

Application Form

Nottingham Trent University

Burton Street
Nottingham NG1 4BU
United Kingdom

Tel: +44 (0)115 848 4200
Fax: +44 (0)115 848 8869

www.ntu.ac.uk/askntu

Equal opportunities mission statement

Nottingham Trent University aims to foster a community with an atmosphere of trust, harmony and respect. It is committed to the elimination of both direct and indirect discrimination, and will take appropriate action wherever possible to enforce its equal opportunities policy.

The University will actively implement positive policies to promote equality of opportunity for all present and potential students and staff, regardless of race; ethnic or national origin; sex; sexual orientation; age; political or religious beliefs; membership of professional associations or trade unions; disability; marital status; family responsibility or social class. This commitment applies to all individuals and all aspects of the University's life.

All staff, students and visitors will be informed of the equal opportunities policy, and its operation will be subject to regular monitoring and review.

This leaflet can be made available in alternative formats.



Notes for Completion

Before completing the form, please ensure that you have read the prospectus entry relating to the course(s) for which you are applying in order to familiarise yourself with the curriculum and entry requirements. You can also apply online. Visit www.ntu.ac.uk/apply

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: This is the address where the University will write to you. If your permanent address is different from your correspondence address please give details in the spaces provided, including home telephone number. If you change either of your addresses, please let us know your new address as soon as possible. **If you have applied through an agent please ensure the agent address is inputted here.**

Section 2 Further details

Disability, specific learning difficulty or Mental Health requirements

Nottingham Trent University welcomes applications from students with disabilities and specific learning difficulties, such as dyslexia. There are a range of services and facilities available to meet individual needs, which are detailed in our *Guide for Applicants with Disabilities*, available from our Disability Support Service on:

Tel: **+44 (0)115 848 4495 / 4284** (voice)
+44 (0)115 848 6163 (voice and minicom)
Email: **disability.support@ntu.ac.uk**
Web: **www.ntu.ac.uk/disability**

Dyslexia Support:
Tel: **+44 (0)115 848 4120** (voice)
Email: **dyslexia.support@ntu.ac.uk**

Mental Health Support
(Mental Health / Asperger Syndrome support)
Tel: **+44 (0)115 848 2085** (voice)
Email: **mental.health@ntu.ac.uk**

If you have a disability or specific learning difficulty, e.g. dyslexia, dyspraxia, mental health difficulties or a medical condition, please select the most appropriate code from the list on this page and enter it in the box on the form. Use code 0 where you have no such requirement.

Disability, learning support requirements, mental health or medical condition codes:

- 0 None.
- 1 You have a specific learning difficulty (for example dyslexia).
- 2 You are blind or partially sighted.
- 3 You are deaf or hard of hearing.
- 4 You use a wheelchair or have mobility difficulties.

- 5 You need personal care or assistance.
- 6 You have mental health difficulties.
- 7 You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition.
- 8 You have two or more of the above.
- 9 You have a disability, special need or medical condition that is not listed above.
- T You have Autistic Spectrum Disorder or Asperger Syndrome.

Section 3a Immigration status

The level of tuition fees that you pay (home or overseas) depends on your residential category. In this section, you are asked to assess which residential category applies to you. However, most people who apply from the UK, Channel Islands, Isle of Man and EU will be in category A. If you are an international applicant, or you are not sure which category to use, please choose the category that best describes you, and put the code in the box provided. The code you choose is provisional. The University will make the final decision on your residential category and has the right to change your code. We cannot tell you which category you should choose.

Category summaries

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

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

C You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, The Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person’s husband, wife or child.

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 husband, wife or child), and you have lived in the EEA or Switzerland for three 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 the UK, Channel Islands, Isle of Man, EEA or Switzerland (or more than one of these) because you, your husband or wife, or your parent have been temporarily working outside the area in question.

O Other.

Section 3b Payment of fees

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) for 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 University will assume that you wish to be considered equally for all the courses listed on the form.

Your application is important to us. Please tell us where you found out about the course you are applying for; for example through friends, advertisement, recommendation by university tutor.

This form should only be used for applications not handled by UCAS, GTTR or any other admissions clearing house.

Section 5 Work experience

Please include all of your relevant work experience and training, paid or unpaid. This is particularly helpful in enabling admissions staff to assess your application. For vocational courses it is important to include details of the roles and responsibilities undertaken. Please use a separate sheet if necessary.

Section 7 Qualifications

Enter the overall level of qualification taken. Enter the awarding body (if appropriate). List all of the qualifications taken or to be taken in date order, most recent first. Enter the date of the examination(s). Enter the name of the educational establishment attended.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry into higher education.

Applicants who have qualifications which they have obtained in a language other than English, or a BTEC, GNVQ or SCOTVEC award, should attach a transcript, written in English, giving details of the title and all units, modules and components.

Section 8a Personal statement

Please use this section to provide any other information that you 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 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 place of formal qualifications, whether 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, please give your reasons for doing so. Please ensure that you have addressed the specific requirements as set out in the course literature.

Section 8b Criminal convictions

Courses in teaching, health, social work and other courses involving work with children or vulnerable adults:

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 applies 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.

educational services. The University 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 herein.

Should you become a student of the

Section 9 Special needs

To help us understand your support or access requirements, please use this section of the form to provide an indication of the arrangements which you may require.

These might include adapted accommodation, extra equipment, readers or interpreters, specialist dyslexia or mental health support, or alternative arrangements for assessments.

If you do not know which facilities or support you require, you may contact our Disability Support Service to discuss your needs before you apply. We can also arrange for you to visit the University to gain a better understanding of particular facilities and services.

Disability Support Service:
Tel: **+44 (0)115 848 4495 / 4284** (voice)
+44 (0)115 848 6163 (voice and minicom)
Email: **disability.support@ntu.ac.uk**

Section 10 Names and addresses of referees

There is a form attached for use by your referee(s). Please feel free to copy the form if more than one reference is required. Please consult the course literature to ascertain the type and number of references required.

You can contact referees directly, but the letters must be delivered to us in sealed envelopes, signed on the back over the seal by the referee.

Normally your referee would be one of the following: head of your last / present school, principal of your FE college, course tutor of your present or last course of study, your current / last employer or a tutor / careers adviser.

If you have any difficulty in identifying a suitable referee you should seek the advice of the relevant admissions tutor at NTU.

Please be aware the onus is on you to provide references, if you do not provide them with your application, they will form a condition of your offer.

IMPORTANT NOTE

The 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 University interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant disruption to

University, this notice shall be a term of any contract between you and the University. Any offer of a place made to you by the University 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.

Section 11
Declaration

Please read the declaration on the application carefully. You must sign your application or we cannot process it. We will contact you to get your signature, but this will delay your application and you could miss the deadline. When you sign the declaration, you agree to the following conditions:

- a. If you are offered a place, you have the right to cancel your application. You can do this by writing to us within ten working days of the date of our confirmation letter to you.
- b. If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application without giving you your application fee back. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
- c. We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application without giving you your application fee back.
- d. We try to process applications and decisions efficiently and accurately. However, we will not be liable for any mistakes or delays, or any loss or damage caused by mistakes or delays.

- e. If you are offered a place and accept that offer of a place from us, you must accept the terms and conditions set out in the Enrolment Conditions. A copy of this document can be obtained from Registry by writing to **Registry, Nottingham Trent University, Burton Street, Nottingham NG1 4BU** or calling **+44 (0)115 848 2825**, or they can be found on our website at: **www.ntu.ac.uk/enrolmentconditions** You must read these terms and conditions carefully. If you have any questions about the terms and conditions, you should direct your enquiry to Registry before you accept any offer of a place.

- f. If you become a student at NTU, the University will do all it can to provide the educational services described in its prospectus. If industrial action or circumstances beyond the control of the institution affect its ability to provide these services, it will do all it can to keep the disruption to your education to a minimum.
- g. Your application is a contract between you and us. No one else can enforce any part of this contract, under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

Section 12
Planning statistics

This information is collected solely for the purpose of statistical monitoring (e.g. application and admission rates).

- a) State your ethnic origin using the codes provided.
- b) State your occupational background. If you are under 21, enter the occupation of the parent, step-parent or guardian who has or had the highest income in your household. If you are 21 or over, please enter your own occupation.

Please detach the completed application form and return to:

Admissions
Nottingham Trent University
Burton Street
Nottingham NG1 4BU

Evidence to support your application can be uploaded at www.ntu.ac.uk/supportingdocuments

Nottingham Trent University Application Form

Solely for use at this University for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses.

Please read the accompanying Notes for Completion and Notes for Guidance before completing this form.

Application Ref No:

Please complete (Section 1) in **BLOCK CAPITALS**

1. Applicant details

Title Mr/Ms/Miss/Mrs, etc.

Surname / family name

First given name(s)

Previous surname / family name, if changed

Permanent home address

Postcode

Mobile telephone no.

Daytime telephone no.
(including country / area code)

Evening telephone no. (if different)
(including country / area code)

Email

Correspondence address / Agents details

Name of agent (if applicable)

Address

Postcode

Mobile telephone no.

Daytime telephone no.
(including country area code)

Evening telephone no. (if different)
(including country area code)

Email

2. Further details

Sex: Male (M) Female (F)

Date of birth

Day

Month

Year

Your age on 31 December in year of entry

Years Months

Disability, specific learning difficulty, mental health or medical condition

Please enter the appropriate code in the box to indicate any disability or specific learning difficulty that may require particular facilities, support or access arrangements (see Notes for Completion). Please also provide details of your requirements in Section 9.

3a. Immigration status

Do you require a visa to study in the UK?

Yes

No

Country of permanent residence

Country of birth

Nationality

Date of first entry to live in the UK

Residential category (see Notes for Completion)

Passport number

Issue date

Expiry date

Place issued

3b. Payment of fees

Who will pay your tuition fees?

Name of sponsor

Have you previously received an educational award from UK public funds?

Yes

No

If yes, please provide details:

Funding body

Course

Dates of study

4. Details of course(s) to which you wish to apply *Please list below*

Course title

Preliminary choice of main subjects / options (if appropriate)

Mode of study: full-time / sandwich / part-time / other (please specify)

Year of entry

Stage i.e. Year 1 Year 2

Please indicate where you heard of these courses, i.e. newspaper, prospectus, web page, etc.

☐ Newspaper / Magazine ad

☐ Online

☐ Educational agent

☐ British Council

☐ Current student

☐ Educational directory

☐ Other

12. Planning statistics

a) Ethnic origin

Please choose the option that you feel most closely describes your ethnic origin and write its code in the boxes below.

→

| | | | | | |
|------------------------|----|------------------------|----|---------------------------|----|
| White | | Asian | | Mixed | |
| White | 11 | Indian | 31 | White and Black Caribbean | 41 |
| | | Pakistani | 32 | White and Black African | 42 |
| Black | | Bangladeshi | 33 | White and Asian | 43 |
| Black Carribean | 21 | Chinese | 34 | Other mixed background | 49 |
| Black African | 22 | Other Asian background | 39 | | |
| other Black background | 29 | | | Other | |
| | | | | Other ethnic background | 80 |

b) Occupational background

If under 21, enter occupation of parent. If aged 21 or over, enter your own occupation. See Notes for Completion for further information.

Please detach this part of the form, for your referee to complete and return separately.

Reference

Name of referee

Post / occupation / relationship

Address

Telephone no.
(including area / country code)

Fax no.
(including area / country code)

Email

This form may be photocopied: USE BLACK BALLPOINT PEN OR BLACK TYPE. Please use official stamp where appropriate, at the end of the statement.

Name of applicant (block capitals or type)

Course applied for

Signed

Date

Has this reference been discussed with the applicant?

Yes

No

The completed form should be returned to: Nottingham Trent University, Burton Street, Nottingham NG1 4BU

Notes for Guidance

Before completing the application form, please ensure that you read the Notes for Guidance carefully.

Before completion of the form

Please ensure that you have consulted the prospectus and any other course material you may possess to ensure that you are aware of any specific requirements and / or deadlines relating to the receipt of applications. Unless specifically mentioned in the relevant prospectus or course literature, references should be obtained before despatching the application to the relevant person or department.

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

Exclusions

This form should **NOT** be used when applying for entry to:

First degree, DipHE and Foundation degree (FdSc, FdA, FdEng) (full-time and sandwich): only applications that have come through UCAS will be accepted. UCAS can be contacted on **+44 (0)870 112 2200**.

Postgraduate Certificate in Education: for courses in England, Scotland and Wales, applications must be made through the **Graduate Teacher Training Registry (GTTR), Rosehill, New Barn Lane, Cheltenham, Gloucestershire GL52 3LZ**. GTTR can be contacted on **+44 (0)870 112 2205**.

Research degrees (MPhil and PhD): Please use the University's Research Degree Application Form.

Applications from international students

For full advice on how to apply for postgraduate courses, refer to the NTU Postgraduate and Professional Prospectus. The following notes are the most important. Please read them before completing the application form.

Checklist: Here is a checklist of documentation which you will need to complete your application:

- A copy of your university / college qualification certificate
- A copy of your university / college qualification transcript
- Passport and visa information if available
- Confidential references (as detailed in course literature)
- A copy of your English language test certificate*

*It is currently acceptable to send copies of your certificates when you apply to the University. The University will need to see the originals of all these documents prior to you starting your course. We will advise you if originals are required.

Evidence to support your application can be uploaded at www.ntu.ac.uk/supportingdocuments

Different entry qualifications

The University welcomes all students including those who do not have conventional qualifications for admission to higher education. Full consideration is given to relevant experience and other educational achievements. Some courses have special arrangements for these applications and you should ensure that you read the prospectus before applying for the course.

Despatch arrangements

Many courses will give a deadline by which applications should be received. The prospectus and relevant course details should be checked for this information.

Unless specifically stated within the course literature, it is expected that references will have been obtained prior to despatch of the completed application.

Please send completed application forms to: Admissions
Nottingham Trent University
Burton Street
Nottingham NG1 4BU

Right to cancel

If we decide to offer you a place on your chosen course of study, we will write to you making a formal offer. You can accept this by returning the acceptance, which we will provide. This will form a contract between us. You have the right to cancel the contract at any time up to ten working days after the date on which you send your acceptance form to us.

Criminal convictions

To help the University reduce the risk of harm or injury being caused to its students through the criminal behaviour of other students, we must know about any relevant criminal convictions of any applicants.

Relevant criminal convictions are only those convictions which involve 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 please see the next paragraph).

If you are applying for courses in teaching, health or social work, or 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 will need an Enhanced Disclosure Document from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents should you be offered a place.

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

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

Enrolment conditions

Before completing the application form you may wish to view the University's Enrolment Conditions. Should you be offered a place at the University you must accept the terms and conditions of the University. You will be asked to agree to these terms and conditions at enrolment. You can request a copy of the Enrolment Conditions by writing to **Registry, Nottingham Trent University, Burton Street, Nottingham NG1 4BU**, or by telephoning **+44 (0)115 848 2825**; you can view them online at: www.ntu.ac.uk/enrolmentconditions

Complaints

If you have any complaints regarding your course or any other services which the University provides to you, then you can write to the relevant Dean of School and appropriate College Office at **Nottingham Trent**

University, Burton Street, Nottingham
NG1 4BU.

Data Protection Act 1998

By signing this form you are consenting to Nottingham Trent University using the information provided from time to time, along with any further information about you that the University may hold, for the purposes set out in the NTU data protection notification. On application, the information you provide on your application form will be used for the following purposes:

- 1)To enable your application for entry to be considered.
- 2)To enable the University to compile statistics, or to assist other organisations or individual research workers to do so. No statistical information will be published that would identify you personally.
- 3)To enable the University to initiate your student record should you be offered a place at the University.

The terms of the University’s data protection notification can be viewed at the Information Commissioner’s website:
www.ico.gov.uk/tools_and_resources/register_of_datacontrollers.aspx
You can access the Information Commissioner’s website, for general information, at: **www.ico.gov.uk**

Should you be offered a place at the University, Condition 11 of the Enrolment Conditions, to which you must agree, sets out how the University will use your information under the Data Protection Act 1998.

IMPORTANT NOTE

The University will make all reasonable endeavours to deliver the programme of study in accordance with the description applied to it in the University’s prospectus for the academic year in which you begin the course. However, the University shall be entitled to:

- Make reasonable variations to the course (including without limitation the content and syllabus of the course, the location of the course or the method of delivery of the course).
- Discontinue the course or decide not to provide the course or combine the course with other programmes of study, if the University considers this reasonably necessary in the context of its wider purposes. If the University discontinues the course or decides not to provide the course it will make reasonable endeavours to provide you with a suitable alternative.

In addition, the University shall not be liable for any failure to provide the course and any other services if it is unable to do so by reason of any matter beyond its control.

Should you become a student of the University, this notice shall be a term of the contract between you and the University.