

5. Planning Statistics

Ethnic Origin

Complete this section only if you have shown in Section 3 of the form that your area of permanent residence is in the UK. Please choose from the ethnic origin terms printed here the one which you feel most nearly describes your ethnic origin and write the code in the boxes.

Ethnic Origin Codes

White		Asian or Asian British	
British	11	Indian	31
Irish	12	Pakistani	32
Other White background	19	Bangladeshi	33
		Chinese	34
		Other Asian background	39
Black or Black British		Mixed	
Caribbean	21	White and Black Caribbean	41
African	22	White & Black African	42
Other Black background	29	White & Asian	43
		Other Mixed background	49
		Other Ethnic background	80

If you have used the code for:

- Other White background (19); or
- Other Black background (29); or
- Other Asian background (39); or
- Other Mixed background (49); or
- Other Ethnic background (80);

please describe your ethnic origin using your own words in the space provided below.

Confidential statement by referee

Name of referee.....

Post/Occupation/Relationship.....

School/College/University/Company name.....

Address.....

Telephone No.
(including STD)

Fax No.
(including STD)

This form may be photocopied: please type with a good quality black ribbon or write in black ink within the frame. Typing is very much preferred.

Please affix official stamp where appropriate, at the end of the statement.

Name of applicant (block capitals or type).....

Please Return Completed form to:

University of Greenwich
Central Recruitment
Bank House
Wellington St
London SE18 6PF
UNITED KINGDOM

Signed.....

Date.....

APPLICATION FORM: The Reference

This separate reference form is available for applicants who need to provide more than one reference.
See Notes for Guidance for instructions.

Confidential statement by referee (to be completed by all applicants)

Applicant's full name.....

Date of Birth.....

1st choice of programme (see prospectus for official title)

Alternative choice of programme.....

Name and address of institution to which reference is to be sent

University of Greenwich
Central Recruitment
Bank House
Wellington St
London SE18 6PF
UNITED KINGDOM

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

In order that the University can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

1. Suitability for the course(s) applied for.	3. Personal qualities.
2. Intellectual qualities including: (a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result; (b) present performance; (c) potential, including an assessment of the probable results of any pending examinations.	4. Career aspirations. 5. Health and other personal circumstances relevant to the application. 6. Athletic, social and other interests.

Please ensure that the form is completed in black ink and, if typed, that a good ribbon is used. If possible check that the applicant has completed the form correctly and legibly.

Mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5, and 6 above. Mature applicants are usually interviewed and may also be formally assessed by the University.

Confidential statement by referee (First read page C1)

Name of referee.....

Post/Occupation/Relationship.....

School/College/University/Company name.....

Address.....

Telephone No.
(including STD)

Fax No.
(including STD)

This form may be photocopied: please type with a good quality black ribbon or write in black ink within the frame. Typing is very much preferred.

Please affix official stamp where appropriate, at the end of the statement.

Name of applicant (block capitals or type).....

Section 8 Checked as correct YES / NO

Signed.....

Date.....

UNIVERSITY OF GREENWICH APPLICATION FORM:

Notes for Guidance

General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current University literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Exclusions

You should **NOT** use this form when applying for entry to courses leading to the following qualifications:

FIRST DEGREE, (FULL-TIME AND SANDWICH COURSES)

APPLY THROUGH UCAS, Fulton House, Jessop Avenue, Cheltenham, Gloucestershire GL50 3SH. SEE UCAS GUIDES FOR APPLICANTS.

Mature applicants

The University welcomes mature students including those who do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements. You should read the prospectus before applying for any course.

The Data Protection Act 1984

The information which you give on your application form will be used for the following purposes only:

1. To enable your application for entry to be considered.
2. To enable the institution to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable the institution to initiate your student record.

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.

Section 1 Personal Details

Complete this section in BLOCK CAPITALS

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

Correspondence address. Enter the address to which you expect all correspondence to be sent.

Section 2 Disability/Special Needs

Please enter in the box the code from the list of statements below, which is most appropriate to you. Describe your condition in Section 10 and where it is not obvious, i.e. with unseen disabilities, indicate whether you have special needs.

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

Section 3 Fee Status

If you live in the U.K. state your area of permanent residence: for Scotland, the District or Islands Area (e.g. Clackmannan); for Greater London, the London Borough (e.g. Enfield); for the former Metropolitan counties give the District (e.g. Sefton); for the rest of the U.K., the County (e.g. Dyfed). If you live outside the U.K. state the country (e.g. Italy) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this. If necessary, the University will send you a Fees Status Assessment Form to complete.

Section 4 Details of Course(s) to 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 for all the courses listed on the form at the same time.

Section 5 Tear-off Slip - Planning Statistics

State your ethnic origin using the codes provided. This section should be completed only by applicants whose area of permanent residence is in the UK (See Section 3 of the application form). This information will not be made available to admissions tutors for selection purposes and is collected solely for the purposes of statistical monitoring (e.g. application of admission rates).

Section 6 Work Experience

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information provided in Section 8a.

Section 8a Academic examinations

Enter the exact subject name used by the examining board or group in the relevant column.

Use the abbreviations for the examining bodies listed overleaf.

a)	General Certificate of Education (GCE) Examining Boards (for A, A/O and AS levels and Special papers):	b)	Scottish Examining Board (SCE and CSYS examinations):
AEB	Associated Examining Board	SEB	Scottish Examination Board
CAM	University of Cambridge Local Examinations Syndicate	c)	General Certificate of Secondary Education (GCSE) Examining Groups:
JMB	Joint Matriculation Board	LEAG	London and East Anglian Group
LON	University of London School Examinations Board	MEG	Midland Examining Group
NISEC	Northern Ireland Schools Examination Council	NEA	Northern Examining Association
OXF	Oxford Delegacy of Local Examinations	NISEC	Northern Ireland Schools Examination Council
O and C	Oxford and Cambridge Schools Examination Board	SEG	Southern Examining Group
WJEC	Welsh Joint Education Committee	WJEC	Welsh Joint Education Committee

The names of other examining bodies should be written in full.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School and Higher School Certificates, Apolytirion, Baccalaureate, Diploma of Maturita, Examen Artium, Reifzeugnis, Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding a BTEC or SCOTVEC award should attach a transcript of their qualifications, giving details of the title and all units, modules and components. Please give full details of course title and units, modules and components involved in any BTEC or SCOTVEC course you are currently taking on an attached sheet.

Section 9 Further Information

Enter here any further information you may 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 here 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 lieu of formal qualifications, either 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 (i.e. a year beyond the next academic year), please give your reasons for so doing.

Section 10 Physical or other disability or medical condition including any which might necessitate special arrangements or facilities

Please see notes under Section 2.

Section 11 Name and address of referee(s)

Please consult course literature to see if any particular type or number of referees is required. Some courses may require more than one referee. If necessary, an extra reference form will be enclosed. The University may contact referees directly after receipt of your form.

Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor of your present or last course of studies.

If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer, or training officer, or careers advisor; if you belong to a relevant organisation (voluntary or not), an officer of that organisation; Access Course Tutor. If you have any difficulty in identifying a suitable referee you should seek the advice of the Admissions Tutor for the course to which you are applying.

Section 12 Declaration

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, and by signing this form you are confirming your agreement to this.

The University reserves the right to withdraw or amend its offer, or terminate your registration according to circumstances if it subsequently transpires that you have made a false statement or omitted significant information from the application form, e.g. in examination results.

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 institution 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 out herein.

Should you become a student of the 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 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.

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