

University Application Form : Notes for Guidance

General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. These details are available from the on-line prospectus.

Exclusions

You should **NOT** normally use this form when applying for entry to the first year courses leading to the following qualifications:

FIRST DEGREE, DipHE AND HND (FULL-TIME AND SANDWICH COURSES). APPLY THROUGH UCAS OR ADAR, SEE UCAS AND ADAR GUIDES FOR APPLICANTS.

Postgraduate Certificate in Education. For courses in England and Wales, apply through Graduate Teacher Training Registry (GTTR), PO Box 239, Cheltenham, Gloucestershire GL50 3SL. For Scotland, apply through TEACH, PO Box 165, Edinburgh EH8 8AT.

Certificate of Qualification in Social Work. The Social Work Admissions System (SWAS) will handle all applications to non-degree social work courses. Apply through SWAS, Fulton House, Jessop Avenue, Cheltenham, Gloucestershire GL50 3SH.

Physiotherapy Qualifications. Apply through UCAS.

Further details on applying to the above national clearing houses can be found from the on-line prospectus.

Mature applicants

The Manchester Metropolitan University welcomes mature students including those who do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1984

The information which you give on your application form will be used for the following purposes only:

1. To enable your application for entry to be considered.
2. To enable the institution to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable the institution to initiate your student record.

Despatch arrangements

Many courses may have a deadline by which applications should be received. Please consult course literature or the department concerned. If you apply in good time before the deadline please send the whole application form to your referee for completion and forwarding to the institution. It is preferable that we receive your application complete with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to use a separate Part C . You should send this to your referee and request that s/he forward the completed section direct to the institution. At the same time, send Part A completed to the institution.

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

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: enter the address to which you expect all correspondence to be sent.

Section 2 Disability/special needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe your condition in Section 10 and where it is not obvious, ie with unseen disabilities, indicate whether you have special needs.

Disabilities/support required: 0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation. 1 You have dyslexia. 2 You are blind/are partially sighted. 3 You are deaf/have a hearing impairment. 4 You are a wheelchair user/have mobility difficulties. 5 You need personal care support. 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.

Section 3 Fee status

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (eg Clackmannan); for Greater London, the London Borough (eg Enfield); for the former Metropolitan counties give the District (eg Sefton); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg Italy) where you are living as your area of permanent residence. 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 institution will assume that you wish to be considered for all the courses listed on the form at the same time.

Section 6 Work experience

Please include all your work experience and training, paid or unpaid, full- or part-time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information provided in Section 8a.

Section 8a Academic examinations

Enter the exact subject name used by the examining board or group in the relevant column.

Use the abbreviations for the examining bodies listed overleaf.

a) General Certificate of Education(GCE) Examining Boards (for A,A/O and AS levels and Special papers):

AEB	Associated Examining Board
CAM	University of Cambridge Local Examinations Syndicate
JMB	Joint Matriculation Board
LON	University of London School Examinations Board
NISEC	Northern Ireland Schools Examination Council
OXF	Oxford Delegacy of Local Examinations
O & C	Oxford and Cambridge Schools Examination Board
SUJB	Southern Universities' Joint Board for School Examinations
WJEC	Welsh Joint Education Committee

b) *Scottish Examining Board (SCE and CSYS examinations):*
SEB Scottish Examination Board

c) *General Certificate of Secondary Education (GCSE) Examining Groups:*
LEAG London and East Anglian Group
MEG Midland Examining Group
NEA Northern Examining Association
NISEC Northern Ireland Schools Examination Council
WJEC Welsh Joint Education Committee

The names of other examining bodies should be written in full.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School and Higher School Certificates. Apolytirion, Baccalaureate, Diploma di Maturita, Examen Artium, Reifezeugnis, Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Applicants holding a BTEC or SCOTVEC award should attach a transcript of their qualifications, giving details of the title and all units, modules and components. Please give full details of course title and units/modules/components involved in any BTEC or SCOTVEC course you are currently taking on an attached sheet.

Section 9 Further information

Enter here any further information you may 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 here 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 lieu of formal qualifications, either 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 (ie a year beyond the next academic year), please give your reasons for so doing.

Section 10 Physical or other disability or medical condition including any which might necessitate special arrangements or facilities

Please see notes under Section 2.

Section 11 Name and address of referee(s)

Please consult course literature to see if any particular type or number of referees are required. Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor of your present or last course of studies.

If you have been out of education for some time, you may wish to consider one of the following: Your current or last employers, or training officer, or careers advisor; if you belong to a relevant organisation (voluntary or not), an officer of that organisation; Access Course Tutor.

If you have any difficulty in identifying a suitable referee you should seek the advice of the department to which you are applying.

You should send the 'Confidential Statement by Referee' and a copy of the 'Notes For The Guidance Of Referees' to your referee and request that s/he forward the completed section

direct to the institution. Some courses may require more than one referee. If necessary, just print off another page. Referees may be contacted directly after receipt of your form.

Section 12 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 relevant institution, and by signing the form you are confirming your agreement to this.

IMPORTANT NOTE

The Manchester metropolitan 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 institution interfere with its ability to provide such services, the institution undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The institution 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 out herein.

Should you become a student of the Manchester Metropolitan University, this notice shall be a term of any contract between you and the institution. Any offer of a place made to you by the institution 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.

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

In order that institutions can evaluate an applicant's academic and intellectual capacity, your reference should, if possible, cover:

1. Suitability for the course(s) applied for.
2. Intellectual qualities including
 - a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result;
 - b) present performance;
 - c) potential, including an assessment of the probable results of any pending examinations.
3. Personal qualities.
4. Career aspirations.
5. Health and other personal circumstances relevant to the application.
6. Athletic, social and other interests.

Please ensure that the form is completed in black ink and, if typed, that a good ribbon is used.

Mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5, and 6 above. Mature applicants are usually interviewed and may also be formally assessed by the institutions.