

DEPARTMENT OF SOCIAL SCIENCES

Application form for part time Degree programmes

Please refer to the guidance notes and programme literature when completing this form

Programme of study (see note 1)	<i>Please tick one only</i>
Community and Youth Work	<input type="checkbox"/>
Social and Behavioural Studies	<input type="checkbox"/>
Social and Community Studies	<input type="checkbox"/>

Title
Forename (s)

Family Name (surname)

Date of Birth

Previous Family Name (if applicable)
Male/Female

Registration Number (if previously /currently a student at University of Hull)

Home address
Postcode

Telephone: Day
Telephone: Evening
Email

Correspondence address (if different from above)
Postcode

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Occupation/Employment - include job title, employer name, main responsibilities and skills used in your job (this should also include voluntary employment).

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Previous education (see note 2)

School/college/university attended (name, town and country)	From mm/yy	To mm/yy

Qualifications already completed (list highest qualification first) (see note 3)

Date examined	Subject	Award type	Exam Board	Final Grade

Qualifications still to be completed

Date examined	Subject	Award type	Exam Board	Final Grade



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Personal Statement

Please write a summary of your reasons for applying for the chosen programme and provide any additional information that you wish to be considered in support of your application. This may include relevant details of employment, voluntary work, recent study or personal development. We are interested to know what skills and experience you bring with you to your chosen programme of study. Please continue on separate sheet as necessary.

DEPARTMENT OF SOCIAL SCIENCES

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Nationality

Ethnicity (See note 4)

Disability (see note 4 & 5)

Please supply further information about your disability here:
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<p>Residential Status (see note 6)</p> <p>Please read the notes and then ring the appropriate letter, A, B, C, D, G, or O</p> <p style="text-align: center;"> A B C D G O <input type="text"/> <input type="text"/> <input type="text"/> </p> <p style="text-align: center;"> Day Month Year </p> <p>Date of commencement of residence in the UK (applies to B, C,D, G and O only)</p>
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<p>Do you have any criminal convictions? YES <input type="checkbox"/> NO <input type="checkbox"/> (see note 7)</p> <p>You are not requested to disclose details of any convictions that are spent or motoring offences for which a fine and/or up to three penalty points were imposed at this stage, although those applying to professional training programmes for certain professions will be asked to make a further declaration at a later stage. Applicants who tick the 'Yes' box will be contacted for further information.</p>

<p>Expected source of funding for tuition fees (see note 8 & 8a)</p>

<p>Address of sponsor (if applicable)</p>
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<p>How did you hear about the course? E.g. local newspaper, work, friend etc (If prospectus please state where you picked it up)</p>

<p>Emergency Contact</p> <p><i>The person you name below will only be contacted in the event of your death or serious illness, and only with the approval of a senior officer of the university</i></p>	
Name	Relationship to you
Contact Address	Telephone
Postcode	



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Declaration (see note 9)

I confirm that the information given on this form is true, complete and accurate to the best of my knowledge and that no information requested or other relevant information has been omitted. I accept that, if I do not fully comply with these requirements the University of Hull reserves the right to cancel my application/registration and that I shall have no claims against the University in relation thereto. I agree to inform the University if any details change after submission of this form. If accepted to study at the University of Hull I agree to abide by the Statutes, Regulations and Ordinances of the University of Hull in force throughout the period of study. (available at www.hull.ac.uk)

I agree to these details being processed for the purpose of admission and my student record with the University of Hull and to them being held in electronic and paper format, which will be available to academic and administrative staff of the University, concerned with all aspects of my chosen programme of study.

Applicant's Own Signature (ESSENTIAL)

Date

THANK YOU FOR COMPLETING THIS APPLICATION FORM

PLEASE SEND TO:

Department of Social Sciences
Wilberforce Building
University of Hull
Hull
HU6 7RX

Tel: 01482 466090 or 01482 465963

Email: aimee.robertson@hull.ac.uk or d.daddy@hull.ac.uk

For Department Use only

Acceptance to Programme

Start Date:

Conditions: if any

Signature and Date



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This application form and the accompanying notes are available in an alternative format from

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NOTES ON COMPLETING THE APPLICATION FORM

(Please read these notes carefully before completing the application form)

The form should be completed in full. All the information requested is essential, either for internal University record keeping, or to comply with statutory obligations in reporting to the Higher Education Statistical Agency (HESA). This form should be completed by the person applying to study. If you are not able to complete this form personally please do not hesitate to contact the Centre for assistance.

1. Programme of Study

Please indicate which programme you are applying for by ticking the appropriate box. If in doubt about the title, refer to the prospectus or contact the Department of Social Sciences for advice.

2. Previous Higher Education in the UK

Please list secondary, further and higher education undertaken. HESA requires us to find out if you have previously studied in UK higher education (at a level above A level or equivalent) before the course for which you are now applying, please complete this field on the application form. Please include dates where possible, even if this education was many years ago.

3. Certificates

We do not usually need to see copies of certificates for part-time study unless requesting exemption on the basis of prior learning. You will be informed if we require sight of these during the application process.

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4. Ethnicity

The University is required by HESA to collect this information for statistical purposes. Information on ethnicity will not be used in reaching a decision on the outcome of your application, nor will HESA publish personal information about you. Please insert the code from the list below that best describes you.

Ethnic Origin	Please enter one of the following codes		Disability	If you have a disability please enter one of the following codes	
	White – English	11		None	0
	White – Irish	12		Dyslexia	1
	White - Scottish	13		Blind/Partially Sighted	2
	Irish Traveller	14		Deaf/Hearing impairment	3
	White – Other	19		Wheelchair user/Mobility difficulties	4
	Black – Caribbean	21		Mental Health difficulties	6
	Black – African	22		Unseen disability (e.g. diabetes, Epilepsy, asthma)	7
	Black – Other	29		Multiple disabilities	8
	Indian	31		Any other disability	9
	Pakistani	32		Autistic Spectrum Disorder or Asperger Syndrome	10
	Bangladeshi	33			
	Chinese	34			
	Mixed – White and Black Caribbean	41			
	Asian – Other	39			
	Mixed – White and Black African	42			
	Mixed – White and Asian	43			
	Other Mixed Background	49			
	Other Ethnic Background	80			
	Information Refused	98			

5. Disability

The University is also required by HESA to collect data on disability for statistical purposes and in doing so aims to give guidance to applicants on the availability of any additional support that may be required. Please select the code **from the above table** that best describes you and add any further information in the space provided

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on the form. The University wants to meet the needs of disabled students. If you think you may need support to access your chosen programme, please contact Disability Services (telephone 01482 466833 or email disability-services@hull.ac.uk). Any information about your disability will be considered separately to your application. Contacting us early will ensure that we can put support in place on your programme of study as soon as possible.

6. Residential Status

Please circle one category that best describes you:

A You are a UK or EU national (or the child of a UK or EU national) and you have lived in the European Economic Area (EEA) or Switzerland (or both) continuously for at least 3 years, but not just for full-time education. *Note: If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these 3 years.*

B You have Indefinite Leave to Enter/ Remain in the UK or have the Right of Abode in the UK and you have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for at least 3 years, but not just for full-time education.

C You are a refugee or you have been granted Exceptional Leave to Enter/ Remain, Humanitarian Protection or Discretionary Leave in the UK following a refused application for asylum or you are such a person's spouse or child and you have lived in the UK, the Channel islands or the Isle of Man since this status was recognised or granted.

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 spouse or child and you have lived in the EEA or Switzerland (or both) for 3 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 of the UK, Channel Islands, Isle of Man, EEA or Switzerland because you, your spouse, or your parent have been temporarily working outside the area in question.

O Other.

We will require documentation of your status (e.g. passport, visa, Home Office letter, to support categories B, C, D or G). We will ask for this information during the application process. Do not send it with your application form.

7. Criminal Convictions

The University has a risk assessment process designed to reduce the risk of harm or injury to members of the University population caused by the criminal behaviour of any student. We therefore need to know if you have any relevant criminal convictions.

Relevant criminal convictions are convictions for offences of a violent or sexual nature against another person and those 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 (however see next paragraph).

If you are applying for a course in teaching, health, social work and/or any course/s involving work with children and/or vulnerable adults, you must tell us about any criminal conviction, including spent sentences and cautions (including verbal



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cautions) and bind over orders. For those courses, you may later be required to have an Enhanced Criminal Records Bureau disclosure (www.crb.gov.uk).

If you are serving a prison sentence at present, give the prison address as your correspondence address and obtain a reference from a senior prison officer to support your application.

Applicants who declare a criminal conviction will not automatically be excluded from the application process but the University will wish to activate the risk assessment process (details of which are available from the Student Recruitment and Admissions service) and will ask for further details before reaching a decision.

If you are convicted of a relevant offence after you have applied, you must inform the Student Recruitment and Admissions Service immediately in order for the risk assessment process to be followed.

8. Funding

If you, your spouse or guardian are going to pay the tuition fee for the programme, please answer 'Self' (in the expected source of funding box). If you have a sponsor (e.g. employer) who is going to pay your fees, please state their name and address. A letter from your sponsor stating that they are willing to pay your fees will be required at registration.

8a.

There is means-tested funding available for part-time students. Information can be found by contacting: www.direct.gov.uk/studentfinance

Pages 12 and 13 from the booklet 'How to get financial help as a student' are attached to this application form

DEPARTMENT OF SOCIAL SCIENCES

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9. Declaration

Please read the declaration carefully, you will need to sign and date this statement once you have completed the form.

Returning the form

Please submit the completed form and any accompanying papers to the

PART TIME PROVISION; DEPARTMENT OF SOCIAL SCIENCES, ROOM 259, WILBERFORCE BUILDING EAST, UNIVERSITY OF HULL, HULL HU6 7RX.

If any of your details change after you have completed and submitted the application form, it is important that you advise the University at once. In case of a later query, we would advise you to keep a copy of the completed form, any documents you have attached and these notes.