

**IMPORTANT:
PLEASE COMPLETE AND RETURN THIS FORM WITH YOUR APPLICATION**

**CONFIDENTIAL
ETHNIC ORIGIN SURVEY**

The university takes pride in the diversity of its students and is committed to creating an inclusive environment for students where differences are respected and students are treated in a fair and non-discriminatory way. The information you provide on this ethnic survey allows us over a period of time to determine our progress in meeting our commitment to increasing diversity in our student recruitment and retention.

All students applying to universities in the UK are asked to complete an ethnic origin form. The information is required by the Higher Education Statistics Agency and is used for monitoring purposes.

This information is NOT used for admissions purposes. Upon receipt in Student Services, the form is kept separate from your application and is not seen or made known to anyone considering your application for admission.

Please fill in the course you have applied for and print your name before signing the form. Please return this form with your application

Please read the list below and tick the appropriate box that you feel most nearly describes your ethnic origin.

White-----	<input type="checkbox"/> (11) White – British <input type="checkbox"/> (12) White – Irish <input type="checkbox"/> (13) White Scottish <input type="checkbox"/> (14) Irish Traveller <input type="checkbox"/> (15) White – Welsh <input type="checkbox"/> (19) Other white background
Black or Black British -----	<input type="checkbox"/> (21) Caribbean <input type="checkbox"/> (22) African <input type="checkbox"/> (29) Other Black background
Asian or Asian British -----	<input type="checkbox"/> (31) Indian <input type="checkbox"/> (32) Pakistani <input type="checkbox"/> (33) Bangladeshi <input type="checkbox"/> (34) Chinese <input type="checkbox"/> (39) Other Asian background
Mixed -----	<input type="checkbox"/> (41) White & Black Caribbean <input type="checkbox"/> (42) White & Black African <input type="checkbox"/> (43) White & Asian <input type="checkbox"/> (49) Other Mixed background
Other Ethnic background	<input type="checkbox"/> (80)
I decline to say	<input type="checkbox"/> (98)

I consent to the university processing this information for monitoring purposes, on the understanding that it will not be divulged to any person considering my application for admission.

NAME _____ COURSE APPLIED FOR _____

Signature _____ Date _____

Important: Please complete and return this form with your application. Thank you.

Learning Beyond Registration Degree Application - GUIDANCE NOTES

Please read the following guidance notes, if you have any further questions please contact Direct Admissions on the numbers at the end of the guidance notes:

Part 1

Please provide your personal details in capital letters. Have you undertaken study with this University in the past? Please tell us your ID number if you can, and any previous name (eg maiden name) by which you were known. Your **home address** is the address where you usually live. If you are currently living away from your permanent address please complete the **admissions correspondence address** section, specifying dates (if known). Please also provide your **email address, telephone number, and mobile phone number**, as this will make communication much faster.

Fee/Residence Status

Information provided in this section will help to determine the level of tuition fees payable (home or overseas). Definitions of the EU and EEA are given at the end of this section.

You are asked to assess which residential category applies to you. Please select the category which best describes you and enter the code in the box provided. The code you choose is provisional and the information will help the University to determine your residence status and thus your fee level. The University may request additional information and documentary evidence from you before a decision is taken.

*Residence category definitions***A**

You are a UK or EU national, or are the child, spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years prior to the start of your programme of study, but not just for full-time education.

If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years. If you are an UK or EU national you may also have lived in an 'overseas territory' during these three years.

B

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years prior to the start of your programme of study, but not just for full-time education.

C

You are a refugee or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since this status was recognised or granted, or you are such a person's husband / wife / civil partner or child (and were such on the date on which the refugee made his / her application for asylum).

D

You are a non-UK EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife, civil partner or child) and you have lived in the EEA or Switzerland for three years.

You are a non-UK EEA or Swiss national and you are a 'frontier worker' (or you are such a person's husband, wife, civil partner or child). A 'frontier worker' is an EEA / Swiss national working in the UK but who resides in Switzerland or the territory of an EEA State other than the UK and returns to their residence in Switzerland or an EEA state, at least once a week.

E

You are the child of a Swiss national and you have lived in the EEA or Switzerland for three years. If the main purpose of your residency in the EEA or Switzerland over this three year period was to receive full-time education you will have been ordinarily resident in the EEA or Switzerland immediately before this period. You will also be ordinarily resident in the UK on the 'first day of the first academic year of the course'.

F

You are the child of a Turkish Worker. Your Turkish national parent is ordinarily resident in the UK and is currently, or has been, lawfully employed in the UK. You will be ordinarily resident in the UK on the 'first day of the first academic year of the course'. You must also have been ordinarily resident in the EEA and / or Switzerland and/or Turkey for the three years before the 'first day of the first academic year of the course'.

G

You would otherwise meet the criteria of categories A, B, C, D, E or F but you have been living outside the UK, Channel Islands, Isle of Man, EEA, Switzerland, Turkey or Overseas Territories (or more than one of these) because you, your spouse/civil partner or your parent has been temporarily working outside the area in question.

O

Other - You do not fit into one of the above categories used to indicate eligibility for 'home' fees classification. By selecting this option you understand that your application will be considered as 'overseas' for fees purposes.

Nationals of the following countries are citizens of the European Union (EU):

Learning Beyond Registration Degree Application - GUIDANCE NOTES

Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

The **European Economic Area (EEA)** includes the countries of the EU plus Iceland, Liechtenstein and Norway.

The following are referred to as 'Overseas territories', Anguilla, Aruba, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Ducie & Oeno Islands, Falkland Islands, Faroe Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Henderson, Mayotte, Montserrat, Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius and Sint Maarten), Pitcairn, South Georgia and the South Sandwich Islands, St Helena and Dependencies (Ascension Island and Tristan de Cunha), St Pierre et Miquelon, the Territory of New Caledonia and Dependencies, Turks and Caicos Islands and Wallis and Futuna.

If you select category 'O' but find that the circumstances which influenced this decision change between the time of submitting your application and a maximum of two months following commencement of your studies, please contact Registry Services immediately. In these circumstances, your fee classification may change.

Part 2

Proposed Programme of Study

Please specify whether you will be studying full-time or part-time, and the level of study (Undergraduate or Postgraduate). You should give the full name of the programme for which you are applying, including whether this is a BSc or MSc programme and your intended start time (normally immediate into current year, or in the next academic year (from September/October).

Part 3

Additional Needs

We are committed to delivering services and support that will allow every student to fulfil his/her potential in an accessible learning environment. The information you provide in this section helps us identify whether we can make any adaptations to meet your needs. We encourage you to declare any condition you may have, even if you do not require any special arrangements or facilities. Completing this section will not in any way influence the assessment of your academic qualifications. Once an academic assessment of your application has been made, the University's Disability Service may invite you to visit the campus to discuss particular requirements.

Part 4

Higher Education

Please use this section to provide details of your Higher Education qualifications. Note that you should provide the details of your highest or most recent qualification first. **You will need to provide a transcript of any non University of Southampton qualification that you offer as part of the entry criteria to the programme.** It may be possible to gain entry to your proposed programme of study through the 'Experienced Practitioner route'. Please tell us if you have passed this.

Part 5

Professional registration details

If you are registered with the UK Nursing & Midwifery Council or Health Professions Council, please provide us with your PIN number, and details of your registration.

Part 6

Academic credits achieved through previous units / continuing professional development (including those for which you are awaiting results)

Use this section to list units of study previously undertaken that are relevant to this programme, with the most recent listed first. It is a requirement of entry to the BSc (Hons) degrees in Clinical Practice and Public Health Practice that you have achieved a minimum of 120 HE credits at level 5 in an appropriate subject. This is normally demonstrated by a previous award stated in Part 4 above. Please include successful APL (Accreditation of Prior Learning) claims in this section. Accreditation of Prior Learning is a means of gaining credit towards a University of Southampton award, on the basis of previous experience or credits awarded by other Educational Institutions.

Part 7

Employment History

Please provide details of relevant employment. If specific work experience is required as an entry condition for the programme, please provide details here. If further space is required, please continue on a separate sheet, or enclose your *curriculum vitae* with your application.

Part 8

English Language Proficiency

If your first language is not English, and you do not already hold a first degree from a UK university, you will be required to achieve a satisfactory result in an approved English language test. This will ensure that you can enjoy the full benefits of your university studies.

Nationals from certain countries are exempt from English language tests. For details see our International Students' web pages at: www.soton.ac.uk/international/join_us/entryreqs.html or contact the International Office at international@soton.ac.uk.

The University accepts a range of qualifications, such as IELTS and TOEFL, or successful completion of an appropriate pre-entry English language course at the University. For a list of acceptable qualifications please consult the postgraduate prospectus, or see our online information about how to apply for postgraduate study at www.soton.ac.uk/postgraduate. Our entry requirements for international students are also listed on the International Students' web pages at www.soton.ac.uk/international. In general, only qualifications attained in the last three years will be accepted as evidence of current language proficiency.

If you have already taken an English language test please, give full details in the space provided. Please provide **evidence of the qualification (i.e. certificate) with your application**. Any offer of admission will remain conditional until the original documents have been submitted (with the exception of IELTS courses). If you have recently taken an IELTS test, please supply the 18-digit Test Report Form (TRF) number for verification.

Part 9

Funding

Please indicate how your programme will be funded.

Part 10

Referees

The University requires one or two recent references in support of your application, depending on the programme of study applied for. Please use the reference request forms included with this application pack. Referees may provide this information direct to the Academic School by email to PGapply.FHS@soton.ac.uk or post. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). Alternatively, references may be enclosed with your application form, but they must be included in a sealed envelope with the reference request form. It is **YOUR** responsibility to contact your referees and to send them the reference request form for completion.

The following degree programmes require you to provide **ONE** reference, academic or professional:

BSc Hons Clinical Practice (non Specialist Community pathway)
BSc Hons Public Health Practice (non Specialist Community pathway)
MSc Advanced Clinical Practice
MSc in Clinical Leadership in Cancer, Palliative and End of Life Care
MSc Public Health
MSc Leadership and Management in Health and Social Care
MSc Health and Rehabilitation
MRes in Clinical Research

The following degree programmes require you to provide **TWO** references, one academic and one professional:

BSc Hons Clinical Practice (Specialist Community pathways)
BSc Hons / MSc Public Health Practice (Specialist Community Public Health Nursing pathway)

Part 11

Personal Statement

Your personal statement should outline the reasons why you are applying for the programme of study, your career aspirations and relevant experience including your current or recent employment.

Part 12**Criminal Convictions**

You must tell us about *any* criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. In this case you may need an 'enhanced disclosure document' from the Criminal Records Bureau or Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents to fill in.

You must enter X in the box if any of the following statements apply 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 you are convicted of a relevant criminal offence after you have applied, you must tell us. We will then ask you for details.

Part 13**Declaration**

Please read the declaration carefully then sign and date the form, or, if you are returning your application by email, please tick the box and date the form.

Unsigned or un-ticked applications cannot be processed

Part 14**Checklist**

Please ensure that you have read through the checklist and completed all relevant sections of the application form.

Specialist Community Nursing Degrees – Supplementary details

Students on the pathways for Community Nursing in the Home (District Nursing) and Community Children's Nursing are required to select an optional 20 credit module. Please confirm your preferred module with your line manager. Every effort is made to give you your first choice of option, but this may not always be possible. Your choice must also fit in with core modules on your pathway. For additional advice on this please contact Mark Rawlinson (District Nursing) or Margaret Fergus (Community Children's Nursing).

Further information**Ethnic origin survey**

Please complete the separate ethnic origin survey form. This information is used by the University to determine our progress over time in meeting our commitment to increasing diversity in our student recruitment and retention. This information is not used when making a decision about whether to offer you a place. The information is kept separate from your application, and is not seen or made known to anyone considering your application.

Data Protection

As a general principle, information collected about applicants will be stored as a permanent part of the record and used only for the purposes for which it was collected, to enable the University's central and legitimate activities (mainly teaching and research), and to enable the procedures which underpin those activities. These procedures include admitting, enrolling, accommodating and examining students, compiling records and statistics and development of a continuing relationship with the University through the University of Southampton Society) to be undertaken efficiently. The information collected will be no more than is necessary for these purposes.

Learning Beyond Registration Degree Application - GUIDANCE NOTES

The University may be called upon to cooperate with the police in crime investigation, and with certain other public authorities and in such circumstances personal data may be released. You should be aware that information about your enrolment, attendance and progress at the University may be passed to your employer and to the Immigration and Nationality Directorate of the Home Office for purposes connected with immigration.

02380 597778

Taught Degree Application Form for Learning Beyond Registration

- Please read the accompanying guidance notes before completing this form.
- Please complete and return the Ethnic Origin form.
- There is an additional details form to include for Specialist Practice degrees
- Return the form and accompanying documents to: Recruitment and Admissions, **School of Health Sciences**, Nightingale Building (67), University of Southampton, Southampton, United Kingdom, SO17 1BJ

1. Personal Details

Application Reference Number (Office Use Only)

Have you studied at the University of Southampton before? *Please tick* Yes No

If Yes, please provide your personal or student ID number, where known, and any previous name by which you were known (eg maiden name)

Title (Mr/Mrs/Miss/Ms/Dr)

Surname or family name

Forenames in full

Your gender Male Female

Date of Birth in full (DD/MM/YYYY)

Permanent Home Address**Admissions Correspondence Address**

Postcode

Postcode

Valid from to

E-mail

Telephone

Mobile

Your Nationality (if dual give both)

Country of Birth

Nationality of your parents:

Mother _____ Father _____

Your Country of permanent residence

Please indicate by ticking the relevant box where you have been ordinarily resident for the last 3 years

 Within the UK Within the EU Within the EEA Outside the UK, EU & EEAFee/Residence Status: Self Classification (Please refer to notes of Guidance): A B C D E F G O **2. Proposed Programme of Study**

Please tick boxes to indicate whether you are applying for admission as:

 Part-time student Full-time student Undergraduate degree student (eg BSc/BN) Postgraduate student (eg MSc / PG Certificate / PG Diploma)**Please state the full name of the programme for which you are applying, and pathway / specialist practice area if appropriate (eg Health Visiting, School Nursing, District Nursing, Community Children's Nursing)**

Programme of Study: _____ Pathway: _____

Please indicate your preferred start time: current academic year next academic year (from September / October)

3. Additional Needs (See Guidance Notes)

Please tick the relevant box if you have any of the following disabilities / medical conditions which might require special arrangements or facilities

- 2 Visual impairment 3 Hearing impairment 4 Mobility impairment
- 5 Personal care support 6 Mental Health issues 7 Unseen Disability eg Diabetes, epilepsy
- 8 Multiple Disabilities 10 Autism Spectrum Disorder 11 Specific learning difficulty eg Dyslexia
- 96 A disability not listed above Are you registered disabled? Yes No

Please give further details if you have any of the above additional needs:

4. Higher Education

Please provide details of your academic qualifications in this section. Note that your current or most recent qualification should be detailed first.

Institution	Title of Qualification	Main Subjects Studied	Attendance From – To	GPA/Degree Classification	Language of Instruction	Country of Study

5. Professional Registration Details – for applicants registered with the UK Nursing & Midwifery Council

Your NMC PIN number					
Part of NMC Register (1-3)	Registration Date (month/year)	Active / Non-Active		Re-Registration Due	
Current job title and grade					

6. Academic credits awarded by University of Southampton which you wish to count towards this award (including APL claims and those for which you are awaiting results)

Unit/Module	Educational Institution	Number of Credits awarded	Credit Level	Date awarded
Do you intend to submit a claim for accreditation of prior learning, in order to obtain credit towards this award?	Yes / No	Estimated Number of Credits		

7. Employment History (please include your current employment)

Name of Employer	Location/ Country	Position Held	Dates From/To

8. English Language Proficiency

Please complete this section fully and, if possible, enclose a copy of your English language certificate with the application form. Please note: as a condition of your offer, you may need to supply the original transcript. English language qualifications must date back no more than three years.

a. Do you consider English to be your first language? Yes No

b. Does your country appear on our list of countries exempt from English language tests?
(visit: www.soton.ac.uk/international/join_us/countriesexemptlangtest.html)

Yes If Yes, please go to section 9

No If No please continue to question c below

c. Have you taken an English language proficiency test in the last three years? Yes No
If yes, please go to question d. below. If no, please go to question e.

d. Please provide details of the test date and outcome.

IELTS Scores: Overall Listening Reading Writing Speaking

Test Report Form (TRF) number (if known) Date

TOEFL Scores: Total Essay Date

Other English language qualification Title

Score Date

e. Are you planning to take an English Language test? Yes No

If yes, please provide details of the planned test and date

If no, please note that you may be required to take an English Language test as a condition of entry.

9. Funding

For internal purposes it is useful for the University to know how you intend to finance your studies. Please note that the information provided **will not be taken into account** when considering the outcome of your application.

Please tick the relevant boxes

Self Family Employer Sponsor (please attach a letter of sponsorship)

Scholarship – Name of Scholarship Have you been awarded this scholarship? Yes No

10. Referees

Name	Name
Position	Position
Address	Address
Postcode	Postcode
Country	Country
Telephone	Telephone
E-mail	E-mail

11. Personal Statement in support of your application

12. Criminal Convictions

If you have a relevant criminal conviction, enter X in the box

Please see guidance notes for a definition of relevant criminal convictions.

13. Declaration – *Unsigned or un-ticked application forms cannot be processed*

By submitting this application form:

I declare that the information I have provided is accurate and no material information has been omitted. Any work submitted in support of this application is entirely my own. I consent to the university processing my application. I agree to abide by the University's rules and regulations, if accepted onto a course.

If submitting by e-mail please tick this box to agree with this statement:

If submitting by post please sign and date below:

_____ Date:

14. Checklist

Please check that you have:

- Completed all relevant sections of this form
- Completed and enclosed the Ethnic Origin form
- Enclosed English Language Certificate (if applicable)
- Completed part 12 relating to criminal convictions
- Signed or ticked box in part 13
- Enclosed any additional evidence (e.g. Degree certificates, transcripts)
- Contacted your referee(s) and asked them to forward references on your behalf (see guidance notes and part 10 above)

Reference request – Learning Beyond Registration study application

First Name(s) _____

Last Name _____

Date of Birth

Programme of Study _____

Academic School Health SciencesAcademic School email address PGapply.FHS@soton.ac.uk

Direct Admissions
Admissions Team
Room 2029, Level 2 Student & Academic Services
Health Sciences
Nightingale Building (67)
University of Southampton
Highfield
Southampton
SO17 1BJ

Brenda Draper: 0238059 7778
PGapply.FHS@soton.ac.uk

To the applicant:

Please complete the boxes above with your name and the title of the taught or research programme of study for which you have applied. You will need to supply two references. Suitable referees may include a former tutor, supervisor or employer.

To submit a reference in paper form:

- Detach this form and pass a copy to both referees. Please ask for a confidential reference to be returned to you in a signed and sealed envelope.
- Return the unopened envelope with your application to the above address.

To the referee:

The person named above has submitted an application for postgraduate study at the University of Southampton and has nominated you as a referee. The University places great importance upon these references and we thank you for your assistance in supporting this candidate's application.

Please could you supply the University with a letter of reference, commenting on the candidate's academic ability and suitability for the proposed programme of study. Please include the following information in your reference:

- length of time you have known the candidate and in what capacity
- details of the candidate's degree programme, e.g. subjects, result (or expected result) and performance
- position of the candidate relative to other students in the same year (if known)
- candidate's motivation and intellectual capacity, and his/her aptitude and potential for postgraduate study
- details of relevant work experience and, if the candidate has been employed by you, a brief description of their duties and standard of work
- for a candidate whose first language is not English, please indicate his/her standard of written and oral English
- any other relevant information.

You can submit the reference in paper form or by email:

1. In paper form: please ensure that your reference is written on an official letterhead and authenticated by an official seal or sta. Attach this form to your reference and place both in a sealed envelope. Pass this envelope to the candidate, who will forward your reference unopened to the University.
2. By email: please ensure that your reference contains the Candidate's name, date of birth and the programme of study as listed above. Please also include your full postal and telephone

If you have already submitted your application, please also send the reference to the above address.

To submit a reference by email:

- Detach this form and pass a copy to both referees.
- Ask both referees to submit a reference by email to the above address. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). If you do not know the email address, the reference should be sent to Direct Admissions at PGapply.FHS@soton.ac.uk

contact details, and the contact details for the academic or other organisation through which you came into contact with the candidate. E-mails should be from Institutional e-mail addresses and not personal accounts (e.g. not Hotmail). Please email your reference to the Academic School as detailed above. If the candidate has not provided the School's contact email address, please send your reference to: PGapply.FHS@soton.ac.uk

Under the provisions of the Data Protection Act 1998, we may be required to make our applicant files including any references) available for inspection by the individual concerned.

Please note: As we are unable to make admissions decisions without references, a delay in receiving the reference may affect the candidate's chance of securing a place on his/her chosen course.

Notes: The following brief notes may assist you with the reference:

Postgraduate Certificate: Suitable for students whose background is not adequate for them to proceed direct to a Masters degree or whose first degree was in a different discipline. Programme of study typically lasts one year, full time.

Postgraduate Diploma/Masters Degree: Postgraduate degree study, including an intensive taught element and three to five months' independent research, leading to a dissertation. Full-time study usually lasts one year.

Master of Philosophy/Doctor of Philosophy: Research degrees usually require at least two years' full-time study for the MPhil or three years for the PhD.

Other Doctorate degrees (taught, professional and clinical): Programme of advanced study and research designed to develop the ability to work within a professional context. Study is typically part time over several years.