Postgraduate Application Form

Before completing this form, please ensure that you have read the guidance notes thoroughly. Please complete in black ink using BLOCK CAPITAL LETTERS.

University of **Portsmouth** Agent

Section 1	Personal details			
Title (Mr/Mrs/Miss/	Ms)	Surname/ family name		
Forenames (in fu	ill)			
Previous surnam	e/family name (if applica	able)		
Gender	Male III	Female III	Date of birth d d m	m y y
Home/permaner			CampusUK British Education Consultants British Education Made Easy	31/11, Kamdhar Nagar 1st Street, Mahalingapuram Nungampakkam Chennai - 600 034 T: + 91 44 42009334 + 91 44 42009335
Postcode/zipcod	e		www.campusuk.com	E: contact@campusuk.com
Country	100 VANDER 12 10		Cou ,	
Correspondence	address valid from	d m m y y	to d d m m y y	
Telephone numb	er		Mobile number	
Fax number			Email address	
Section 2	Programme of stu	ıdy		
Please complete p	art A or B. All applicants s	hould complete part C.		
Part A – Taugh Title of course a Choice 1 Choice 2	oplied for (e.g. MA Mark	seting):		ourse code
				ouise code
Part B – Resear Proposed research				
Leading to the a	ward of MPhil	PhD III Ne	ew route PhD Other (please spec	cify)
If you have alrea	dy discussed your applic	ation with a potential su	upervisor at the University of Portsmo	outh, please give their name.
Part C – All app Mode of study	Full time	Part time	Distançe learning/	Proposed yyy
Have you studied	d/applied to study at the	University of Portsmou	th previously? Yes	No III
If yes, which cou	irse(s)?		When?	Student number (if known)
Section 3	Residence			
Nationality (as sta	ted in your passport)		Country of birth	
Area of permane	ent residence		Nationality of parent(s)	
Residential categ	Ory (please refer to guidance	notes)		
Date of first entr the UK (if not bo	y to live in rn in UK)	mmyy	Have you been granted Indefinite Leave to Enter or Remain?	Yes M No M
Date you were g	ranted Indefinite Leave	to Enter or Remain	d d m m y y	

Section 4	Funding			
Please enter the	code that describes your proposed m			
Section 5	Equal opportunities monitor			
The University of I this policy. The inj	Portsmouth is committed to a policy of ed formation will be used for statistical purp	qual opportunities. The details you oses only and will not be used as p	provide will help us monito part of the selection process	r the effectiveness of
Ethnic origin	Please enter the code that best de	scribes your ethnic origin.		
Disability/ special needs	Do you have a disability or a media might require special arrangement	cal condition that Yes sor facilities?	If yes, please e the relevant co	nter de
Socio-economi background	ic If you are in full-time education, plo of the highest-earning family me education, please enter the code t	mber of the nousehold in Willi	Il you live. Il you are Il	Of the full title
Previous qualification	Please enter the code that describe academic qualification you have a	es the highest chieved.		
Section 6	Previous education			
Please provide de	etails of your academic qualifications inclu academic qualifications with your applice	ding any current studies, listing you ation (e.g. copies of certificates or	ur current/most recent studio transcripts).	es first. Please enclose
Attendance dates	Name of institution	Title of qualification	Subject	Result/Grade (if known)
Section 7	Professional qualifications			
	letails of any professional or other qualific	cations that you hold.		
Date taken Month J Year	Title	of qualification	Profession	nal/Awarding body
1				

Section 8 English languag If English is not your first language, please		nalish lanauaae auali	fications vou hol	d and provide original	or certified copi
your English language certificates with yo			,		- coragica copi
ELTS scores: Overall	Listening		Reading		
	Writing		Speaking	D	ate
OEFL scores: Computer- based	Paper- based		Internet- based	D	ate
Cambridge Tests: Adv Certificate	anced score		roficiency ate score	D	ate
Other English Language Title qualification:			Score	D	ate
f you are planning to take an English Test to be taken	language test, ple	ase give details.	Appro	ximate date to be ta	ken
Have you been educated in English?	Yes III	No 🗏	If yes, pleas	e state number of ye	ars
Section 9 Employment an	d work experie	ence			
Name of employer Jo	ob title	Mai	n responsibilitie	es E	ates of employm
THE RESIDENCE OF THE PARTY OF T					
			1.0		
Section 10 References (plea The University requires two references in referees a copy of the enclosed reference We are unable to make a decision about	support of your ap request sheet as so	plication. Please pro on as possible. Please	e note that it is y	our referees below and our responsibility to co	, I send each of ntact your refe
I. Name	TE SO ER	2. Name			I Helpi
Position		Positio	n		
Address		Addres	SS		
-4		+1.15			MIE EU A
Telephone number Email address			one number address		
Section 11 Additional infor	emation	Littali	iduless		
low did you hear about the University		nd the course of stu	idy for which vo	ou are applying?	
University of Portsmouth website		areers advisor	<u> </u>	Friend/family me	ember
University of Portsmouth prospectus		chool/college	III	Employer	
Open day		ormer student	III	British Council	
Search engine/website	■ A	gent/representative	IM	Education fair/e	khibition
Article/advertisement (please specify)	Tales	T AME I			
Other (please specify)	-				
CITTIEF (niegro enceitus					

Please write a statement to support your application to study on this course. Note that your application will not be processed without a personal statement. Please refer to the guidance notes for further assistance and continue on a separate sheet if necessary.

Section 13 Criminal convictions

If you have a relevant criminal conviction please tick the box (please refer to guidance notes).

Section 14 Research proposal (research applicants only)

If you are applying for a research programme you are required to include an outline of your proposed research with your application form. Please note that your application will not be processed without a research statement. Please refer to the guidance notes for further assistance.

Section 15 Declaration

I confirm that, to the best of my knowledge and belief, the information given on this form is true, complete and accurate. I understand that any offer of a place at the University of Portsmouth will be based upon the information given in this form. If the University of Portsmouth discovers that I have made a false statement or have omitted significant information from my application form, the offer may be withdrawn. I accept that the information given on this form will be retained by the University and used for the purpose of processing my application, in accordance with the provisions of the Data Protection Act 1998. I understand that the information stored by the University of Portsmouth may be used for reporting, both internally and externally and that the University may also check the information provided with any previous educational establishment I have attended and with the Immigration Service. If accepted onto a programme of study, I agree to abide by the University's rules and regulations.

Signature	Date dd m m y y

Please return your completed application together with evidence of your academic qualifications and your references to:

International Office University of Portsmouth First Floor Nuffield Centre St Michael's Road Portsmouth PO1 2ED United Kingdom Telephone: +44 (0)23 9284 3488 Fax: +44 (0)23 9284 3538

Email: international.office@port.ac.uk

Web: www.port.ac.uk

Postgraduate Reference Request



Please complete in black ink using BLOCK CAPITAL LETTERS.

Section A To the applicant		
Section A To the applicant		
Title (Mr/Mrs/Miss/Ms)		
Sumame/family name		
Forenames (in full)		
Date of birth ddmmyy		
Title of course applied for (e.g. MA Market	eting):	
returned to you in a sealed envelope. Ple	s a copy of this form to both of your referees. You should ask for the ase forward both envelopes (unopened) to Academic Registry with you blication please send the reference to International Office, University oad, Portsmouth PO1 2ED, United Kingdom.	ur application.
Section B To the referee		
The person named above has submitted you as a referee. We should be grateful i suitability to undertake the proposed pro	an application for postgraduate study at the University of Portsmouth f you could enter your details below and provide us with a reference or gramme of study.	and has named n the applicant's
Position		
Address		
		-
Telephone number	Email address	
Signature	Date d d m m y y	

It would be of great assistance if you could include the following information in your reference:

- Length of time that you have known the applicant and in what capacity.
- The applicant's motivation and aptitude for postgraduate study.
- The applicant's intellectual and academic ability, including any distinct strengths or weaknesses.
- The applicant's ability to work both independently and as a team member.
- Details of relevant work experience.
- If the applicant's first language is not English, please indicate their standard of written and spoken English.

Please supply your reference on your company's/institution's official headed paper. If your organisation has an official stamp or seal please use it to authenticate the reference. Once you have completed your reference please attached it securely to this_form, place it in an envelope and seal it. Please pass this envelope to the applicant who will forward your reference to the University.

Please be aware that under the provisions of the Data Protection Act 1998, we may be required to make the contents of our applicant files (including any references) available for inspection by the individual concerned.

Postgraduate Reference Request



Section A To the applicant		
Title (Mr/Mrs/Miss/Ms)		
Surname/family name		
Forenames (in full)		
Date of birth ddmmyy		
Title of course applied for (e.g. MA Mark	eting):	
returned to you in a sealed envelope. Ple If you have already submitted your app	s a copy of this form to both of your referees. You should ask for the reference to ase forward both envelopes (unopened) to Academic Registry with your applicabilication please send the reference to International Office, University of Portsmood, Portsmouth PO1 2ED, United Kingdom.	tion.
Section B To the referee		
The person named above has submitted	an application for postgraduate study at the University of Portsmouth and has na f you could enter your details below and provide us with a reference on the applic gramme of study.	
The person named above has submitted you as a referee. We should be grateful it	f you could enter your details below and provide us with a reference on the applic	
The person named above has submitted you as a referee. We should be grateful is suitability to undertake the proposed pro	f you could enter your details below and provide us with a reference on the applic	
The person named above has submitted you as a referee. We should be grateful is suitability to undertake the proposed pro Name of referee	f you could enter your details below and provide us with a reference on the applic	
The person named above has submitted you as a referee. We should be grateful is suitability to undertake the proposed pro Name of referee Position	f you could enter your details below and provide us with a reference on the applic	
The person named above has submitted you as a referee. We should be grateful is suitability to undertake the proposed pro Name of referee Position	f you could enter your details below and provide us with a reference on the applic	

It would be of great assistance if you could include the following information in your reference:

- Length of time that you have known the applicant and in what capacity.
- The applicant's motivation and aptitude for postgraduate study.
- The applicant's intellectual and academic ability, including any distinct strengths or weaknesses.
- The applicant's ability to work both independently and as a team member.
- Details of relevant work experience.
- If the applicant's first language is not English, please indicate their standard of written and spoken English.

Please supply your reference on your company's/institution's official headed paper. If your organisation has an official stamp or seal please use it to authenticate the reference. Once you have completed your reference please attached it securely to this form, place it in an envelope and seal it. Please pass this envelope to the applicant who will forward your reference to the University.

Please be aware that under the provisions of the Data Protection Act 1998, we may be required to make the contents of our applicant files (including any references) available for inspection by the individual concerned.

Postgraduate Guidance Notes



The following notes relate to the numbered sections in the application form and are intended to help you complete the form. Please ensure that you have read them thoroughly before completing your application. Please complete your application form in black ink using BLOCK CAPITAL LETTERS.

Section 1 Personal details

Name

Please enter your title, surname and forename(s) exactly as they appear on official documents such as examination certificates, passport or driving licence.

Previous surname/family name

If you have changed your name since your 16th birthday, please enter your previous surname or family name. If not, please leave this section blank. This will help the University when checking your educational records.

Address

Your Home/permanent address is the address where you usually live. If you would prefer correspondence to be sent to a different address, please complete the section 'Correspondence address'. It is essential that you inform the University if your correspondence address changes.

Email address

Please enter your personal email address. If we are able to contact you by email any queries we have about your application can be resolved faster. Please keep the University informed of any change to your current email address.

Section 2 Programme of study

Applicants applying for a **taught programme** should complete part A. Applicants applying for a **research programme** should complete part B. If you would like to apply for both a taught and a research programme please complete a separate form for each application. All applicants should complete part C.

Part A - Taught programme

You can apply for up to two taught postgraduate programmes. Please list your choices in order of preference. Your second choice will only be considered if we are unable to offer you a place for your first choice. Please enter the exact course-name and code as specified in the University prospectus or website. Several courses have similar names and if we need to clarify these details at a later stage, your application could be delayed. Please note that in line with visa regulations most **international students** cannot register for part-time study.

Part B - Research programme

Please enter the title of your proposed topic or field of research in the space provided and tick the relevant award.

Part C - All applicants

If you have studied at or applied to the University of Portsmouth previously please tick the 'Yes' box and provide details in the spaces provided. This ensures that we have a full and accurate record of your studies.

Section 3 Residence

Nationality

Please enter your nationality as stated in your passport. If you have dual nationality, please enter both.

Area of permanent residence

If your permanent home is in the UK please enter the metropolitan, borough or county. If you live outside the UK please enter the country.

Residential category

This section helps to establish the level of tuition fees (home or overseas) that you will be charged if you are offered a place. Using the category definitions and notes below please select the residential category which you think applies to you and enter the code in the box provided. The category that you choose is *provisional*. The University will make the final decision on your category and may request additional information from you if there is a query about the information you have provided.

The different residential categories are as follows:

- A UK Citizen/EU National: you are a UK or EU national, or are the child, spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or one of the Overseas Territories 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 those three years.
- B Settled in the UK: 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. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is O).
- C Refugee Status: 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 child, spouse or civil partner.
- D EEA (non-UK/EU) Living in UK: 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 child, spouse or civil partner), and you have lived in the EEA or Switzerland (or both) for three years, but not just for full-time education.
- G UK/EU NATIONAL Living outside EEA: 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 spouse or civil partner, or your parent, have been temporarily working outside the area in question.
- O Other: other.

Notes

- The European Union (EU) includes the following 27 countries: Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark (not including the Faroe Islands and Greenland), Estonia, Finland, France (including the French overseas departments of Guadeloupe, Martinique, French Guyana, Reunion, Saint-Pierre et Miguelon), Germany (including Heligoland), Greece, Hungary, Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries), Sweden, and the United Kingdom (with Gibraltar).
- The European Economic Area (EEA) consists of the countries of the EU plus Iceland, Liechtenstein and Norway. For the purposes of residence, this includes the whole of the island of Cyprus.
- If your category code is 'O', but you are granted British citizenship or Indefinite Leave to Remain after the date of your application, please contact Academic Registry immediately as your residential category may be reconsidered.
- If your category code is 'O', but you, your spouse or civil partner or either of your parents are later granted refugee status, Humanitarian Protection or Discretionary Leave, please contact Academic Registry immediately as your residential category may be reconsidered.
- If your category code is 'O', but you, your spouse, your civil partner or either of your parents are later granted EU citizenship, please contact Academic Registry immediately as your residential category may be reconsidered.
- Further Education courses In addition to the categories above, we will charge home fees to certain other categories of student depending on the circumstances.

Date of first entry to live in the UK (if not born in UK)

If you were born outside the UK, but now live here please give the date when you began to live here permanently. The date should be found in your passport or other papers used to gain admission to the UK. Do not give a date if you are staying in the UK on a temporary basis, for example for the purpose of study.

Have you been granted Indefinite Leave to Enter or Remain?

If you have been granted Indefinite Leave to Enter or Indefinite Leave to Remain please tick the 'Yes' box.

Date you were granted Indefinite Leave to Enter or Remain

Please enter the date that you were granted Indefinite Leave to Enter or Indefinite Leave to Remain in the boxes provided.

Funding Section 4

Please enter the appropriate code to show how you intend to finance your studies. If you are an international student, on entry to the UK you will have to demonstrate that you have sufficient funds to pay for your fees and support yourself throughout your studies.

- 01 Private finance Entire cost of tuition fees is to be paid by private finance.
- 02 LA, SAAS, NIBd, EU, ChI, IoM Applying for student support assessment by Local Authority, Student Awards Agency for Scotland, Northern Ireland Education and Library Board, EU Team, Channel Island or Isle of Man agency.
- 04 Research councils Contribution from a research council.
- 05 DHSS/Regional Health Contribution from the Department of Health and Social Security or from a Regional Health Authority.
- 06 UK Govt overseas award Overseas student award from the UK Government or the British Council.
- 07 Training agency Contribution from a training agency.
- 08 Other UK Govt award Contribution from another Government source.
- 09 Overseas agency Contribution from an overseas agency, government, university or industry.
- 10 UK Industry/commerce Contribution from UK industry or commerce.
- 90 Other source Other source of finance.
- 99 Not known Not known.

Equal opportunities monitoring Section 5

This information will be used by the University for statistical purposes only and will not affect the decision on your application. The University is required to release this information to the Higher Education Statistics Agency to whom all UK universities are legally obliged to report data.

Ethnic origin

Please read the list below and enter the code that best describes your ethnic origin.

10 White

14 Irish Traveller

Black or Black British - Caribbean 22 Black or Black British - African

29 Other Black background

31 Asian or Asian British - Indian

32 Asian or Asian British - Pakistani

33 Asian or Asian British - Bangladeshi

34 Chinese

39 Other Asian background

41 Mixed - White and Black Caribbean

42 Mixed - White and Black African

43 Mixed - White and Asian

49 Other Mixed background

80 Other Ethnic background

90 Not known

98 I prefer not to say

Disability/special needs

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please tick the 'Yes' box and select the most appropriate code from the list below. If you do not have a disability, special needs or a medical condition, please tick 'No'. The information you provide in this section will not influence the assessment of your application.

Disability, special needs or medical condition categories:

02 Blind/partially sighted

03 Deaf/hearing impediment

04 Wheelchair user/mobility difficulties

05 Personal care support

06 Mental health difficulties

07 An unseen condition e.g. diabetes, epilepsy, asthma

08 Multiple disabilities

10 Autistic Spectrum Disorder

11 A specific learning difficulty e.g. dyslexia

96 A disability not already listed

Socio-economic background

Please read the list below. If you are in full-time education, please enter the code that best describes the socio-economic background of the highestearning family member of the household in which you live. If he or she is retired or unemployed, use their most recent occupation. If you are not in full-time education, please enter the code that best describes your own socio-economic background. This information will be used to help monitor participation in higher education across all parts of society.

- 1 Higher managerial and professional occupations
- 2 Lower managerial and professional occupations
- 3 Intermediate occupations
- 4 Small employers and own account workers
- 5 Lower supervisory and technical occupations
- 6 Semi-routine occuptions
- 7 Routine occupations
- 8 Never worked and long-time unemployed
- 9 Not classified

Previous qualification

Please enter the appropriate code to indicate the highest academic qualification you have achieved.

- 01 Higher degree of UK institution
- O2 Postgraduate diploma or certificate, excluding PGCE
- 03 PGCE with QTS/GTC registration
- 04 PGCE without QTS/GTC registration
- 05 Postgraduate equivalent qualification not elsewhere specified
- 10 Undergraduate qualifications with QTS
- 11 First degree of UK institution
- 12 Graduate of EU institution
- 13 Graduate of other overseas institution
- 14 GNVQ/GSVQ level 5
- 15 NVQ/SVQ level 5
- 16 Graduate equivalent qualification not elsewhere specified
- 21 Open University credit(s)
- 22 Other credits from UK HE institution
- 23 Certificate or diploma of education (i.e. non-graduate initial teacher training qualification)

- 24 HNC or HND (including BTEC and SQA equivalents)
- 25 Diploma in Higher Education
- 26 GNVQ/GSVQ level 4
- 27 NVQ/SVQ level 4
- 28 Professional qualifications
- 29 Foundation course at HE level
- 30 Other HE qualification of less than degree standard
- 31 Foundation degree
- 37 GNVQ/GSVQ level 3
- 38 NVQ/SVQ level 3
- 39 A Level equivalent qualification not elsewhere specified
- 40 Any combinations of GCE 'A'/SQA 'Higher'/ SQA 'Advanced Higher' and GNVQ/GSVQ or NVQ/SVQ at level 3
- 41 ONC or OND (including BTEC and SQA equivalents)
- 43 Foundation course at FE level

- 44 Access course (QAA recognised)
- 45 Access course (not QAA recognised)
- 47 Baccalaureate
- 55 GCSE/'O' level qualifications only; SQA 'O' grades and Standard grades
- 56 Other non-advanced qualification
- 57 NVQ/SVQ level 2
- 72 Diploma in Foundation Studies (Art and Design)
- 92 Accreditation of Prior (Experiential) Learning (APEL/APL)
- 93 Mature student admitted on basis of previous experience (without formal APEL/ APL) and/or institution's own entrance examinations
- 94 Advanced Modern Apprenticeships
- 97 Other non-UK qualification, level not known
- 98 Student has no formal qualification
- 99 Not known

Section 6 Previous education

Please use this section to provide details of your academic career to date. Please list your current/most recent studies first.

You should include the following:

- . All higher education qualifications (completed or due to be completed). If you already have a postgraduate qualification please provide details.
- Your subjects and grades at A Level or equivalent.
- Your grades in Mathematics and English at GCSE or equivalent.

Please enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts). Photocopies are sufficient at application stage. However, you may need to provide original or certified copies of your documentation at a later stage.

Section 7 Professional qualifications

Please list any professional or other qualifications that you hold, for example CIM (Chartered Institute of Marketing) qualification, along with any professional body membership such as ACCA (the Association of Chartered Certified Accountants).

Section 8 English language proficiency

If your first language is not English, the University will require you to achieve a satisfactory score in an approved English Language qualification. In general, only qualifications achieved in the last two years will be accepted as evidence of current language proficiency. If you have already taken or are planning to take an English language test please give details in the spaces provided.

Please provide original or certified copies of your English language certificates with your application form.

Section 9 Employment and work experience

Please provide details of any employment or work experience to support your application, giving a brief description of the nature of your work and responsibilities. If your employment/work experience is relevant to your proposed programme of study you may wish to include further details in your personal statement.

Section 10 References

The University requires two references in support of your application to help assess your suitability for your chosen course. Your referees should be either people under whose guidance you have recently studied or a supervisor/employer from whom you have gained relevant work experience. If you have attended a course leading to a qualification in the last three years, one should be an academic referee who is qualified to comment on the suitability of your chosen area/course of study. Please list the names and contact details for each referee in the spaces provided. We are unable to accept references from family, other relatives or friends.

Two separate reference request sheets are included with the application form. Please send each of your referees a copy of this sheet as soon as possible. The references should be returned to you in a sealed envelope which you should forward (unopened) to Academic Registry with your application.

Please note that it is your responsibility to contact your referees. We are unable to make a decision about your application until we receive your references.

Section 11 Additional information

This information helps us improve our admissions process and will not be used in the assessment of your application.

Section 12 Personal statement

Please write a statement to support your application to study on this course. You may continue on a separate sheet if necessary. We suggest you include some or all of the following points:

- Your reasons for choosing the course.
- What interests you about your chosen subject.
- Any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to include the skills and experience you have gained from these activities.
- How your programme choice fits with your future career plans.
- Your social, sports or leisure interests.

If you are an international student you may also like to include the following:

- · Why you wish to study in the UK.
- What evidence you have to show that you can complete a higher education course that is taught in English. Please say if some of your studies have been assessed in English.

Section 13 Research proposal (research applicants only)

Your application must include a research proposal indicating the area in which your research will be conducted and the key issues that you want to examine in more detail. Your proposal should be between 300 and 500 words and should include the following:

- The reasons for your choice of research project and why it is important to you.
- A description of your proposed research objectives and what you hope to contribute to the field of research.
- A description of your proposed methodology an indication of the proposed approach and likely methods of data collection. Please tell us whether
 you have had any training in specific research methods that you anticipate employing.
- Details of the planning and timescale of the research.
- How your choice of research project fits in with your future career plans.

Section 14 Criminal convictions

To help us ensure that the interests and safety of all members of the University community are safeguarded, we must know about any relevant criminal convictions that an applicant may have. If you have a **relevant** criminal conviction, please tick the box. The information that you provide will not affect the academic assessment of your application. However the University may want to consider the application further or ask for more information before making a decision.

Relevant criminal convictions are only those convictions 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 need not be disclosed **except** in the circumstances set out below.

You must tick the box if either of the following statements applies to you:

- You have a relevant criminal conviction that is not spent.
- You are serving a prison sentence for a relevant criminal conviction.

You should be aware that for courses in teaching, health, social work or courses involving work with children or vulnerable adults, any criminal convictions, cautions (including verbal cautions), reprimands, final warnings and bind-over orders are exempt from the Rehabilitation of Offenders Act 1974. If you are applying for these courses, the University will ask you to agree to have a criminal record check. You may also need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. This means that if the criminal record check identifies that you have had a conviction, caution, reprimand, final warning or bind-over, this information will be made available to the University will send you the appropriate documents to complete.

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 will then ask you for more details.

Section 15 Declaration

Please read the declaration carefully, then sign and date the form.

Submitting your application

When you have completed your application form please return it, together with evidence of your academic qualifications to:

International Office, University of Portsmouth, First Floor, Nuffield Centre, St Michael's Road, Portsmouth PO1 2ED, United Kingdom Telephone: +44 (0)23 9284 3488 Fax: +44 (0)23 9284 3538 Email: international.office@port.ac.uk Web: www.port.ac.uk

The University will acknowledge receipt of your application by email. Your application will then be passed to the appropriate department for consideration. We usually aim to make a decision on your application within four weeks. Please note that if you have not submitted all the required documentation, your application will be delayed until all your documents have been received. If you have any questions about the status of your application please contact international office@port.ac.uk.