

*For office use only*

 Student No:

Short Term Study Programme Application form

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

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| 1. Personal details |
| Title (PLEASE TICK APPROPRIATE BOX)Dr ⬜ Mr ⬜ Mrs ⬜ Miss ⬜ Ms ⬜  | Surname / Family name (BLOCK CAPITALS) |
| First name (s) | Previous surname / Family name, if changed |
| Address |  |
| Nationality |
| Passport Number *(Please send photocopy of passport)* |  |
| Have you studied at the University of Worcester before? Yes ⬜ No ⬜ | If yes, what is your Student Number? |
| Daytime telephone number | Evening telephone number | Mobile telephone number |
| Email Address  |
| Gender: Male ⬜ Female ⬜  |  day month yearDate of birth ⬜ ⬜ ⬜ ⬜ ⬜ ⬜  |

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| 2 Details of ProgrammeShort Term Study Programme: Chinese Progression Partners Summer Experience |
| Dates of Study: 04-08-2019 – 17-08-2019 |

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| 3 Residential details |
| Country of permanent residence | Nationality  |

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| 4 Disabilities, special needs and extra requirements |
| **Please enter appropriate code here:**Please detail any physical or other disabilities which might require special arrangements or provision and any other information you wish to be noted, e.g. special dietary requirements or medical conditions.  |  |

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| 5 Home University |
| Name and address | From | To | Full time or part time |
|  |  |  |  |

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| 6 English Language - **Please enclose certified copies of certificates if appropriate**. |
| Is English your first language? Yes No Was English the language of instruction at school/college/university? Yes No  |
| If no, what is your first language? |
| If no, give details of English language course taken / to be taken (eg IELTS,TOEFL) N/A |
| QualificationN/A | Date taken and locationN/A | Overall scoreN/A | Written scoreN/A |

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| 7 Disclosure of criminal convictions |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? (*See notes for guidance for a definition of relevant criminal convictions, and information on DBS Disclosures*). **YES NO** *Please circle appropriate response* |

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| 8 Declaration |

*I confirm that the information I have given on this form is true, complete and accurate and no information requested or other*

*material information has been omitted. I have read the Notes of Guidance, in particular those relating to this section.*

*I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this*

*form will be used in accordance with the Data Protection Act 1998 and will be used to form the basis of my student record.*

*I give my consent to the processing of my data by the university. If I do not fully comply with these requirements the*

*university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.*

 day month year

Applicant’s Signature…………………………………….

**APPLICATIONS SHOULD BE RETURNED TOGETHER WITH A COPY OF YOUR PASSPORT AND TRANSCRIPT (INDICATING THOSE MODULES/CLASSES COMPLETED AT YOUR HOME INSTITUTION) TO:**

Email: admissionsb@worc.ac.uk

30.11.2017

**Notes for Guidance**

These notes contain important information on how to make an application to the university. If these notes do not answer all your questions please contact us. **Please ensure that you read these notes for guidance carefully**. You should also read the current university prospectus for details about the course for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Your application may be photocopied before it is sent to admissions tutors and it is important that you either write neatly using black ink or type.

**Section 1 - Personal details**

Complete this section in BLOCK CAPITALS

Surname/family name and first name(s): please enter your full name as it appears in your passport or other official documentation.

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

Address: enter the address to which you expect all correspondence to be sent.

Please enclose a photocopy of passport.

**Section 4 - Disability/Special Needs**

Please enter in the box the code from the list of statements below which is most appropriate to you. Please record any special needs or support required in the space provided. The university will use this information to make appropriate arrangements to support your studies at the university.

**Disabilities/support required:**

0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation.

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 Personal care support

6 You have mental health difficulties.

7 You have an unseen disability, e.g. diabetes, epilepsy, asthma.

8 Multiple disabilities

10 You have Autistic Spectrum Disorder

11 You have a specific learning difficulty e.g. dyslexia

96 A disability not listed above

97 Information refused

98 Information not sought 99 Not known

If you have any dietary requirements please list ALL.

**Section 6 - English Language**

Please enclose certified copies of certificates and transcripts awarded.

**Section 7 - Disclosure of criminal convictions**

To help reduce the risk of harm or injury to students and/or staff caused by the criminal behaviour of other students, you must inform us about any relevant criminal convictions that you 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 unless you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults.

By entering an **X** in the box you will not be automatically excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision.

**Courses in teaching, health, social work and courses involving work with children or vulnerable adults**

For these courses, 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 received a reprimand and/or final warning

(e) I have a bind-over order

(f) I am serving a prison sentence for a criminal conviction.

If statement (f) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. For these courses, you will need an ‘enhanced disclosure document’ from the **Criminal Records Bureau** (www.crb.gov.uk). We will send you the appropriate documents to complete.

**All other courses**

For these courses, you must enter **X** in the box if either of the following statements apply 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 page 1 of 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.

**If you are convicted of a relevant criminal offence after you have applied, you must tell us.** Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

**Section 13 - Declaration**

When you sign the form, you agree to the following conditions:

1. The information you have given is complete and accurate. If we believe that you or your referee have left out any information or given false or misleading information we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
2. The university may, at any time, ask you, your referee or your employer to provide more information abut your application (eg proof of identify or qualifications). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application.
3. The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays or if the university changes its decisions later.

 (d) If you accept an offer of a place you agree to abide by the rules and regulations of the university.

(d) If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus.

If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.

(f) 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 that the obligations set out herein.

(g) Your application is a contract between you and the university. No one else can enforce any part of this

contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

(h) If 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 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. The university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The university will provide data about you to the Higher Education Statistics Agency.

**The Data Protection Act**

When you sign your application form, you consent to the processing of your personal data (as defined by the Data Protection Act 1988) by the university. You accept that:

1. We may keep a copy of your application and use the information to collect statistics or monitor equal opportunities (or both);
2. We may use or disclose information on your application for research purposes, but no information that could identify you as an individual will be published.

We will take all reasonable steps to follow the terms of the Data Protection Act 1988.

We confirm that the information provided in your application will normally be confidential between:

1. you
2. your referees
3. the appropriate staff at the university
4. your exam board(s) or awarding body

However, we reserve the right to or we may have to give outside organisations, including the police, the Home Office, Local Authorities, examination boards or awarding bodies and the Department for Work and Pensions and its agencies, information from your application to prevent or detect fraud.

The university will use the information on your application to create a student record about you for the Higher Education Statistics Agency.

We confirm that, in line with the terms of the Data Protection Act, you are entitled to a copy of all your personal data that we hold. We will make a charge for this service to cover administrative costs.

Please return your completed application form together with a copy of your passport and transcript:

**admissionsb@worc.ac.uk**