The following notes relate to the numbered sections in the application form and are intended to help you complete the form. Please ensure that you have read them thoroughly before completing your application.

Section 1  Programme of study

Course title
Please enter the exact course title as specified in the University prospectus or website. Several courses have similar names and if we need to clarify these details at a later stage, your application could be delayed.

Point of entry
Please enter the year of entry for which you are applying, e.g. Year 1.

Location
Please tick to indicate whether you wish to study via distance learning or be taught on campus. If the course you are applying for is taught on a campus outside of Portsmouth (e.g. South Downs College), please specify the campus here.

Alternative choice
Please enter the exact course title as specified in the University prospectus or website. Your alternative choice will only be considered if we are unable to offer you a place for your first choice.

Section 2  Research degree applicants

Proposed area of research/Leading to the award of
Please enter the title of your proposed topic or area of research in the space provided and tick the relevant award.

Research proposal
Your application must include a research proposal indicating the area in which your research will be conducted and the key issues that you want to examine in more detail. Your proposal should be between 300 and 500 words and should include the following:

- The reasons for your choice of research project and why it is important to you.
- A description of your proposed research objectives and what you hope to contribute to the field of research.
- A description of your proposed methodology – an indication of the proposed approach and likely methods of data collection. Please tell us whether you have had any training in specific research methods that you anticipate employing.
- Details of the planning and timescale of the research to include information of any off-campus organisation or institution.
- How your choice of research project fits in with your future career plans.

Section 3  Personal details

Surname/family name/forenames
Please enter your title, surname and forename(s) exactly as they appear on official documents such as examination certificates, passport or driving licence.

Preferred first name
If you have a different name by which you would rather be known, please enter it here. For example, your proper name is Andrew but you are known as Andy.

Previous surname/family name
If you have changed your name since your 16th birthday, please enter your previous surname or family name. If not, please leave this section blank.

Nationality
Please enter your nationality as stated on your passport. If you have dual nationality, please enter both.

Area of permanent residence
If your permanent home is in the UK please enter the metropolitan area, borough or county. If you live outside the UK please enter the country.

Residential category
This section helps to establish the level of tuition fees (home or overseas) that you will be charged if you are offered a place. Using the category definitions and notes below please select the residential category which you think applies to you and enter the code in the box provided. The category that you choose is provisional. The University will make the final decision on your category and may request additional information from you if there is a query about the information you have provided.

1 UK Citizen or EU national: You are a UK or EU national, or are the child or grandchild, or the spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education.

2 EEA or Swiss national: EITHER: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education.

OR: You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education.

3 Child of a Turkish worker: You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

4 Refugee: You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

5 Humanitarian Protection or similar: You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

6 Settled in the UK: 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, but not just for full-time education.

9 Other: You do not fit into any of the above categories.

Notes
1. If your category code is ‘9’, but you are granted British citizenship or Indefinite Leave to Remain after the date of your application, please email feeassessment@port.ac.uk immediately as your residential category may be reconsidered.

2. If your category code is ‘9’, but you, your spouse or civil partner or either of your parents are later granted refugee status, Humanitarian Protection or Discretionary Leave, please email feeassessment@port.ac.uk immediately as your residential category may be reconsidered.

3. If your category code is ‘9’, but you, your spouse, your civil partner or either of your parents is later granted EU citizenship, please email feeassessment@port.ac.uk immediately as your residential category may be reconsidered.
Section 4  Previous education

Please use this section to provide details of your academic career to date. Please list your current/most recent studies first.

You should include the following:

- All higher education qualifications (completed or due to be completed).
- Your subjects and grades at A Level or equivalent.
- Your grades in Mathematics and English at GCSE or equivalent.

Please enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts). Photocopies are sufficient at application stage. However, you may need to provide original or certified copies of your documentation at a later stage.

Section 5  English language proficiency

If your first language is not English, the University will require you to achieve a satisfactory score in an approved English Language qualification. In general, only qualifications achieved in the last two years will be accepted as evidence of current language proficiency. If you have already taken or are planning to take an English language test please give details in the spaces provided.

Please provide original or certified copies of your English language certificates with your application form.

Section 6  Professional qualifications

Please list any professional or other qualifications that you hold, for example CIM (Chartered Institute of Marketing) qualification, along with any professional body membership such as ACCA (the Association of Chartered Certified Accountants).

Section 7  Employment and work experience

Please provide details of any employment or work experience to support your application, giving a brief description of the nature of your work and responsibilities.

If your employment/work experience is relevant to your proposed programme of study you may wish to include further details in your personal statement.

Section 8  References

The University requires reference(s) in support of your application to help assess your suitability for your chosen course.

If you are applying for a postgraduate or research degree we require two references. If you are applying for an undergraduate degree, one reference will suffice.

References should be provided by one of your teachers/tutors or by someone who is able to comment on your academic ability as well as your potential to succeed on your chosen programme of study.

If you are not in full-time education, you should ask a responsible person who knows you to provide your reference(s). This could be an employer, training officer, careers adviser, a teacher on a recent relevant further education course, or a senior colleague in employment or voluntary work. Your referee should know you well enough to write about you and to comment whether you are suitable for higher education. Please list the name and contact details for your referee in the space provided. We are unable to accept references from family, other relatives or friends.

Please send your referee(s) a Reference Request Form (attached) as soon as possible. The form should be returned to you in a sealed envelope which you should forward (unopened) to Academic Registry with your application. The address can be found on the bottom of the penultimate page of the application form.

Please note that it is your responsibility to contact your referee(s). We are unable to make a decision about your application until we receive your reference.

Section 9  Personal statement

Please write a statement to support your application to study on this course. We suggest you include some or all of the following points:

- Your reasons for choosing the course.
- What interests you about your chosen subject.
- Any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to include the skills and experience you have gained from these activities.
- How your programme choice fits with your future career plans.
- Your social, sports or leisure interests.
- Details of any non-examination based activities you have undertaken such as AimHigher, NAGTY, Sutton Trust, GOALS, LEAPS or ASPIRENorth.

If you are not in full-time education, you should give details of any relevant work experience, paid or unpaid, and information about your current or previous employment.

If you are an international student you may also like to include the following:

- Why you wish to study in the UK.
- What evidence you have to show that you can complete a higher education course that is taught in English. Please give details if some of your studies have been assessed in English.

Section 10  Address details

Home/permanent address
Your Home/permanent address is the address where you usually live. Please provide your full address including the country and a postcode (if living in the UK).

Email address
The University sends most correspondence by email, therefore it is essential that an email address is provided.

Correspondence address
If you would prefer correspondence to be sent to a different address or an agent, please complete the Correspondence address section.

If you have an alternative email address, telephone or fax number you would like to provide, please enter this here.

International agents should enter their contact details in this section.
**Section 11  Non-UK nationals**

**Date of first entry to live in the UK**
If you were born outside the UK, but now live here please give the date when you began to live here permanently. The date should be found in your passport or other papers used to gain admission to the UK. Do not give a date if you are staying in the UK on a temporary basis, for example for the purpose of study.

**Student visa required?**
If you need a student visa to study in the UK, tick ‘Yes’. If you do not need a student visa, tick ‘No’.

**Name of home university/institution**
Provide the name of the university, college or institution that you are currently attending.

**Section 13  Criminal convictions**
To help us ensure that the interests and safety of all members of the University community are safeguarded, we must know about any relevant criminal convictions that an applicant may have. If you have a relevant criminal conviction, please tick the box. The information that you provide will not affect the academic assessment of your application. However, the University may want to consider the application further or ask for more information before making a decision.

If you have a relevant criminal conviction that is *not* spent, please tick the box; otherwise leave it blank.

**What is a relevant criminal conviction?**
Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:
- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached terms of an ASBO or VOO and this has resulted in a criminal conviction.

**What does ‘spent’ mean?**
If a person does not re-offend during their rehabilitation period, their conviction becomes ‘spent’ (as defined by The Rehabilitation of Offenders Act 1974).

Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

**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. The University will then ask you for more details.

**Section 14  Equal opportunities monitoring**
This information will be used by the University for statistical purposes only and will not affect the decision on your application. The University is required to release this information to the Higher Education Statistics Agency to whom all UK universities are legally obliged to report data.

**Ethnic origin**
Please read the list below and enter the code that best describes your ethnic origin.

- 11 White
- 16 Gypsy, Traveller or Irish Traveller
- 21 Black – Caribbean
- 22 Black – African
- 29 Other Black background
- 31 Asian – Indian
- 32 Asian – Pakistani
- 33 Asian – Bangladeshi
- 34 Asian – Chinese
- 39 Other Asian background
- 41 White and Black Caribbean
- 42 White and Black African
- 43 White and Asian
- 49 Other Mixed background
- 50 Arab
- 80 Other Ethnic background
- 90 Not known
- 98 I prefer not to say

**Disability/special needs**
If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please tick the ‘Yes’ box and select the most appropriate code from the list below. If you do not have a disability, special needs or a medical condition, please tick ‘No’. The information you provide in this section will not influence the assessment of your application.

- A No disability.
- B You have a social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder.
- C You are blind or have a serious visual impairment uncorrected by glasses.
- D You are deaf or have a serious hearing impairment.
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder.
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches.
- I You have a disability, impairment or medical condition that is not listed above.
- J You have two or more impairments and/or disabling medical conditions.
Previous qualification
Please enter the appropriate code to indicate the highest academic qualification you have achieved.

DUK UK doctorate degree
D2Z Non-UK doctorate degree
DB0 Other qualification at doctorate level
MUK UK Master's degree
M2Z Non-UK Master's degree
M2X Enhanced/extended integrated UG/PG taught Master's degree
M41 Diploma at Master's level
M44 Certificate at Master's level
M71 Postgraduate qualification in Education (PGCE)
M80 Other taught qualification at Master's level
M90 Taught work at Master's level for institutional credit
HUK UK first degree with honours
HZZ Non-UK first degree
H11 First degree with honours leading to Qualified Teacher Status (QTS)
H71 Professional Graduate Certificate in Education
H80 Other qualification at honours degree level
JUK UK ordinary (non-honours) first degree
J10 Foundation degree
J20 Diploma of Higher Education (DipHE)
J30 Higher National Diploma (HND)
J49 Foundation course at level 5
J48 Certificate or Diploma in Education, (CertEd) or (DipEd)
J80 Other qualification at level 5
C20 Certificate of Higher Education (CertHE)
C30 Higher National Certificate (HNC)
C44 Higher Apprenticeship (level 4)
C80 Other qualification at level 4
C90 Undergraduate credits
P41 Diploma at level 3 (e.g. BTEC, CACHE, OCR)
P42 Certificate at level 3 (e.g. BTEC, CACHE, OCR)
P46 Award at level 3 (e.g. BTEC, CACHE)
P47 AQA Baccalaureate (Bacc)
P50 Only GCSE A Level/AS Level
P51 14–19 Advanced Diploma (level 3)
P53 Scottish Baccalaureate
P62 International Baccalaureate (IB) Diploma
P63 International Baccalaureate (IB) Certificate
P64 Cambridge Pre-U Diploma
P65 Cambridge Pre-U Certificate
P68 Welsh Baccalaureate Advanced Diploma (level 3)
P80 Other qualification at level 3 (e.g. Advanced GNVQ)
P91 Mix of A Level equivalents at level 3 (e.g. A Level and BTEC)
P92 EU//International A Level equivalents (e.g. AQA, Edexcel)
Q51 14–19 Higher Diploma (level 2)
Q52 Welsh Baccalaureate Intermediate Diploma (level 2)
Q80 Other qualification at level 2 (e.g. GCSE, Key Skills level 2)
R51 14–19 Foundation Diploma at level 1
R52 Welsh Baccalaureate Foundation Diploma
R80 Other qualification at level 1 (e.g. Key Skills level 1)
X00 Higher education Access course (e.g. Access to HE Diploma)
X01 Higher education Access course, not QAA recognised (level 3)
X02 Mature student admitted on basis of previous experience and/or admissions test
X04 Other qualification, level not known
X05 No formal qualifications
X06 Not known

Socio-economic background
Please enter the code that best describes the socio-economic background of the highest-earning family member of the household in which you live. If you are 21 or over, please enter the code that best describes your own socio-economic background. The following codes are available:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Higher managerial and professional occupations</td>
</tr>
<tr>
<td>2</td>
<td>Lower managerial and professional occupations</td>
</tr>
<tr>
<td>3</td>
<td>Intermediate occupations</td>
</tr>
<tr>
<td>4</td>
<td>Small employers and own account workers</td>
</tr>
<tr>
<td>5</td>
<td>Lower supervisory and technical occupations</td>
</tr>
<tr>
<td>6</td>
<td>Semi-routine occupations</td>
</tr>
<tr>
<td>7</td>
<td>Routine occupations</td>
</tr>
<tr>
<td>8</td>
<td>Never worked and long-time unemployed</td>
</tr>
<tr>
<td>9</td>
<td>Not classified</td>
</tr>
</tbody>
</table>

Unique Learner Number (Undergraduate applicants only)
Enter your ten-digit Unique Learner Number here. If you do not have a ULN, please leave this section blank.

Care (Undergraduate applicants only)
If you have not spent time in care please tick the ‘No’ box. If you have spent any time in local authority care, including if you have been in public care and had lived in one or more of foster care, semi-independent living or residential care homes, please tick the ‘Yes’ box and indicate how long you were in care:
- A Less than one week
- B One week to three months
- C Three months to one year
- D One year to three years
- E Three years or more

Parental education (Undergraduate applicants only)
Please indicate whether or not any of your parents, step-parents or guardians have themselves undertaken a course at higher education level, such as a degree, diploma or certificate of higher education.

Section 15 Funding
Please enter the appropriate code to show how you intend to finance your studies. If you are an international student, on entry to the UK you will have to demonstrate that you have sufficient funds to pay for your fees and support yourself throughout your studies.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Private finance</td>
</tr>
<tr>
<td>02</td>
<td>SLC, SAAS, NIBd, EU, CHL, IoM</td>
</tr>
<tr>
<td>04</td>
<td>Research Council</td>
</tr>
<tr>
<td>05</td>
<td>Df/D Regional health</td>
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<tr>
<td>06</td>
<td>UK Government international award</td>
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<tr>
<td>07</td>
<td>Training agency</td>
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<tr>
<td>08</td>
<td>Other UK Government award</td>
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<tr>
<td>09</td>
<td>International agency</td>
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<tr>
<td>10</td>
<td>UK industry/commerce</td>
</tr>
<tr>
<td>90</td>
<td>Other source</td>
</tr>
<tr>
<td>99</td>
<td>Not known</td>
</tr>
</tbody>
</table>

Section 16 Nominated access
If you are likely to be away at any time during the application period, for example on a gap year, you may wish to nominate someone who can make decisions on your behalf and discuss your application with us, e.g. a parent, other relative or guardian. If you are using an agent, you can choose to enter their details.

Section 17 How did you hear about the course?
Please enter the code that best describes how you heard about your chosen course:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>University prospectus</td>
</tr>
<tr>
<td>B</td>
<td>University website</td>
</tr>
<tr>
<td>C</td>
<td>Prospects.ac.uk</td>
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<tr>
<td>D</td>
<td>Findmasters.com</td>
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<tr>
<td>E</td>
<td>Findphd.com</td>
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<tr>
<td>F</td>
<td>Postgraduatestudentships.co.uk</td>
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<td>G</td>
<td>Masterscompare.co.uk</td>
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<tr>
<td>H</td>
<td>Hotcourses.com</td>
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<td>J</td>
<td>Targetcourses.com</td>
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<tr>
<td>K</td>
<td>Other website</td>
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<tr>
<td>L</td>
<td>Promotional email</td>
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<tr>
<td>M</td>
<td>Google advert</td>
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<td>Local advertisement</td>
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<td>0</td>
<td>National advertisement</td>
</tr>
<tr>
<td>P</td>
<td>Word of mouth</td>
</tr>
<tr>
<td>Q</td>
<td>Other (please specify in the space provided)</td>
</tr>
</tbody>
</table>

Submitting your application
Please read the declaration carefully, then sign and date the form.

When you have completed your application form please return it, together with evidence of your academic qualifications and your reference to: University Admissions Centre, Department of Student & Academic Administration, University of Portsmouth, University House, Winston Churchill Avenue, Portsmouth, Hampshire, PO1 2UP, United Kingdom.

Telephone: +44 (0)239284 5566
Email: admissions@port.ac.uk
Web: www.port.ac.uk

The University will acknowledge receipt of your application by email. Your application will then be passed to the appropriate department for consideration. We usually aim to make a decision on your application within four weeks.

Please note that if you have not submitted all the required documentation, your application will be delayed until all your documents have been received. If you have any questions about the status of your application please email admissions@port.ac.uk or if you are an international applicant, please contact our International Admissions team at international.admissions@port.ac.uk.

If your application is unsuccessful we will provide feedback on request.