I am serving a prison sentence for a relevant criminal conviction.

If statement **b** applies to you, 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.

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.

## Section 9 Special needs

To help us understand your support or access requirements, please use this section of the form to provide an indication of the arrangements you may require.

These might include adapted accommodation, extra equipment, readers or interpreters, specialist dyslexia or mental health support or alternative arrangements for assessments.

If you do not know what facilities or support you require, you may contact our Disability Support Service to discuss your needs before you apply. We can also arrange for you to visit the University to gain a better understanding of particular facilities and services.

Disability Support Service:  
**+44 (0)115 848 4495/4284** (voice) or  
**6163** (voice and minicom).  
Email [dis.support@ntu.ac.uk](mailto:dis.support@ntu.ac.uk)

## Section 10 Names and addresses of referees

There is a form attached for use by your referee(s). Please feel free to copy the form if more than one reference is required. Please consult the course literature to ascertain the type and number of references required.

You can contact referees directly, but the letters must be delivered to us in sealed envelopes, signed on the back of the envelope over the seal by the referee.

Normally your referee would be one of the following: head of your last / present school, principal of your FE college, course tutor of

your present or last course of study your current/last employer or a tutor / careers advisor.

If you have any difficulty in identifying a suitable referee you should seek the advice of the relevant admissions tutor at NTU.

## Section 11 Declaration

Please read the declaration on the application carefully. **You must sign your application or we cannot process it.** We will contact you to get your signature, but this will delay your application and you could miss the deadline. When you sign the declaration, you agree to the following conditions.

- a. If you are offered a place, you have the right to cancel your application. You can do this by writing to us within ten working days of the date of our confirmation letter to you.
- b. If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application without giving you your application fee back. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
- c. We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application without giving you your application fee back.

- d. We try to process applications and decisions efficiently and accurately. However, we will not be liable for any mistakes or delays, or any loss or damage caused by mistakes or delays.
- e. If you are offered a place and accept that offer of a place from us, you must accept the terms and conditions set out in the Enrolment Conditions. A copy of this document can be obtained from Registry by writing to **Registry, Nottingham Trent University, Burton Street, Nottingham, NG1 4BU** or calling **+44 (0)115848 2825**, or they can be found on our website at **[www.ntu.ac.uk/enrolconditions](http://www.ntu.ac.uk/enrolconditions)**. You must read these terms and conditions carefully. If you have any questions about the terms and conditions, you should direct your enquiry to Registry before you accept any offer of a place.
- f. If you become a student at NTU, the University will do all it can to provide the educational services described in its prospectus. If industrial action or circumstances beyond the control of the institution affect its ability to provide these services, it will do all it can to keep the disruption to your education as minimal as possible.
- g. Your application is a contract between you and us. No one else can enforce any part of this contract, under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

## Section 12 Planning statistics

This information will not be made available to admissions tutors for selection purposes and is collected solely for the purpose of statistical monitoring (e.g. application and admission rates).

- a) State your ethnic origin using the codes provided.
- b) State your occupational background. If you are under 21, enter the occupation of the parent, step-parent or guardian who has or had the highest income in your household. If you are 21 or over, please enter your own occupation.

# Nottingham Trent University Application Form

Solely for use at this University for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses.

Please read the accompanying Notes for Completion and Notes for Guidance before completing this form.

Application Ref No:

Please complete (Section 1) in **BLOCK CAPITALS**

**1. Personal details**

Title

Mr/Ms/Miss/Mrs, etc.

Surname / family name

First given name(s)

Previous surname / family name, if changed

Correspondence address

Mobile telephone no.

Postcode

Daytime telephone no. (including country / area code)

Evening telephone no. (if different) (including country / area code)

Email:

Fax no.

Home address (if different)

Mobile telephone no.

Postcode

Daytime telephone no. (including country area code)

Evening telephone no. (if different) (including country area code)

Email:

Fax no.

**2. Further details**

	Day	Month	Year
Sex: Male (M) <input type="checkbox"/>			
Female (F) <input type="checkbox"/>			

Date of birth

Your age on 31 December in year of entry   Years   Months

**Disability / learning support requirements**  
Please enter the appropriate code in the box to indicate any disability or specific learning difficulty that may require particular facilities, support or access arrangements (see Notes for Completion). Please also provide details of your requirements in Section 9.

Have you applied (or do you intend to apply) for a Disabled Students' Allowance?

Have applied  Have received  Intend to apply

Student Registration Number for vocational qualifications or Scottish Candidate Number

**3a. Fee status**

Country of permanent residence

Country of birth

Nationality

Date of first entry to live in the UK

Residential category (see Notes for Completion)

**3b. Payment of fees**

Who will pay your tuition fees?

Have you previously received an educational award from UK public funds?  Yes  No

If yes, please provide details:

Funding body

Course

Dates of study

**4. Details of course(s) to which you wish to apply** *Please list below*

Course title	Preliminary choice of main subjects / options (if appropriate)	Mode of study: full-time / sandwich / part-time / other (please specify)	Year of entry	Stage i.e. Year 1 Year 2

Please indicate where you heard of these courses, i.e. newspaper, prospectus, web page, etc.

Newspaper / Magazine ad  Online  Educational agent  British Council

Current student  Educational directory  Other





**12. Planning statistics** *This information WILL NOT be made available to Admissions Tutors for selection purposes.*

## a) Ethnic origin

Please choose the option that you feel most closely describes your ethnic origin and write its code in the boxes below.

→

<b>White</b>		<b>Asian</b>		<b>Mixed</b>	
White	11	Indian	31	White and Black Caribbean	41
<b>Black</b>		Pakistani	32	White and Black African	42
Black Caribbean	21	Bangladeshi	33	White and Asian	43
Black African	22	Chinese	34	Other mixed background	49
other Black background	29	Other Asian background	39	<b>Other</b>	
				Other ethnic background	80

## b) Occupational background \_\_\_\_\_

*If under 21, enter occupation of parent. If aged 21 or over, enter your own occupation. See Notes for Completion for further information.*

## Reference Form

The applicant should insert his/her details below and send it to the referee requesting that it is completed and returned to them

Applicants name  Course Applied To <b>DOCTOR OF BUSINESS ADMINISTRATION (DBA)</b>  Address   Postcode  The above candidate is applying for admission onto a course. Please would you complete this form of reference to help us assess his/her suitability for admission?						
How long have you known the applicant and in what capacity?						
How do you rate the applicant's intellectual academic ability? How capable do you feel he/she is of completing a demanding programme of study?						
What do you consider to be the applicant's major strengths and significant weaknesses?						
It would be helpful if you would rank the applicant relative to the group in which you know him/her (e.g. relative to other graduates you employ).  Firstly please indicate the peer group for comparison:          Secondly, evaluate the applicant with respect to each of the following attributes, relative to the peer group						
	Outstanding	Very Good	Good	Average	Below Average	Unable to Assess
Intellectual/Academic Ability						
Communication Skills						
Ability to work hard						
Perseverance						
Leadership						
Creativity						
Interpersonal & Social Skills						

If you wish to make any general comments which you feel will be helpful, please use the following space or attach a letter

Has the reference been discussed with the application?

Yes

No

How strongly do you support this application?

Strongly Recommended

Recommended

Recommended with Reservations

Not recommended

Referee's signature

Date

Name (Printed)

Occupation/Relationship

Address

Postcode

Telephone

Email Address

Company Stamp (If applicable)



If you have any queries regarding this reference, please contact the Programme Administrator:

Stafford Associates  
P O Box 500358  
Dubai UAE  
Email : info@stafford.ae  
Tel: +971 4 3901685  
Fax: +971 4 3664574