

# Application form – Notes for guidance

## General

Before completing the form, please read these notes carefully. You should also consult the specific course pages on the University's website ([www.herts.ac.uk](http://www.herts.ac.uk)) to ensure that you are familiar with the course structure and entry requirements. Your application form may be photocopied, therefore it is important that you write neatly using black ink or typescript. Many courses have a deadline by which applications should be received. Please consult course literature or the department concerned.

## Mature Applicants

The University of Hertfordshire (UH) 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. All applicants must hold GCSE English Language and Mathematics at grade C or above. GCSE Science may also be required for certain courses. Please check the specific course pages for more details. The University accepts certain GCSE equivalences as listed on our website: <http://www.herts.ac.uk/courses/entry-requirements/undergraduate-degrees/gcse-equivalent-entry-requirements.cfm>

## The Data Protection Act 1998

In completing and submitting your application form, you will be providing the University of Hertfordshire with personal data, including in some cases sensitive personal data, as defined in the Data Protection Act 1998. The University will use this data for the purposes of processing your application and for other administrative purposes relating to your application. The University will process this data in accordance with the provisions of the Data Protection Act 1998 and with its own policies on data protection (which can be found on its main Data Protection web page at <http://www.herts.ac.uk/about-us/freedom-of-information-data-protection/data-protection.cfm> and in the other documents and web pages which are referred to on, and linked to from, this main web page). This personal data may also be shared with and used by third parties in connection with the above purposes, for example in order to verify your identity, qualifications, work experience and other information that you provide, or so that the University can comply with its obligations to supply certain information to the Higher Education Statistics Agency. Some of these third parties may be located outside the UK (including outside the European Economic Area). By submitting your application, you will be deemed to be giving your consent to the processing and use of your personal data as set out in this paragraph.

## Referees

Send part B, "The Reference", to your referees, having completed the personal details on the first side. It is your responsibility to ensure that UH receives your references.

## Section 3 Finance and Fee status

If you live in the UK, state your area of permanent residence. This might be district (Sefton), borough, (Enfield), metropolitan area (Gt Manchester), or county (Hertfordshire). If you live outside the UK state the country (Italy, France etc) 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 7 Academic Qualifications achieved

Applicants with overseas qualifications should give details of the examinations taken as preparation for entry to higher education, for example Higher School Certificates, Apolytirion, Baccalaureate, Diploma di Maturita, Examen Artium and Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding a BTEC award such as an Extended Diploma, NVQ (SVQ), or Access to HE Diploma should attach a certificate of achievement/unit credit giving details of the award title, level if applicable, and all units, modules and components.

## Section 8 Academic Qualifications pending

If you are working towards an award, NVQ (SVQ) or GNVQ (GSVQ) please give full details of course title, level, units, modules and components on a separate sheet.

## Section 11 Personal statement/further information

Enter information to support your application. Admissions Tutors will be interested in your reasons for choosing the course(s), your career aspirations, relevant experience and information concerning your intellectual, social, sporting or other interests. You should give details of any non-examined subjects you are studying. If you have been out of education, please outline any relevant experience that may be considered in lieu of formal qualifications, either at home or in voluntary or paid work. You should explain any gaps or breaks in your career. If you are applying for deferred entry (a year beyond the next academic year) please explain your reasons.

## Section 12 References

Please consult the University's website to see if any particular type or number of referees is required (you should send Part B to both your named referees). Some departments may contact referees directly after receipt of your form. Normally your referees should be: the Head of your present or last school; Principal of your College of Further Education; Course Tutor or your present or last course of studies. If you have been out of education for some time you may wish to consider the following: your current or last employer, 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 suitable referees you should seek the advice of the University Admissions Service.

## Section 13 Disabilities/Special Needs

(Physical or other disability or medical condition including any which might necessitate special arrangements or facilities) Information on disability will be shared with the University's Disability Services. Unless special needs are made known, the University will be unable to make appropriate provision for you.

## Important Note

The University uses all reasonable endeavours to provide its educational and other services to students in the manner set out in its prospectus and in its other relevant published materials. Should industrial action or other circumstances beyond the University of Hertfordshire's reasonable control interfere with its ability to provide these services, the University will use all reasonable endeavours to minimise any disruption caused to students. The University reserves the right to make changes to the content or methods of delivery of courses and modules, and to discontinue or merge courses or modules, in whole or in part, where the University reasonably believes that this is in the interests of the University or of students. In these circumstances, the University will notify affected students as soon as reasonably practicable and, in the case of a discontinued course or module, will where appropriate use all reasonable endeavours to offer the students a suitable alternative course or module. The University of Hertfordshire does not therefore accept any absolute obligation to provide its educational or other services in the manner set out in its prospectus or elsewhere, nor does it accept any other obligation in respect of the provision of educational or other services which is more onerous than the obligations set out in this paragraph.

Any offer of a place made to you by the University of Hertfordshire will be made on the basis that, on registration, you will confirm your agreement to certain terms and conditions that will apply to you as a student at the University, including the provisions of the preceding paragraph and your agreement to comply with and be bound by the University's institutional policies, procedures and regulations (UPRs) in force from time to time, the current version of which can be found at [www.herts.ac.uk/upr](http://www.herts.ac.uk/upr)

# Application form

Please print clearly in black ink and BLOCK CAPITALS

## 1 Personal details

Family name as appears in passport

First name(s) as appears in passport

Title (Mr/Mrs/Miss/etc)

Previous family name (if applicable)

Date of Birth

d

d

-

m

m

-

y

y

Male

Female

Home/permanent address

Correspondence address (if different)

Postcode

Country

Tel No

Mobile

Email

Postcode

Country

Tel No

Mobile

Email

## 2 Course(s) applied for

### First choice

Point of entry

(i.e. year 1,2 or 3)

Mode of study

Full-time

Part-time

Distance

Level of study

Undergraduate

Postgraduate (taught)

Research

Starting date

Month

Year

Associate College Campus  
(if applicable)

Nursing Branch

(If applying for nursing, please state preferred branch)

### Second choice

Year of entry

Mode of study

Full-time

Part-time

Distance

Level of study

Undergraduate

Postgraduate (taught)

Research

Starting date

Month

Year

Associate College Campus  
(if applicable)

Nursing Branch

(If applying for nursing, please state preferred branch)

### 3 Finance and fee status

All students offered registration will be asked to supply details of their financial position, letters of guarantee from sponsors etc, to ensure that they can complete the course without financial hardship.

Who will be paying your fees?

Self

☐

Socrates / Erasmus / Franchise

☐

Career Development Loan

☐

NHS

☐

SLC

☐

Employer

☐

Please give details

Other

☐

Please give details

Nationality (if dual please give both)

Country of birth

Country of permanent residence (if UK, give County/Borough)

Entry date to UK

Please give details of any scholarship grant application giving name, value and duration

Already awarded

☐

Please give details

Application made

☐

Please give details

### 4 Declaration of a criminal conviction

To help the University reduce the risk of harm or injury to their 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 a 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 next paragraph**).

**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. If you are offered a place on one of these courses, and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau. The University will provide you with the information on how to do this.**

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

For these courses, you must answer 'Yes' 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 for a criminal conviction.

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 those course, you must answer 'Yes' if any 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.

Please indicate if you have a relevant criminal conviction by ticking in the box **Yes**

☐

**No**

☐

Applicants who answer 'Yes' will not be automatically excluded from the application process, and their application will be considered on its merits before the relevance of their criminal conviction is taken into account. However, the University may ask for more information about their criminal conviction before making a final decision.

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

## 5 Previous study in the UK (for overseas applicants)

The Home Office has introduced a limit to the time that international students on a Tier 4 Student Visa can spend studying at degree level. There will be a general limit of 5 years on study time but this will not apply to those studying for Master's degrees following successful completion of an undergraduate degree where the undergraduate course duration was 4 or 5 years. In these cases the limit will be set at 6 years. We also have to ensure that any study you are proposing to undertake represents academic progression from any previous studies in the UK.

In view of this new policy it is essential that you answer the following question:

Have you ever studied previously in the UK?

Yes

☐

No

☐

If yes, please list below any previous study (regardless of the level i.e. English language courses) undertaken in the UK. We will also require copies of all visas held during those periods of study.

Institution	Course studies and level i.e. foundation/degree etc	Start and completion of course	Type of visa held during period of study

If you have been a student at the University of Hertfordshire or one of its associate colleges before, please give your student ID number.

Do you require a Tier 4 visa to study with us?

Yes

☐

No

☐

If no please provide us with a copy of your current visa

## 6 Previous and present education

Please list details of all institutions attended since age 11.

Name and address of institution	From (mm/yy)	To (mm/yy)	Study mode PT/FT/SW/DL*

\*PT = part-time, FT = full-time, SW = sandwich, DL = distance learning

## 7 Academic qualifications – examinations achieved

Please list all qualifications taken, whatever the result, in chronological order. Documentary evidence of known results should be sent with this form. Only certified photocopies are acceptable.

Exam Date (mm/yy)	Awarding body	Subject	Qualification	Results achieved

## 8 Academic qualifications – examinations pending

Complete this section **only** if you are awaiting the result of any examination taken recently.

Exam Date (mm/yy)	Awarding body	Subject	Qualification

## 9 English language (for overseas applicants)

Entry is conditional on the attainment of the required proficiency in the English Language (see website: [www.herts.ac.uk](http://www.herts.ac.uk)).

Please give full details, including dates, of any English tests taken/to be taken:

Level	Where studied	University/College/Awarding Body	Date taken (mm/yy)	Results

## 10 Work experience (if applicable to course application)

Please give details of work experience, training and employment.

Dates from (mm/yy)	Dates to (mm/yy)	FT/PT*	Post held	Organisation name and address	Brief description of duties

\*FT = full-time, PT = part-time

## 11 Personal statement/further information

Please use this section to tell us about yourself and your reasons for wanting to study this course. Please continue on a separate sheet if necessary.

## 12 References

Please read the guidance notes carefully. Please note that it is your responsibility to send Part B – Statement by Referee - to your referees for completion. We will not be able to make a decision about your application until we receive your references.

### Referee 1

Name

Address

Postcode

Tel

Fax

Email

Capacity in which applicant is known to the referee

For how long

### Referee 2

Name

Address

Postcode

Tel

Fax

Email

Capacity in which applicant is known to the referee

For how long

*Please note, references should not be provided by close family members or friends*

## 13 Disabilities/special needs

Please tick the appropriate box(es) and in the space at the bottom of this section indicate any additional support or facilities that you may need at the University. This information will be made available to the University's Disability Services department who can support applicants through the admissions process and agree adjustments for their studies. Information you disclose about your disability will be used in accordance with the University's Statement on Disability Disclosure by Students. You can access this and find information about Disability Services at UH at [www.go.herts.ac.uk/disability](http://www.go.herts.ac.uk/disability)

No known disability ☐

Blind or a serious visual impairment ☐

Deaf or a serious hearing impairment ☐

Two or more impairments and/or  
disabling medical conditions ☐

Specific Learning Difficulty  
(eg Dyslexia) ☐

Autistic Spectrum Disorder/Asperger's Syndrome ☐

Long standing illness or health condition ☐

Mental health condition ☐

Wheelchair user/mobility difficulties ☐

Other disability not listed above ☐

I am in receipt of the Disabled Students' Allowance Yes ☐

No ☐

I am applying for or intend to apply for the Disabled Students' Allowance Yes ☐

No ☐

Please detail below any additional support, adjustments or changes you may need for your studies

## Declaration

I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted.

Signed

Date

Please return completed applications to:

The University Admissions Service, University of Hertfordshire, College Lane, Hatfield, Hertfordshire, AL10 9AB

## Part B – Statement by referee

### To be completed by applicant

Applicant's full name

Course (see website for title: [www.herts.ac.uk](http://www.herts.ac.uk))

Date of Birth   -   -     Male ☐ Female ☐

Name and address to which reference is to be sent (ie your address)

Postcode  Country

Email address

## 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.

When you write personal comments about an applicant, please remember that under the Data Protection Act, the applicant can ask for a copy of the reference and any other personal information that we have about them. Depending on the circumstances, we may therefore decide that we have to disclose the reference, in part or in whole, to the applicant, even if you have marked it as confidential.

In order that the University 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

### 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 opposite.

### Despatch arrangements

Having supplied the reference, please return it to the applicant. Seal the envelope, sign across the seal and cover your signature with clear tape before returning it to the applicant



## To be completed by the referee

This form may be photocopied: please type if possible, or write in black ink. Please affix official stamp, where appropriate, at the end of the statement.

Name of referee

Post/Occupation/Relationship

How long have you known applicant

Name of School/College/Organisation

Address

Postcode

Country

Telephone No

Fax No

Email address

Name of applicant *(block capitals or type)*

Signed

Date

## Part B – Statement by referee

### To be completed by applicant

Applicant's full name	<input type="text"/>		
Course (see website for title: <a href="http://www.herts.ac.uk">www.herts.ac.uk</a> )	<input type="text"/>		
Date of Birth	<input type="text" value="d"/> <input type="text" value="d"/> - <input type="text" value="m"/> <input type="text" value="m"/> - <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Name and address to which reference is to be sent (ie your address)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>
Email address	<input type="text"/>		

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Name of referee

Post/Occupation/Relationship

How long have you known applicant

Name of School/College/Organisation

Address

Postcode

Country

Telephone No

Fax No

Email address

Name of applicant *(block capitals or type)*

Signed

Date

# Equal opportunities monitoring form

In completing this form you are helping the University to monitor the fairness of its admissions processes and to ensure equal treatment for all applicants. This form will be separated from your application and will not be available to the Admissions Tutor. The information supplied will be recorded on our computer system during the application process and the form will be destroyed as confidential waste. Please tick the box/boxes that best describe you.

Group	Percentage
<b>A White</b>	
British	11
Irish	12
Any other White background, please detail	19
<b>D Mixed</b>	
White and Black Caribbean	41
White and Black African	42
White and Asian	43
Any other Mixed background, please detail	49

**B Black or Black British**

Ethnic Group	Percentage
Caribbean	21
African	22
Any other Black background, please detail	29

**C Asian or Asian British**

Ethnic Group	Percentage
Indian	31
Pakistani	32
Bangladeshi	33
Any other Asian background, please detail	39

**E Chinese or other ethnic group**

Ethnic Group	Percentage
Chinese	34
Any other Chinese background, please detail	80

**F Information refused**

Response	Percentage
Information refused	98

I indicated on my application that I have a disability ☐ Yes ☐ No