

POSTGRADUATE APPLICATION 2004–2005

Please complete in **block capitals** and return to:

Admissions, Registry
Birkbeck, University of London
Malet Street, London WC1E 7HX



Student Number:

(Registry use only)

1 PERSONAL DETAILS

Surname/family name: _____ Title: Mr / Mrs / Miss / Ms / Dr (please circle)

First name(s): _____ Male / Female (please circle)

Former name: _____ Date of birth: _____ DD/MM/YY
(If changed since obtaining a previous degree/diploma, etc.)

Permanent address: _____ Correspondence address (if different):

Postcode: _____ Postcode: _____

Telephone (Home): _____ Telephone (Mobile): _____

Telephone (Work): _____ Email: _____

Disability: If you have any disabilities or special needs that you would like to bring to the attention of your Admissions Tutor, please state them here.

Occupation: _____

Employer: _____
[Please read Note (i) before completing this section.]

Nationality: _____ Country of permanent residence: _____

Country of residence during the last three years: _____

Is there a time limit or restriction for the period in which you may remain in the UK? ☐ YES ☐ NO

If you are **NOT** an EU/EEA National but you are claiming Home/EU status on the grounds of marriage or permanent residence, please provide details.

If you are applying for a **PART-TIME** place and you are **NOT** an EU/EEA National, you must provide documentary evidence that you have the right to work in the UK on a full-time basis. This must be **EITHER** a copy of your passport with appropriate stamp **OR** letter from the Home Office. [See Note (ii).]

Note: Failure to enclose the appropriate documentation will delay your application.

2 PROGRAMME DETAILS [Complete either (a) or (b) and (c), ticking one box only in each section.]

What programme do you intend to study?

Either (a) Taught programme: ☐ MSc ☐ MA ☐ MRes ☐ PG Certificate ☐ PG Diploma

Title of programme: _____

Second choice, if any: _____

Or (b) Research degree: ☐ MPhil ☐ PhD

Subject area of research: _____ School: _____

Proposed start date: ☐ October 2004 ☐ January 2005 ☐ April 2005

And (c) Mode of study: ☐ Full-time ☐ Part-time ☐ Distance learning (see Postgraduate Prospectus p209)

Registry Use

REC'D

ACK'D

CSE

FEESTAT

APPCAT

ETH

NAT

COB

COD

DIS

SDA

HQOE

OCC

QUALSTAT

6 SUPPORTING STATEMENT

If you are applying to do **RESEARCH**, please use this space to tell us about your research interests. Outline your research proposal in not more than 250–500 words (continue on a separate sheet if necessary). Please also list your publications/reports, if any, and tell us if you wish to work with a particular member of staff at Birkbeck.

If you are applying for a **TAUGHT COURSE**, please tell us about any relevant professional qualifications you have and your reasons for wishing to study this course. You may attach another sheet/CV if necessary.

7 YOUR ENGLISH PROFICIENCY [Please read Note (v) before completing this section.]

Is English your first language (please tick one box only)? ☐ YES ☐ NO

If English is not your first language, Birkbeck requires evidence of your level of ability in spoken and written English. If you do not already hold a recent acceptable qualification/test score in English (such as IELTS or TOEFL), you may be required to obtain one before you can be admitted to Birkbeck.

Please tell us about any English language qualifications you hold and enclose a copy of your certificate.

- a. IELTS score [the normal minimum requirement is 6.5 (with a minimum of 6 in the subtests)]: _____
- b. TOEFL score [the normal minimum requirement (computer-based test) is 237 (plus 5 in the essay rating)]: _____
- c. Any other English language qualification you hold, or are about to take: _____

8 REFEREES [Please read Note (v) before completing this section.]

Give details of two referees below. Please note at least one referee must be someone who knows you in an academic context and who is qualified to comment on your suitability for your chosen area/course of study.

Name: _____	Name: _____
Position: _____	Position: _____
Name of organisation: _____	Name of organisation: _____
Address: _____ _____	Address: _____ _____
Telephone: _____ Fax: _____	Telephone: _____ Fax: _____
Email: _____	Email: _____

9 FINANCE

How will you finance your studies (please tick one box only)? ☐ Self ☐ Employer/Sponsor

If you are a sponsored student, please complete the following:

Name of organisation: _____	Fax: _____
Name of approving manager: _____	Tel: _____
Address: _____ _____	Email: _____ Web address: _____

Please give details of any scholarships or grants (for your proposed study at Birkbeck) that:

You have already obtained: _____

You have applied for: _____

Will you be able to support yourself financially during your studies if you are unable to obtain a grant? ☐ YES ☐ NO

10 DECLARATION

Applications are subject to College regulations on admissions. Any offer of admission to the College as a student of the College, whether made orally or in writing, is subject to confirmation that the applicant satisfies the relevant entry requirements and regulations for admission. Admission is conditional on the applicant undertaking to be bound by the relevant College and University regulations and to pay the prescribed fees.

Personal data

Information provided by and concerning applicants and students is held by the College in its original, electronic and other formats and is processed for the purposes of administration and management of applications, admissions, student records, student progress and support and for statistical purposes in accordance with relevant legislation, including the Data Protection Act 1998. It is a condition of the College's consideration of applications for admission and enrolment that such data will be held and processed. The declaration below must be signed in order for this application to be processed.

Declaration by applicant

1. I give my consent to the processing of my data by Birkbeck, University of London.
2. In making this application for admission to the programme named in Section 2, I acknowledge that any offer of admission I may receive is subject to the condition that I fulfil the relevant entrance requirements and that I provide, when asked to do so, original documentary evidence of holding the academic qualifications and of any other information listed above. If, having been admitted, I fail to fulfil that condition, I undertake to withdraw from the College.
3. I undertake not to engage in any course of study concurrently with that to be taken at Birkbeck, University of London.

Signature of applicant: _____ Date: _____

Acknowledgement: Please note: we can only acknowledge receipt of your application if you enclose an envelope or postcard stamped and addressed to yourself.

CHECKLIST (Please tick as appropriate)

I enclose:	<input type="checkbox"/> Reference 1	<input type="checkbox"/> Reference 2	<input type="checkbox"/> Degree transcript	<input type="checkbox"/> IELTS/TOEFL certificate
To follow:	<input type="checkbox"/> Reference 1	<input type="checkbox"/> Reference 2	<input type="checkbox"/> Degree transcript	<input type="checkbox"/> IELTS/TOEFL certificate

NOTES ON COMPLETING THE POSTGRADUATE APPLICATION FORM

- (i) Part-time students are normally expected to be engaged in full-time employment. Your employer will not be contacted. If you are not in employment but have other commitments (e.g. domestic responsibilities, or you have retired or you have long-term health problems, please state this clearly on the form.
- (ii) Applicants for PART-TIME programmes who are not EU/EEA Nationals **MUST** provide documentary evidence that confirms they have leave to remain and the right to work in the UK. This must be **EITHER** an appropriate stamp in your passport **OR** a document from the Home Office.
If you are living in London on a student or visitor's visa, you will not normally be eligible to enrol as a part-time student. If you are a refugee or asylum seeker you must have permission to work in the UK before we can enrol you as a part-time student.
- (iii) Please give the full title of the college or university where you studied, but add the name of the validating authority if different, e.g. Roehampton Institute (University of Surrey). Please also give the title of the qualification, e.g. BA, LesL, Ptychio, State Examinations.
For 'Result/Grade' obtained UK graduates should enter the class of Honours (I, IIA, IIB or III) or 'Ordinary', 'Pass' as appropriate. US graduates should give the grade point average (and any description of the award e.g. cum laude). Other graduates should give the grade or overall mark they obtained or any description awarded e.g. bien, cum laude etc. Please also give the year in which the degree was awarded.
Holders of professional qualifications should give the full title of their qualification, the name of the awarding body and the result obtained. Please include a note of the main subjects studied if this is not clear from the title of the qualification. A copy of your degree transcript or professional award should be included with your application form.
Note: Original certificates are checked at enrolment.
- (iv) These are the normal minimum English test scores required for entry to postgraduate programmes. Higher test scores may be required for entry to some courses e.g. Management and Law (IELTS 7.0, TOEFL 600).
- (v) TWO references are normally required. One referee should be someone familiar with your academic work. If your most recent academic study was several years ago, and you feel that your professional experience is more relevant, please obtain other appropriate references. If you have any questions about this section, please do not hesitate to contact the relevant Admissions Tutor or School.

For Registry use only

REGISTRAR'S NOTES TO ADMISSIONS TUTOR:

1. Eligible on the basis of degree (minimum UK Second Class Honours or overseas equivalent)
MPhil/PhD: College Regulation 1.1a MA / MSc / MRes: College Regulation 3.1a.
2. Eligible on the basis of approved professional or other qualification obtained by written examinations and approved by the College
MPhil/PhD: College Regulation 1.1d MA / MSc / MRes: College Regulation 3.1d.
3. Applicant's degree is not equivalent to UK Second Class Honours standard: any offer of a place must be subject to College approval (notes attached).
MPhil/PhD: College Regulation 1.2 MA / MSc / MRes: College Regulation 3.2.
4. Applicant's professional qualifications are not approved as equivalent to a UK Honours degree: any offer of a place must be subject to College approval (notes attached).
MPhil/PhD: College Regulation 1.2 MA / MSc / MRes: College Regulation 3.2.
5. Applicant does not have post-secondary qualifications obtained by written examination: if you wish to offer a place on the basis of his/her work experience, please contact the Registry for advice on applying for suspense of College regulations.
6. Provisional upon obtaining: _____

7. Other comments: _____

8. Fee liability: ☐ Home ☐ Overseas

REJECTIONS, WITHDRAWALS AND DEFERRALS

IF YOU ARE NOT ADMITTING THIS STUDENT, please tick the appropriate box:

First choice: ☐ Not accepted ☐ Withdrawn ☐ Deferred Initials: _____ Date: _____
Second choice: ☐ Not accepted ☐ Withdrawn ☐ Deferred Initials: _____ Date: _____

IF YOU ACCEPT THIS STUDENT Please give full instructions under the appropriate heading below.

RESEARCH PROGRAMME

☐ MPhil ☐ PhD ☐ Full-time ☐ Part-time
University registration date: ☐ Oct 2004 ☐ Jan 2005 ☐ April 2005
Main field of study: _____ Supervisor (please print): _____
Minimum period of study: ☐ Three years ☐ Other
Head of School or authorised tutor: _____ Signature: _____ Date: _____

TAUGHT PROGRAMME

☐ MA ☐ MSc ☐ MRes ☐ PgDip ☐ PgCert
Title of programme: _____
Length of programme: ☐ One year full-time ☐ Two years part-time ☐ Other
Provisional upon student obtaining degree result: _____
Other conditions: _____
Admissions tutor: _____ Signature: _____ Date: _____

QUALIFYING PROGRAMME

Individual qualifying programme 2004/2005: ☐ Full-time ☐ Part-time
Programme to comprise (state number of modules): _____
To enter: _____
Admissions tutor: _____ Signature: _____ Date: _____

Please return this form to Registry. Failure to do so will delay the progress of this application and the student's enrolment.

Application for admission to postgraduate study at:**Admissions, Registry****Birkbeck, University of London****Malet Street, London WC1E 7HX****Request for confidential reference****TO THE REFEREE**

The person named below has applied to this University of London College and has named you as a referee. Will you kindly let me have, as soon as possible, a confidential opinion in English on this candidate's academic and personal suitability for the proposed programme of study?

If there is a first or Master's degree examination result outstanding, I would appreciate some indication of the class of degree that you expect this candidate to obtain.

Please use the back of this letter for your reference and return it direct to the candidate, sealed in an envelope with your signature across the seal. The candidate will forward the reference with their application to my office. If you would prefer to write the reference on your own headed paper, I would be grateful if you would attach it to this letter, and use the headings given overleaf as a basis for your comments. If you wish to send the reference direct to the Registry, please let the candidate know that this is what you intend to do.

Thank you
Diana Driscoll
Deputy Registrar, Birkbeck, University of London

Reference to be returned to:
Admissions, Registry, Birkbeck, Malet Street, University of London, WC1E 7HX

TO THE CANDIDATE FOR ADMISSION

Please complete sections A, B and C below before sending out this form and a self-addressed envelope to each of the referees you have named on your application form. Please write clearly in **BLOCK CAPITALS**.

A Full name (underline family name): _____

B Proposed degree (master's or research) and programme of study: _____

C Month and year in which you intend to commence study: _____

CONFIDENTIAL STATEMENT BY REFEREE

Number of years that you have known the candidate:

In what capacity:

Academic ability of candidate and suitability for their chosen programme:

Any further relevant information:

Confirm award (if known): _____ Date of candidate's award (if known): _____

Name of referee: _____ Signature: _____

Position held: _____ Date: _____

Institution and address: _____

Telephone: _____

Official stamp of institution

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Telephone: _____

Official stamp of institution

STATISTICAL INFORMATION

SURNAME

FORENAMES

Information on this page is requested for the purpose of meeting national higher education statistical requirements as defined by the Higher Education Statistics Agency (HESA) and will also be used by the College for statistical and monitoring purposes. The data will be stored in confidence by the College Registry and will not be passed on to staff in the Department(s) in consideration of your application.

NATIONALITY

COUNTRY OF PERMANENT RESIDENCE

PREVIOUS UNIVERSITY STUDY. If you have been registered as a student at any **other** university since August 1994, please enter your Higher Education Statistics Agency number (HESA number or HUSID) if known.

ETHNIC ORIGIN. Please tick the code from the list below which best describes your ethnic origin. (The codes listed are those used in the 1991 Census.) Only applicants whose permanent residence is in the UK are asked to answer this question (*please tick one code only*).

- | | |
|---|---|
| <input type="checkbox"/> 11 White – British | <input type="checkbox"/> 34 Chinese or Other Ethnic background – Chinese |
| <input type="checkbox"/> 12 White – Irish | <input type="checkbox"/> 39 Other Asian background |
| <input type="checkbox"/> 19 Other White background | <input type="checkbox"/> 41 Mixed – White and Black Caribbean |
| <input type="checkbox"/> 21 Black or Black British – Caribbean | <input type="checkbox"/> 42 Mixed – White and Black African |
| <input type="checkbox"/> 22 Black or Black British – African | <input type="checkbox"/> 43 Mixed – White and Asian |
| <input type="checkbox"/> 29 Other Black background | <input type="checkbox"/> 49 Other Mixed background |
| <input type="checkbox"/> 31 Asian or Asian British – Indian | <input type="checkbox"/> 80 Other Ethnic background |
| <input type="checkbox"/> 32 Asian or Asian British – Pakistani | <input type="checkbox"/> 90 Not known |
| <input type="checkbox"/> 33 Asian or Asian British – Bangladeshi | <input type="checkbox"/> 98 Information refused |

Disability. Please tick the code from the list of statements below that is most appropriate to you.

- | | |
|---|--|
| <input type="checkbox"/> 00 You do not have a disability | <input type="checkbox"/> 05 You need personal care support |
| <input type="checkbox"/> 01 You have dyslexia | <input type="checkbox"/> 06 You have mental health difficulties |
| <input type="checkbox"/> 02 You are blind/are partially sighted | <input type="checkbox"/> 07 You have an unseen disability (e.g. diabetes, epilepsy, asthma) |
| <input type="checkbox"/> 03 You are deaf/have a hearing impairment | <input type="checkbox"/> 08 You have two or more of the above disabilities/special needs |
| <input type="checkbox"/> 04 You are a wheelchair user/have mobility difficulties | <input type="checkbox"/> 09 You have a disability not listed above |

If you have a disability that is likely to affect your studies in any way, you should discuss the practical implications of this at your interview. You are also invited to consult the Student Disability Co-ordinator, Mark Pimm, on 020 7631 6315 (minicom 020 7631 6630).

MARKETING INFORMATION

This form is optional, but your comments will help inform future Birkbeck information and marketing strategies. All data provided will be stored anonymously by the External Relations Department.

1. If you live in London, please state your postcode: _____

☐ If you do not live in the UK, please state your country of residence: _____

2. Date of birth: _____ DD/MM/YY

3. How did you hear about Birkbeck? *(please select one or more of the following)*

☐ Advert in the press *(please specify)* _____

☐ Website *(please specify)* _____

☐ Course guide or directory *(please specify)* _____

☐ Education fair

☐ Overseas agency *(such as the British Council)*

☐ Tube or bus ad

☐ Friend or colleague

☐ Other *(please specify)* _____

4. Please state your reasons for wanting to study at Birkbeck

☐ Personal development

☐ Career development

☐ Interest or hobby

☐ Other, please specify

5. What course do you intend to study? _____

6. What attracted you to this course of study? _____

7. How did you hear about this course ? *(please select one or more of the following)*

☐ Advert in the press *(please specify)* _____

☐ Birkbeck course guide

☐ Other course guide or directory *(please specify)* _____

☐ Birkbeck website

☐ Other website *(please specify)* _____

☐ Subject booklet

☐ Overseas agency *(such as the British Council)*

☐ Birkbeck Open Evening

☐ Education fair

☐ Friend or colleague

☐ Other, please specify _____

8. Have you applied to any other university? If so, please specify. _____

(Please note: we will not make contact with any other university)

9. Are you a member of a professional and/or voluntary organisation(s)? ☐ YES ☐ NO

If YES, please specify _____

10 Do you subscribe to any publications, magazines, newspapers or websites? ☐ YES ☐ NO

If YES, please specify _____

FEES AND FINANCE

To help us assess Home/EU or Overseas fee liability we ask about your country of residence, both permanently and during the last three years. If you are in doubt about the rules, please contact the College Registry on 020 7631 6309.

If you have been awarded a scholarship, please give full details of the awarding body, your reference number if relevant, the duration and value of the award, and the terms and conditions of the scholarship (with a translation if appropriate). This may be most conveniently done by attaching to your application form a copy of the letter sent to you by the awarding body granting the award of the scholarship.

SUPPLEMENTARY INFORMATION FORMS

Applicants for programmes in Economics/Finance or Occupational Psychology/Organizational Behaviour or Career Management and Counselling are asked to complete special forms designed for those programmes. If you have not received such a form, please telephone the College Registry on 020 7631 6307/6309/6392/6389.

OPEN EVENINGS

Open Evenings during 2004 will be held: 12 February, 13 May, 30 June and 8 September 2004. For further details, please contact Registry (details below) or visit our website: www.bbk.ac.uk/news/open2003.html.

ADVICE AND INFORMATION

If you need further information or advice on completing this form, please contact the College Registry on:

Outside the UK: +44 20 7631 6307/6389/6390/6392 UK: 020 7631 6307/6389/6390/6392

CLOSING DATES AND SELECTION PROCEDURES

We aim to give equal consideration to all applications received before the end of April each year, but later applications are considered wherever possible. However, Admissions Tutors may have slightly different timetables for considering applications. Please check the description of the chosen course in the 2004 prospectus to ascertain:

- Whether a fixed closing date applies. (Note: where a fixed closing date does apply, it is sensible to send your form to the Registry a few days before the date to allow time for any queries to be resolved. The short-listing process will start shortly after the closing date, so it is important for Registry to receive your references by the closing date.)
- When interviews are to be held. (Note: some Admissions Tutors do not apply a fixed closing date, but indicate an interview period e.g. late May/early June. If this is the case try to submit your form to the College Registry at least two weeks before the earliest interview date to allow time for queries to be resolved or for samples of your written work to be called for if necessary.)
- When the programme is expected to be full. (Note: some Admissions Tutors do not apply a fixed closing date but prefer to consider applications as they are received, holding interviews each month until the programme is full. The programme description will indicate the month in which the tutor expects the programme to be full (usually June or July), but, if you are applying after the end of April, please check availability with the Admissions Tutor or with the College Registry before sending in your application.)

INTERVIEWS

Tutors will decide whether or not to invite you for interview on the basis of:

- standard and relevance of your qualifications
- information you give on your application form concerning skills, interests and experience relevant to the programme
- referees' comments on your suitability for the programme.

If international students need to be interviewed, the College will determine the most appropriate arrangements (e.g. telephone interview).

In addition, many Admissions Tutors will ask for a piece of written work to demonstrate your abilities.

OFFERS

Successful applicants will receive an official offer letter from the office of the Registrar.

SUMMARY

We aim to deal with application forms as quickly as possible. Before sending in your form please check that:

- you have included all relevant information on your application form
- your references are included with your form, if possible
- a copy of your degree transcript is included with your form (if required)
- *either* a copy of your passport with appropriate stamp *or* a letter from the Home Office (if required).

Also, if you are required to submit written work, please ensure that you submit it by the closing date.



Admissions, Registry
Birkbeck, University of London
Malet Street, London WC1E 7HX
Tel 020 7631 6000
Fax 020 7631 6351
www.bbk.ac.uk

This application form is available in large format.
For details, call the Disability Office on 020 7631 6315.