



## APPLICATION FOR ENTRY TO THE UNDERGRADUATE PART-TIME DEGREE PROGRAMME

- You must read the instructions on the last page before completing this form. Please complete this form in **BLOCK CAPITALS**, using black type or ink. The form should be completed in full.
- Once completed this form should be returned to the UK Undergraduate Office, Student Recruitment & Admissions Service, Development & External Affairs, University of Stirling, Stirling, FK9 4LA, Scotland, U.K.

Office Use Only

**PROGRAMME APPLIED FOR**

	Tick/state appropriate
Intended main subject	
Intended second subject	
Occasional Student (stand alone unit)	

**DATE WHEN YOU INTEND TO START PROGRAMME** (Please tick appropriate box)

February       September

**PERSONAL DETAILS**

Title  Male (M)  Female (F)  Your Date of Birth   19

Surname/ Family name			
First/given name			
Postal address			
Postcode (UK only)		Country (not UK)	
Mobile Phone number			
Home Phone number (including STD/area code)			
e-mail			

**ADDITIONAL DETAILS**

Area of permanent residence		Ethnicity (see notes)	<input type="checkbox"/>
Country of Birth		Disability/special needs (including dyslexia)/medical condition (see notes)	<input type="checkbox"/>
Nationality			
Occupational Background (see notes)			



**ENGLISH LANGUAGE**

(If you are not a native English speaker, give details of your English Language qualifications below and provide copies of certificates)

Month	Year	English Language qualification e.g TOEFL, IELTS	Pass/Grade obtained

**PREVIOUS STUDY AT THE UNIVERSITY OF STIRLING?**

Please provide registration number and final year of study: \_\_\_\_\_

**CREDIT**

Please state whether you wish to be considered for credit for previous qualifications.

I wish to be considered for credit for \_\_\_\_\_  
(Please include documentation)

**EMPLOYMENT**

Details of Employment to date	Nature of Work	From		To		PT or FT
		Month	Year	Month	Year	

**SPECIAL NEEDS or SUPPORT**

required as a consequence of any disability or medical condition ( <b>see notes</b> )	
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**PERSONAL STATEMENT** (continue on separate sheet if necessary)

Please give further information about your reasons for wishing to undertake university study, and say how you think you would benefit from the programme of study for which you have applied. Please also give any other information you feel may be relevant to your application.

**REFERENCE** - Please pass the enclosed reference form to your referee, to be returned separately to the UK Undergraduate Office

Name	_____
Professional Relationship to Applicant	_____
Address	_____
	Postcode

**ADDITIONAL INFORMATION**

All applications are considered in line with the University of Stirling Admissions Policy and therefore with the Equality Act (2010).

The University of Stirling routinely gathers and stores Personal Data relating to prospective students, applicants and students at the points of application, admission, enrolment and on an ongoing basis throughout the period of your studies at the University, in line with the nature and requirements of its work.

Personal Data is gathered and stored in line with the University's obligations under the General Data Protection Regulation (GDPR).

When you submit an application to the University, the University will use the information about you that you provide on your application form to process your application and communicate with you through the admissions process. Your Personal Data will also be used by the University for management activities such as strategic planning, statistical analysis and equal opportunities monitoring. The University may also require to share your Personal Data with selected third parties in line with external and statutory requirements. Where this is the case, data will be shared in line with the parameters of the GDPR and the provisions made within the University policy on data protection. The policy can be found at [www.stir.ac.uk/about/faculties-and-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/](http://www.stir.ac.uk/about/faculties-and-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/).

For detailed information about how we will process your personal information please see the University's Privacy Notice found here [www.stir.ac.uk/about/faculties-and-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/](http://www.stir.ac.uk/about/faculties-and-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/)

If you go on to enrol as a student with the University, the University will continue to use your Personal Data throughout the period of your studies. The University may also require to share your Personal Data with selected third parties in line with external and statutory requirements. Where this is the case, data will be shared in line with the parameters of the GDPR and the provisions made within the University policy on [data protection](#). The policy can be found at [www.stir.ac.uk/about/faculties-and-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/](http://www.stir.ac.uk/about/faculties-and-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/).

University courses, services and procedures are continuously reviewed, revised and enhanced and this may result in some changes between the time of application and the date a student commences study with the University. Where any changes may impact upon an applicant, the University will keep the applicant fully informed.

**DECLARATION**

I hereby apply for a programme of study at the University of Stirling and I confirm that the information given is correct. I confirm that the documentation I supply with my application is genuine, and I understand that the University of Stirling will withdraw my application if any aspect of my application is found to have been falsified.

I hereby accept that the University of Stirling will accept no liability for my tuition fees or living expenses in the event of my admission.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To help effective advertising in the future we would be grateful if you could state how or where you first heard of the Part-time Degree Programme.

\_\_\_\_\_

## INSTRUCTIONS FOR APPLICANTS

The application form should be completed by you in as much detail as possible. When completing the Additional Details section please refer to the enclosed notes for your guidance. Use **BLOCK CAPITALS** and black ink.

The Reference Form should be sent to the referee you have nominated, preferably with a stamped addressed envelope addressed to the University Admissions Office. This reference should be an academic one if you have undertaken any qualifications in the past three years. A professional reference will be acceptable if you do not fulfil the above criteria. Please ensure that your referee knows that prompt return of this form is essential. Please attach certified copies (copies signed by your referee/employer/doctor) of all recent qualifications gained. If a previous graduate please attach a certified copy of your first degree qualification.

If you hold an HNC or HND qualification it may be easier for you to forward a copy of your certificate detailing units achieved rather than enter them in the Qualifications Completed section

### **CREDIT:**

Your application for credit should be supported by copies of certificates and /or transcripts. In some cases more detail will be required, but will be discussed with you at interview, or by contact from a member of the Admissions Office Staff. Credit is not normally given for work experience but it is possible to be exempted from an early unit in Computing Science on the basis of experience. If you wish to be considered for exemption please append an A4 sheet giving full details of this experience.

### **EDUCATION:**

All students who wish to complete the professional training aspects of the education degree programme (and graduate with a teaching qualification), please contact the Admissions Office for more information.

### **Applicants over 21:**

Applicants over 21 who do not meet standard university entrance requirements will normally be invited for interview with an Admissions Selector.

### **Applicants under 21:**

Applicants under 21 **must** meet university entrance requirements for their intended subject. Please refer to the Full-time University Prospectus for specific subject entry requirements, or contact the UK Undergraduate Office for further advice.

It is important that you complete the module choice form, indicating which modules you wish to take in your first semester. Please send your completed application form together with your module choice form to:

UK Undergraduate Office  
Student Recruitment & Admissions Service  
Development & External Affairs  
University of Stirling  
Stirling, FK9 4LA

### **Criminal convictions**

To help the University reduce the risk of harm or injury to other students, you must declare all relevant criminal convictions. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, convictions 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 read below).

If you are applying for a course involving work with children or vulnerable adults. ALL criminal convictions are considered relevant – including spent sentences and cautions (including verbal cautions) and bind-over orders. If you are convicted of a relevant offence after you have applied, you must inform us immediately.

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

#### **Courses in teaching, health, social work and nursing**

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 apply 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.

If you are convicted of a relevant criminal offence after you have applied, you must tell us.