

Undergraduate (Top- Up) Application Form

NOTTINGHAM BUSINESS SCHOOL



For Office Use Only. Application Reference:

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

1 Personal Details

Title Mr/Ms/Miss/Mrs/Dr Surname/Family Name
 First Given Name(s) Previous Surname, if changed
 Date of Birth Day Month Year Gender: Male Female

Disability/special needs (see Notes for Guidance)
 Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at the institution or may require special facilities or treatment.
 Please provide full details in Section 10.
 Have you applied (or do you intend to apply) for a Disabled Students Allowance?
 Have applied Have received Intend to apply

Home Address Postcode <input type="text"/>	Correspondence Address Postcode <input type="text"/>
Email address	Email address
Tel Number Daytime ()	Tel Number Daytime ()
Tel Number Evening ()	Tel Number Evening ()

2 Employment Details (if applicable)

Current Position	Training Manager (if applicable)
Employer	Address (if different from employer address)
Employer Address Postcode <input type="text"/>	Postcode <input type="text"/>
Email address	Email address
Tel ()	Tel ()
Fax Number ()	Fax Number ()

3 Fee Status (see Notes for Guidance)

Area of Permanent Residence Country of Birth
 Nationality Residential Category Date of first entry to live in the UK.

Payment of fees

Who will pay your tuition fees?
 Have you previously received an educational award from UK public funds? Yes No
If yes, please provide details: Funding Body
 Course Dates of study

TO BE COMPLETED BY SPONSOR / EMPLOYER (If applicable)

Sponsor / Company Stamp

I confirm that the sponsor / employer will:

- i) Grant leave of absence for this person to attend the course.
- ii) Pay the course fees on receipt of an invoice from the University.

Signed

Date

4 Details of course(s) you are applying for

Month and year in which you wish to start

Month Year

Course Title	Preliminary choice of specialisms/options <i>(circle as appropriate)</i>	
	List A (Select two) HRM Marketing Finance Tourism Information Systems and Management Management Behaviour	List B (Select one) Asia-Pacific Business European Business

5 Employment History

Please consult Notes for Guidance before completing this section.

Date of Employment	Employer	Position and Responsibilities

6 Examinations / Qualifications

Please consult Notes for Guidance before completing this section.

Academic / Professional Qualifications

Summary of qualifications held on application. Please tick highest qualification held.

Mature Student - no formal qualifications

HND (UK)

Other

Associate Degree / Higher Diploma (non-uk)

First Degree

Please specify.....

Examinations taken/ to be taken

Dates of Attendance	Level (e.g GCSE A levels, degree, professional, post-graduate)	Subject	Place of Study	Results

7 Category of application

Independent

Under Progression Partnership

Under Exchange Agreement

8 English Language Competence

Please consult Notes for Guidance before completing this section. For International Students only.

Is English your first Language? Yes No

Was English the language of instruction for your previous qualifications? Yes No

Please indicate if you hold any English language qualifications (eg IELTS, TOEFL, etc)

Qualification	Grade	Date
---------------	-------	------

Qualification	Grade	Date
---------------	-------	------

If English is not your first language please provide examples of occasions where you have used English in an academic or business environment.

9 Further Information

Please consult Notes for Guidance before completing this section.

Why do you believe you will benefit from this qualification?

How would you like to see your career develop over the next five years?

What are your long term career plans / objectives?

Please describe your main interests and leisure activities outside work, including any related responsibility.

9 Special Needs or Support required as a consequence of any disability or medical condition stated in Section 1. (Please consult Notes for Guidance before completing this section)

10 Do you have any criminal convictions?
Yes No
If YES, give details below

11 Name and Address of Referees
Please consult Notes for Guidance before completing this section. Ensure the first named referee has completed the detailed 'Reference Form'.

i) Name (Including Title)
Address
Postcode Email address
Telephone Number () Fax Number ()

ii) Name (Including Title)
Address
Postcode Email address

12 Where did you hear about Nottingham Business School and / or our courses?
Please tick as many as are applicable.

Advertisement / Article. Please specify which publication and date:
 Recommendation. Please specify who e.g. friend, colleague, company:
 Own Institution.
 Prospectus / Brochure. Please specify which one:
 Web. Please specify which site:
 Other. Please specify:

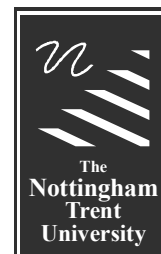
13 Declaration
I confirm that the information given in this form is true, complete and accurate and no information requested or other material information has been omitted.
By signing this form you are consenting to The Nottingham Trent University using the information provided in this form and any further information regarding which the university may hold from time to time, for the purposes stated in the university's data protection notification. The terms of the university's current data protection notification can be viewed on the data protection commissioner's website at www.dpr.gov.uk/search.html. The purposes for which the university may use the information include, without limitation, the university's internal record keeping purposes and procedures, giving the information to The Nottingham Trent University Students Union where applicable and giving the information to wholly owned subsidiaries of the university.

Applicants Signature Date

Please return, along with the Equal Opportunities Information form, to:
The Programme Administrator (BAIBA), Undergraduate Office
Nottingham Business School
The Nottingham Trent University
Burton Street
Nottingham

Equal Opportunities Information

NOTTINGHAM BUSINESS SCHOOL



Planning statistics

(This information WILL NOT be made available to Admissions Tutors for selection purposes).

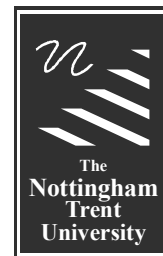
Ethnic Origin

Please choose from the ethnic origin terms printed here the one which you feel most nearly describes your ethnic origin and write its code in the boxes.

- | | | | |
|-----------|--------------------------------------|-----------|--|
| 11 | White - British | 12 | White - Irish |
| 19 | Other White Background | 21 | 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 or other ethnic background - 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 |

Application form: Notes for Guidance

NOTTINGHAM BUSINESS SCHOOL



Before completing the form, please ensure that you read these Notes for Guidance carefully. You should also read the current university prospectus relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Before Completion of the Form:

Please ensure that you have consulted the prospectus and any other programme material you may possess to ensure that you are aware of any deadlines relating to the receipt of applications.

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.

APPLICATION FORM

Section 1 Personal Details

Complete this section in BLOCK CAPITALS. Title: Please delete as appropriate.

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname or family name.

Disability/special needs: If you have a disability, special need or medical condition that may require extra support, please enter the appropriate code in the box provided. *You are strongly advised to contact the university Student Support Services Department at an early stage to discuss your special needs.*

Disabilities/support required: 0 You do not have a disability or special need nor are you aware of any additional support requirements in study or accommodation. 1 You have dyslexia. 2 You are blind / partially sighted. 3 You are deaf / hard of hearing. 4 You are a wheelchair user/have mobility difficulties. 5 You need personal care or assistance. 6 You have mental health difficulties. 7 You have an unseen disability, eg diabetes, epilepsy, heart condition. 8 You have two or more of the above disabilities / special needs. 9 You have a disability, special need or medical condition not listed above.

Correspondence address: please use this section if you do not wish the university to send correspondence to your home address.

Section 2 Employment Details

Training Manager and Address: please enter the name of your Training Manager and address for whom employer reports should be sent to.

Section 3 Fee Status

If you live in Scotland please state the District or Islands Area; for Greater London the London Borough; for the rest of the UK, the County. If you live outside the UK state the country where you are living as your area of permanent residence.

Please state your *residential category* from a) UK/EU National; b) Settled, ordinary resident; c) Refugee or granted Exceptional Leave to Remain or d) Other.

Please indicate who you expect to pay your fees for the proposed course. If not known, please indicate this in 'Other'.

If you are applying for a day release course that is sponsored by your employer, please obtain a signature and stamp for confirmation.

Section 4 Details of course(s) you are applying for

Please refer to course literature for start dates of the programme. 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 for all the courses listed on the form at the same time.

Section 5 Employment History

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside. Your current responsibilities are of particular significance.

Section 6 Examinations/Qualifications

List all subjects taken or to be taken in date order- the most recent first. Enter the overall level of the qualification taken. Enter the name of the educational establishment attended, and the overall result obtained. If you are awaiting examination results please enter 'Pending' in the Results column. Overseas candidates please supply a copy of your academic transcripts.

Section 7 Graduate Admissions Test (GMAT)

If a GMAT score is required you will be informed in the course brochure. However, some candidates may wish to submit a GMAT score in support of their application. Details can be obtained from GMAT, Educational Testing Service, PO Box 6103, Princeton, NJ08541 - 6103, USA. You can arrange for the results to be sent direct to Nottingham Business School.

Section 8 English Language Competence

If English is NOT your first language please give details of relevant qualifications. An IELTS score of 6.5 is required. Alternatively, if you have sat TOEFL a score of 600 is required for the paper based test or a score of 250 for the computer based test. Please attach copies of IELTS, TOEFL or other test results as appropriate.

Section 9a Further Information

This information is required to support your application and should be completed fully. Please continue on a separate sheet if necessary. Additional personal statements *are not* an acceptable substitute for completing this section. they will only be accepted in support

Section 9b Further Information (for MBA applicants only)

If you are applying for the MBA please complete this section. If you have any additional information you consider relevant, please continue on a separate sheet and attach to the application form.

Section 10 Special Needs or Support required as a consequence of any disability or medical condition stated in Section 1

Describe fully the implications of any disability or any special need and / or support required. If no specific support arrangements or facilities are required, please state: "No support needs."

Section 11 Criminal Convictions

You are required to state whether or not you have any criminal convictions, excluding motoring offenses for which a fine and / or up to three penalty points were imposed. Please tick either the 'Yes' or 'No' box to indicate your situation. If you tick the 'Yes' box, you may be required to provide details of any convictions to the university. Please note if you do not tick either box your application form will not be processed. The university will contact you if additional information is required; this will consequently delay the processing of your application.

Section 12 Name and Address of Referees

We require 2 references, at least 1 of whom should be an academic reference. Your application should preferably be forwarded to the University complete with reference(s). Some courses may require more than one referee. Some courses may contact referees directly after receipt of your form. If you have any difficulty in identifying a suitable referee you should seek the advice of the relevant admissions tutor. Reference forms for referees are included in your pack. Please utilise these and follow the guidelines provided.

Section 13 Where did you hear about Nottingham Business School and/or our courses?

Please indicate, ticking as many boxes as appropriate, how you heard about the Business School and / or courses.

Section 14 Declaration

By signing this form you are saying that the information you have provided is accurate and complete, and that you agree to abide by the rules of the university. Any offer of a place you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of the university.

If the university has reason to believe that you or any other person has omitted any mandatory information requested in the application, has made any misrepresentation or given false information, the university will take any steps it considers necessary to establish whether the information given in your application is correct. The university reserves the right to request further information relating to any part of your application form. If such information is not provided within the time limit set by the university or if that information is not satisfactory, then the university reserves the right to cancel your application and you shall have no claim against the university in relation thereto.

EQUAL OPPORTUNITIES INFORMATION

Please return the Equal Opportunities Information form along with the application form.

Ethnic Origin

State your ethnic origin using the codes provided. This information will not be made available to admissions tutors for selection purposes and is collected solely for the purpose of statistical monitoring (eg application and admission rates.)

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 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 university, this notice shall be a term 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.