

Postgraduate Application Form

Send completed forms to: Email: AdmissionsOps@kingston.ac.uk

Post: Admissions
Room 1004, First Floor
Yorkon Building
Kingston Hill Campus
Kingston Upon Thames
Surrey
KT2 7LB

Telephone: +44 (0)844 855 2177
www.kingston.ac.uk/postgraduate

This form is intended to provide us with information to help ensure a good match between the course or programme and its participants. Please read the Postgraduate Directory and Guidance Notes for details of the entry requirements and admission procedure.

Course applied for: MBA MA MSc Diploma Certificate LLM

Course Title:

or Research Degree: PhD MPhil MSc MA DBA
(See page 4) Where applicable please refer to course details.

Mode of study: Part-time Full-time Open Learning **Month of Entry:** **Year of Entry:**

Personal details

Surname

First name(s)

Title *eg Mr, Mrs, Ms*

Date of birth

Sex M/F

Contact address:

Tel No (home)

Fax No

Tel No (work)

Mobile Tel No

Email

Nationality

Country of birth

Country of permanent residence

Passport Number

Please give date of entry to live permanently in EU/UK

Have you entered the UK on a Visa? (Please select) Yes No

Do you have any i bgdYbhW]a]bU convictions3`GY`DU[Y* `Z:f` [i]XUbWV" (Please select) Yes No

Do you have a disability, any special needs or require learning support? (Please select) Yes **Bc**

If Yes, please give details:

How will the course fee be paid? Private finance

Sponsored by organisation: In part

In full

Name of organisation

Academic record

Please list all colleges and universities attended, giving dates of course, title and subject of degree or qualification and exact classification of award. **Please include both undergraduate and postgraduate degrees.**

College/University	Course title and award	Result	From - To

If you do not have a first degree or equivalent, please provide details of any other relevant qualifications or experience which you feel would be relevant.

Professional

Please give details of membership of professional bodies, including, where relevant, qualifications awarded. If you have not completed your professional qualification, please indicate when the results are expected.

Professional body	Date joined	Qualification obtained	Full or part time	From - To

Please give details of any other courses or academic achievements not already mentioned which might help your application.

EU / Overseas applicants only - English Language Proficiency

If any of your qualifications have been obtained from a non-UK institution, please provide information or evidence to show that your qualification is equivalent to a UK degree. **Please attach copies of your certificates to your completed application.**

For students whose first language is not English, please indicate the formal qualifications you have gained or are taking in English (eg TOEFL, IELTS, Cambridge Proficiency). **Please attach copies of your certificates to your completed application.**

Qualification obtained	Institution where obtained	Result	From - To

If you do not hold a formal English Language qualification, please indicate how you have acquired your proficiency in written and spoken English

Employment and work experience

Please list most recent first and work backwards - Please account for any absences from employment

Name of organisation	Address (town, country)	Position held	From - To

General

Please write *in your own words*:

- What are your reasons for applying for this postgraduate course or research degree? Please refer to career and personal reasons as appropriate. Indicate how you intend to manage your studies with your other commitments.

- How will you benefit from a postgraduate course or research degree at this time?

- How might this postgraduate course or research degree fit in with your career plan over the next 5 years?

Reference Details

Please supply the names and addresses of two referees:

Surname First name(s) Title *eg Mr, Mrs, Ms*

Address:

Postcode

Email:

Telephone:

Surname First name(s) Title *eg Mr, Mrs, Ms*

Address:

Postcode

Email:

Telephone:

Research Degree applicants only (full-time and part-time)

(eg. PhD, MPhil, MSc, MA by Research, DBA)

Please note: A research proposal is required with all research applications.

Proposed Research Programme - please provide details as below of your research proposal, which should include:

- The proposed subject area (please tick appropriate box)

Art & Design	Business	Computing	Economics	Education
Engineering	Health & Social Care	Humanities	Law	Sciences
Social Sciences	Social Work	Surveying	Music	

IMPORTANT:

Does the proposed research give rise to ethical considerations, eg will it involve the use of human subjects?

(Please select) **Yes** **No**

If yes, the project plan must be approved by the Faculty Research Ethics Committee before registration can be confirmed.

Have you previously made contact with a Supervisor at Kingston to discuss your proposal?

(Please select) **Yes** **No**

If yes, please provide the name of the person you spoke to:

If no please refer to the postgraduate brochure provided or the University's website.

Declaration (to be completed by all applicants)

I confirm that the information that I have provided is accurate true and may be verified on request by the University.

Please tick **Name:**

Date:

Under the Data Protection Act 1998, the information you supply will be held in strict confidence for the purpose of ascertaining your suitability for your chosen course of study. In the event that you become a registered student with the University your data will form the basis of your student record.

Guidance notes

These guidance notes are for use with the Postgraduate Application Form. Only use this application if you are applying for a Postgraduate course that does not require you to apply through a central admissions service. If you are applying for an Undergraduate course (e.g. BA) please visit the UCAS website for more information. If you are applying for a Teacher training course (PGCE) please find out more on the Undergraduate Teaching Training (UTT) pages of UCAS Apply. If you are applying for the full time Graduate Diploma in Law, please contact the Central Applications Board for an application pack.

Please read the following guidance notes before you complete the attached application form to ensure all the information that we require is collected.

Please note that information provided such as date of birth, sex, and marital status will not be used to assess your suitability to the course you have applied for. All information of this nature is used for statistical purposes only and is held in confidence.

COURSE DETAILS

- Indicate with a cross in the boxes provided the award you are applying for.
- Write the full name of the course you are applying for as it appears in the postgraduate directory or Kingston University Web-site.
- Enter the mode of study of your course. Some courses are not offered on a part-time basis so, please refer to the PG directory for the available modes of study.
- Enter the academic year and month that you wish to start your course. Note that some courses have more than one intake each academic year. Refer to the postgraduate directory for details.

PERSONAL DETAILS

- Please give your full name including all surnames if more than one. Note that the name you provide on your application will be used on all of your future student records if you are offered a place at Kingston University.
- Address for correspondence refers to your permanent home address or the address that you require correspondence to be sent to.

ACADEMIC RECORD

- Please give the full title(s) of the qualification(s) obtained or pending.
- State the full name(s) of the institution where you studied including the location e.g. town and country.
- State the date that the course started and is due to finish and the duration of the course.
- Please note that we require copies of qualification transcripts with your application. If you still have qualifications pending please state this in the application.

EMPLOYMENT AND WORK EXPERIENCE

- Please list your most recent employment first and work backwards.
- Please state the town and country of your employment, and the dates that employment commenced and ceased.

REFERENCES

- Please also supply the details of two referees that can comment on your suitability for the course for which you are applying. These should be the same people that you pass the enclosed reference forms to.
- At least one academic reference (e.g. college/university tutor or course director) is required. If you left higher education several years ago please request a reference from a professional who can comment on your suitability for the course you have applied for.
- Some courses may only require one reference.
- References from relatives are not acceptable.
- Social Work and Education applicants are not required to submit reference forms, but must state the details of two referees in the space provided on the application form.

RESEARCH

If you are applying for a research degree, you are required to submit a research proposal. For further information please contact the relevant research administrator as listed in the Postgraduate Directory.

DECLARATION

Disability or Special Needs

Please provide details of any disability/special need. We ask for this information to allow the university to evaluate what suitable support may be available to you for the duration of your intended programme of study. Please note that this information has no bearing on the academic assessment of your application

Disability codes.

(A) None. (B) You have Autistic Spectrum Disorder or Asperger Syndrome. (C) You are blind or partially sighted. (D) You are deaf or hard of hearing. (E) You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition. (F) You have mental health difficulties. (G) You have a specific learning disability (for example dyslexia). (H) You use a wheelchair or have mobility difficulties. (I) You have a disability, special need or medical condition that is not listed above. (J) You have two or more of the above.

CRIMINAL CONVICTIONS

Most courses are not exempt from the Rehabilitation of Offenders Act 1974. As a result we only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act. If you are not sure whether your convictions are spent, please contact www.nacro.org.uk for further advice. There are a number of courses that are exempt from the ROA 1974, either due to regulatory reasons or due to the course having an element of work based practice involving work with children or vulnerable adults, examples include but are not limited to social work, health and social care and nursing. For these exempt courses should you be successful in your application you will be asked about any spent cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and asked to complete a DBS check, the outcome of which may affect your eligibility to study on the course

If you do declare any criminal convictions, to ensure the safety and security of its students and staff, the University may contact you for further information. If there are delays in providing this information it is likely to delay the processing of your application while we seek your response.