

# Guidance Notes to Applicants

## (Direct Admission as an Occasional Studies student)



These guidance notes are for use with the Cardiff University form "Application for Direct Admission as an Occasional Studies Student". This form should be completed by those who want to:

- undertake an individual module or modules to gain credits,
- undertake research with us on a short term basis.

The information provided on the application form will be used to consider your application and, if you are offered a place, to make arrangements for your admission. This information will be made available to relevant Admissions Tutors and to administrative staff responsible for recruitment and admissions. We will assume that you have read the Undergraduate prospectus and/or School brochure before completing the application form.

It is the policy at Cardiff University that student recruitment and selection is conducted on an equal opportunities basis, in accordance with the provisions set out in the Sex Discrimination and Race Relations Acts. Please complete the enclosed Applicant Monitoring Form and return it with your application form.

Each section of the form must be completed clearly, in **black** ink and capital letters.

### **Part 1 Proposed area of study**

- 1.1 Please state the full name of the School in which you wish to study (refer to the Undergraduate Prospectus).
- 1.2 If you wish to apply to study as an occasional student (that is you do not want to follow a defined programme of study, but a selection of modules specific to you individually) please tick this box.
- 1.3 Please indicate whether you wish to study on a full or part time basis.
- 1.4 Please state when you intend to start studying. Those following specific programmes must comply with the relevant programme/module start dates. Occasional study may start at an appropriate point in the academic year, subject to the approval of the School concerned.
- 1.5 If you are applying to study as an occasional student, please state the date by which you expect to complete your study.

### **Part 2 Personal Details**

#### **Surname (family name)**

This is the name under which your application will be registered and the name you should use on any future correspondence with the University.

#### **First or given names**

Please state up to three given names in the order that they appear on official documents. Initials are not sufficient.

#### **Previous Surname/Family Name**

If you have changed your surname/family name since birth, please enter any previous surname(s)/family name(s) here.

#### **Maiden Name**

If you changed your surname/family name after marriage, please state your maiden name (the one by which you were known before the marriage) here.

#### **Title**

Please give the title you usually use. For example: Dr, Mrs, Ms, Mr, Mrs, Professor, Reverend.

**Gender**

Please state whether you are male or female by entering M or F.

**Date of Birth**

Enter your date of birth in the order DAY/MONTH/YEAR.

**Country of Birth**

Please enter the name of the country in which you were born.

**Nationality**

Please state your nationality, as it appears on your passport. If you have dual nationality, please indicate this.

**Country of Residence**

Please enter the country in which you have been normally resident over the last three years (ignoring periods of temporary absence). Time spent away from your main country for study purposes is classed as temporary absence. If you have indefinite leave to remain in the UK please send proof and copies of supporting documents with your application.

**2.1 Address****Correspondence Address**

We will normally send all correspondence about your application to the correspondence address. Please include telephone numbers and an e-mail address that you check on a regular basis. If you change your address, please inform Registry immediately.

**Home (Permanent) Address**

Please state your home address. You may write "As correspondence" if both addresses are the same.

**Language Medium**

Please tick one box to indicate whether you want to receive correspondence in Welsh or English. Correspondence will be produced in one language only and, if you select Welsh, all correspondence will be produced in Welsh.

**2.2 Criminal Convictions**

To help universities and colleges reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, they must know about any criminal convictions that an applicant may have.

Relevant criminal convictions are only those 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 see the paragraph below).

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. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau. Please contact the University to request a copy of the appropriate documents for completion.

<p><b>Courses in teaching, health, social work and courses involving work with children or vulnerable adults</b></p> <p>For these courses, you must enter X in the box if any of the following statements apply to you:</p> <p>a. I have a criminal conviction</p>	<p>All other courses</p> <p>For these courses, you must enter X in the box if either of the following statements apply to you:</p>
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<p>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.</p> <p>If statement e applies to you then you must also give the prison address as your postal address in Section 2.1 of your application and a senior prison officer must support your application.</p>	<p>a. I have a relevant criminal conviction that is not spent.  b. I am serving a prison sentence for a relevant criminal conviction.</p> <p>If statement b applies to you then you must also give the prison address as your postal address in Section 2.1 of your application and a senior prison officer must support your application.</p> <p>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.</p>
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### **Part 3 Academic Qualifications**

You must include certified and, if appropriate, translated copies of transcripts/certificates etc. to validate the qualifications you state you have achieved. Your application will be delayed if this documentation is not included.

#### **3.1 Pending/most recent qualification**

Please provide the full name and address, including country, of the educational establishment that you have most recently attended. Include the dates you attended, details of any qualifications attempted or achieved, their subject matter and the date the qualifications was (or is expected to be) awarded.

#### **3.2 Qualifications Obtained**

Please list all the academic qualifications obtained from the age of sixteen years (excluding those already stated in section 3.1), with the most recently obtained listed first. Indicate the name and address of the place of study, the grade/result achieved, the month and year in which each qualification was awarded and the method of study.

#### **3.3 Professional Qualifications**

Please include details of any relevant professional qualifications achieved or pending. You must state the method of study (full time/part time/distance learning) and the name and address of the awarding body.

#### **3.4 Membership of Professional Bodies**

If you are a member of a professional institution, and that membership is relevant to your application, please state the name of the body to which you are affiliated, the date membership began and is due to expire and your personal registration number.

### **Part 4 Employment Information**

Please give details of relevant professional experience gained during the past five years.

### **Part 5 Funding**

#### **How do you plan to fund your studies?**

Please tick one of the boxes to demonstrate your intended means of paying for the course. This may change at a later date depending on scholarship applications. It does not constitute a binding agreement and will not affect your application. You do not need to provide evidence of available funds at this stage.

### **Part 6 Non UK applicants currently in the UK**

Please indicate if you have received Home Office permission to live and work in the United Kingdom without time restrictions. Enclose copies of relevant correspondence with the Home Office and copies of the appropriate pages from your passport. Please also provide details of

when you first entered the UK and for what purpose. You should also state the country where your parents/family are currently resident.

## **Part 7 Personal Statement**

This is your opportunity to tell the University why you are applying and why it should want you as a student. Admissions Tutors will want to know why you are interested in the course you have applied for and what you hope to do after your studies. Your statement must be clear. Consider carefully the information you give to support your application and be truthful and accurate in what you write. We suggest you include some or all of the following points.

- Why you have chosen the courses you have listed.
- What interests you about your chosen subject. Include details of what you have read about the subject.
- What career plans you have for when you complete your course.
- Involvement in master classes or other Gifted and Talented programmes.
- Details of non-accredited skills and achievement which you have gained through activities such as Diploma of Achievement or Duke of Edinburgh Award;
- Your future plans.
- Any subjects you are studying that do not have a formal assessment.
- If you are planning to take a year out, your reasons why.
- Your social, sports or leisure interests.

## **Part 8 English Language Competency**

Please tick one box to indicate your first language (the language which you consider to be your native language). If your first language is not English or Welsh, please indicate your level of competency in English by indicating which (if any) of the specified English Language qualifications you hold and the grade achieved. You must provide proof that you have obtained the qualification by means of a photocopy of the certificate awarded. Please note that a satisfactory standard in an approved qualification is necessary before an unconditional offer can be made.

## **Part 9 Confidential References**

You must provide the names and addresses of two referees who have knowledge of your academic or professional ability in support of your application. References sent with the application form must be in sealed envelopes that have been signed by the referee, and/or officially stamped, across the seal. You may use the referee forms included, or the reference may be typed in a style of the referee's choosing. If the referee types the letter, please provide him/her with a copy of the referee report form as this contains guidance notes for the referee. Letters should be officially stamped and include the postal address, telephone number, fax number and email address of the referee.

To help us match your documents to your application, please ensure that the references bear your full name as it appears on the application form.

## **Part 10 How did you learn about Undergraduate opportunities at Cardiff University?**

Please choose one of the options to tell us how you learned of opportunities to study at undergraduate level at Cardiff University. This information will help us target our marketing and recruitment efforts accurately.

## **Part 11 Declaration**

Please sign and date your application to:

- (i) confirm that the information you have provided is true, complete and accurate;
- (ii) give consent to this information being seen by relevant Admissions Tutors and administrative staff responsible for recruitment and admissions.

### Checklist

Please ensure

- that you have completed all sections of the form and that it has been signed and dated;
- that you have provided details of two referees or included two completed references;
- that you have completed and included the Applicant Monitoring Form;
- that you have included photocopies of relevant supporting documentation (e.g. transcripts, TOEFL/IELTS test results that have been completed).

### Applicants for the International Foundation Programme

Cardiff University's International Foundation Programme is open to students, who, under the Fees (Education and Awards) Regulations, will be classed as overseas for fee-paying purposes. Under these Regulations, the fee status at the time of acceptance of any offer will remain for the duration of studies at the University. The University will assess information provided on the application form and any other information that may subsequently be requested in order to confirm the overseas status.