



Application to Register as a Part-time Student

Application notes

We prefer to receive applications online (www.kent.ac.uk/studying/part-time). If you do not have web access, please use this form to make a postal application.

Closing date: there's no fixed closing date but many programmes have limited places, so it's best to apply as early as you can (ideally at least three months before your programme's starting date). After making your application, you can expect to hear from us within four weeks. For some programmes, we may invite applicants for an informal interview. If we can offer you a place on the programme, we will notify you in writing.

What next? Students who are registered on a programme may attend our induction day in September. This gives you help with general study skills, a tour of the facilities, advice on fees and finance, and the chance to talk through any concerns or queries. Please note that all courses are run on the basis of minimum student numbers. If your course is not running, we will notify you by the middle of August. In such cases, we will do our best to help you to find a suitable alternative programme.

Full programme title: please refer to the Facts box for your programme entry (for example, Certificate in Modern History). If the Facts state that the programme runs at various locations, please state your preferred venue. Some programmes may also offer a choice of times, so let us know whether you wish to enrol on a daytime or evening programme.

Education details are required from the age of 16 onwards, including names of schools or colleges, courses taken and results obtained. Some programmes do not require formal qualifications, but do expect students to have a committed interest, so let us know your reasons for applying. Experience and training are also taken into account; you may include anything that you think is relevant, continuing on a separate sheet if necessary.

A referee can be anyone who knows about your suitability for taking an academic course, or a personal referee who knows about your ability and commitment in completing any project you do. On the form, you should provide the name and address of at least one person who is willing to act as your referee; this person should then send their reference directly to the Admissions Office, clearly stating your name and the course applied for.

Counselling programmes: please give details of any previous counselling training, including dates, number of counselling hours and whether the counselling was supervised. You need two references, and one of your referees should be able to comment on your suitability for counselling training. In addition to this information, you need to include a covering letter with your application. This letter should describe your reasons for wishing to study counselling and any factors that have influenced your decision to apply.

Certificate in the School of English: for the Certificate in English Literature, Creative Writing or Practical and Imaginative Writing, you are required to submit a short piece of writing with your application form. Please see the programme entry (p65) for more information.

Disabilities and specific learning difficulties: the University of Kent welcomes applications from students with disabilities. To help us meet your needs, please tick the 'Yes' box if you have a disability or condition that may affect your ability to study your chosen programme. It would be helpful if you could also provide information on your disability by entering the appropriate code in the box provided on the application form. Please see list below.

- 01 Dyslexia
- 02 Blind/partially sighted
- 03 Deaf/hearing impairment
- 04 Wheelchair user/mobility difficulties
- T Autistic Spectrum Disorder or Asperger's syndrome
- 06 Mental health difficulties
- 07 Unseen disability, for example diabetes, epilepsy, asthma
- 08 Multiple disabilities
- 09 Disability not listed above
- 10 Need personal care support

Residency in the UK: the part-time study programmes in this prospectus are aimed at those who live or work within easy travelling distance of our centres of teaching. Studying with the University on a part-time basis does not give any rights either to an educational visa or to temporary or permanent residence in the UK.

Criminal convictions: to help the University reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant may have. 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 you should not reveal them (except in the circumstances described below).

If you are applying for courses in social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents to fill in if necessary.

Courses in social work and courses involving work with children or vulnerable adults

For these courses, you must tick the box if any of the following statements applies to you:

- a) I have a criminal conviction
- b) I have a spent criminal conviction
- c) I have a caution (including a verbal caution)
- d) I have a bind-over order
- e) I am serving a prison sentence for a criminal conviction.

If statement e) applies to you then you must also give the prison address as your postal address on your application and a senior prison officer must support your application.

All other courses

For these courses, you must tick the box if either of the following statements applies to you:

- a) I have a relevant criminal conviction that is not spent
- b) I am serving a prison sentence for a relevant criminal conviction.

If statement b) applies to you then you must also give the prison address as your postal address on your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Applicants who tick the box are not automatically excluded from the application process. However, the University may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us and any university or college that you have applied to, or may apply to, during the application cycle. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The University may then ask you for more details.

Complaints: if you have any complaints regarding your application, please contact the Head of Information, Recruitment and Admissions Office in the first instance.

Postal Application to Register as a Part-time Student

Mr/Mrs/Miss/Ms: _____ Surname/Family name: _____

Other names: _____

Date of birth: _____ Nationality: _____ Sex: Male Female

Permanent address: _____ Address for correspondence: _____

(if different from permanent address)

Postcode: _____ Postcode: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

Fax: _____ Fax: _____

Country of ordinary residence (if not the UK): _____

Date of residence in the UK/EU: _____ Native language: _____

Programme for which you are applying Please refer to the appropriate section in the part-time prospectus before completing this section. (Please note: those applying for a Combined Studies module should **not** fill in this application form; please use the form within the *Combined Studies* prospectus, available in July 2008.)

Programme and subject: _____

Location: Canterbury Tonbridge Medway

Proposed date of entry: _____

Source of finance: _____

Reasons for wanting to take this programme of study: _____

Please indicate whether you are able to attend an interview and when this would be possible:

Education

Secondary school	Dates of attendance	Qualifications	Award date

Continue overleaf

Ethnic origin This information is collected for statistical purposes only. Please tick which category best describes the ethnic group to which you belong:

- | | | | | | | | |
|------------------------|--------------------------|-------------------------------|--------------------------|---------------------------|--------------------------|-------------------------------|--------------------------|
| White | <input type="checkbox"/> | Asian or Asian British | <input type="checkbox"/> | Mixed | <input type="checkbox"/> | Black or black British | <input type="checkbox"/> |
| British | <input type="checkbox"/> | Indian | <input type="checkbox"/> | White and black Caribbean | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | White and black African | <input type="checkbox"/> | African | <input type="checkbox"/> |
| Other white background | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | White and Asian | <input type="checkbox"/> | Other black background | <input type="checkbox"/> |
| | | Chinese | <input type="checkbox"/> | Other mixed background | <input type="checkbox"/> | | |
| | | Other Asian background | <input type="checkbox"/> | Other ethnic background | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

Continue overleaf



Continued

College/university	Dates of attendance	Qualifications	Award date

Please make sure that you have included details of any previous study at the University of Kent or at any of our associate and partner colleges (Canterbury College, Mid-Kent College, South Kent College or West Kent College).

Relevant work experience

Dates of employment	Name of employer	Position

Other relevant qualifications or experience

Give details of any training, qualifications or experience you have gained since leaving school that you think relevant to this application. Please continue on a separate sheet if you need to. If you are applying for a counselling programme, you need to provide additional references and information with your application. Please see the application notes on Counselling programmes for more details. If you are applying for one of the English literature and/or creative writing certificate programmes, you need to submit an example of your writing; please see the programme entry for more details.

How did you find out about the programme for which you are applying?

Advertisement (please state where you saw this) _____ Prospectus Colleague/Friend Website
Adult Education Centre Other (please state) _____

Do you have any 'unspent' criminal convictions? Yes No If yes, please refer to Application notes and provide details on a separate sheet.

Do you have a disability? Yes No Code Please see Application notes.

References Please give the name and address of at least one person who would be willing to act as a referee for your application.

Ask your referee(s) to send references directly to the University.

1 _____

2 _____

I understand that all the information provided by me on this form is processed in accordance with the Data Protection Act (1998). (See the back page of the prospectus for details.) From time to time, the University would like to send you details of courses or events that might interest you. If you would like to be included in such future mailings, tick here.

SIGNATURE: _____ **DATE:** _____

If you would like any other materials or documents to be considered in support of your application, please enclose them.

Please return in the envelope provided to:

Admissions Unit, Information, Recruitment and Admissions Office,
The Registry, University of Kent, Canterbury, Kent CT2 7NZ, UK.
Tel: 01227 824226 Email: admissionspt@kent.ac.uk

