

# Postgraduate Application Form

**Send completed forms to:**

Applicant Services (Postgraduate)  
Kingston University  
Cooper House  
40-46 Surbiton Road  
Kingston upon Thames  
Surrey KT1 2HX  
  
Telephone: +44 (0)20 8547 8128  
Facsimile: +44 (0)20 8547 7080  
Email: [aps@kingston.ac.uk](mailto:aps@kingston.ac.uk)  
[www.kingston.ac.uk/postgraduate](http://www.kingston.ac.uk/postgraduate)

<b>For University use only</b>		<b>MAS Course Code:</b>
<b>Application:</b>		<b>CBO I:</b>
Reference 1 <input type="checkbox"/>	Reference 2 <input type="checkbox"/>	<b>ID No:</b>
<b>Decision</b>	Interview <input type="checkbox"/>	Date .....
	Offer <input type="checkbox"/>	Conditions .....
	Reject <input type="checkbox"/>	
<b>Please sign</b>		
Course Director/Head of School .....		

This form is intended to provide us with information to help ensure a good match between the course or programme and its participants. Please read the Postgraduate Directory and Guidance Notes for details of the entry requirements and admission procedure.

**Course applied for:** MBA  MA  MSc  Diploma  Certificate  LLM

**Course Title:** .....

**or Research Degree:** PhD  MPhil  MSc  MA  DBA

(See page 4)

Where applicable please refer to course details.

**Mode of study:** Part-time  Full-time  Open Learning

**Year of entry and month** .....

## Personal details

Surname ..... First name(s) ..... Title eg Mr, Mrs, Ms .....

Date of birth ..... Sex M/F ..... Nationality .....

Country of birth ..... Country of permanent residence .....

Please give date of entry to live permanently in EU/UK .....

Have you entered the UK on a Visa? Yes  No

How will the course fee be paid?

Private finance

Sponsored by organisation In part  In full  Name of organisation .....

**Contact address:** .....  
.....  
.....

Tel No (home) ..... Fax No .....

Tel No (work) ..... Mobile Tel No .....

Email .....

# Confidential Reference Form

*The applicant should insert his or her name at the head of the form and send it to the referee requesting that it is completed and forwarded directly to:*

Applicant Services (Postgraduate)  
Kingston University  
Cooper House, 40-46 Surbiton Road  
Kingston upon Thames, Surrey KT1 2HX

Telephone: 020 8547 8128  
Facsimile: 020 8547 7080  
Email: [aps@kingston.ac.uk](mailto:aps@kingston.ac.uk)

**THIS FORM IS NOT REQUIRED FOR APPLICANTS FOR SOCIAL WORK OR EDUCATION COURSES**

**Course Title:** .....

**Applicant's Name:** .....

**Date of Birth:** .....

1. How long have you known the applicant and in what capacity?

..... Years.....

.....

2. How do you rate her/his academic ability? Please relate your comments to the candidate's class of degree (for example: is of high 2.2 standard, or is of higher ability than the class of degree achieved). If s/he is about to take any further examination, please give a realistic prediction.

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3. Taking an overall view, what do you consider to be her/his major talents and most significant weakness? Please relate this to the specific course for which the candidate is applying Eg PG Cert, MA, PhD

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4. Please comment on the applicant's ability to sustain her/his motivation for study. Has the applicant previously shown an interest in the proposed area of study?

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5. Please feel free, either in the following space or in a separate letter, to make any further comments which you feel will be helpful (for example relevant industrial or other experience).

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**Thank you for supplying this information**

Signature of referee ..... Date .....

Name and position .....

(Please use the company / university stamp as a means of verification)

Address .....

.....

.....

.....Postcode.....

Tel .....Fax .....

Email address .....

Company/University stamp

## Academic record

Please list all colleges and universities attended, giving dates of course, title and subject of degree or qualification and exact classification of award. **Please include both undergraduate and postgraduate degrees.**

College/University	Course title and award	Result	From - To

If you do not have a first degree or equivalent, please provide details of any other relevant qualifications or experience which you feel would be relevant.

## Professional

Please give details of membership of professional bodies, including, where relevant, qualifications awarded. If you have not completed your professional qualification, please indicate when the results are expected.

Professional body	Date joined	Qualification obtained	Full or part time	From - To

Please give details of any other courses or academic achievements not already mentioned which might help your application.

## EU / Overseas applicants only - English Language Proficiency

If any of your qualifications have been obtained from a non-UK institution, please provide information or evidence to show that your qualification is equivalent to a UK degree. **Please attach copies of your certificates to your completed application.**

For students whose first language is not English, please indicate the formal qualifications you have gained or are taking in English (eg TOEFL, IELTS, Cambridge Proficiency). **Please attach copies of your certificates to your completed application.**

Qualification obtained	Institution where obtained	Result	From - To

If you do not hold a formal English Language qualification, please indicate how you have acquired your proficiency in written and spoken English



## Reference Details

Please supply the names and addresses of two referees:

Surname ..... First name(s) ..... Title *eg Mr, Mrs, Ms* .....

Address: .....

..... Postcode .....

Email: ..... Telephone: .....

Surname ..... First name(s) ..... Title *eg Mr, Mrs, Ms* .....

Address: .....

..... Postcode .....

Email: ..... Telephone: .....

## Research Degree applicants only (full-time and part-time)

(*eg. PhD, MPhil, MSc, MA by Research, DBA*)

**Proposed Research Programme - please provide details as below of your research proposal, which should include:**

- the proposed subject area (please tick appropriate box)

**Art and Design**  **Business**  **Computing**  **Economics**  **Education**  **Engineering**   
**Health and Social Care**  **Humanities**  **Law**  **Sciences**  **Social Sciences**  **Social Work**   
**Surveying**  **Music**

**Please note:** A research proposal is required with all research applications.

Have you previously made contact with a Supervisor at Kingston to discuss your proposal? Yes  No

If no please refer to the postgraduate brochure provided or the University's website.

### IMPORTANT:

Does the proposed research give rise to ethical considerations, eg will it involve the use of human subjects? Yes  No   
If yes, the project plan must be approved by the Faculty Research Ethics Committee before registration can be confirmed.

## Declaration (to be completed by all applicants)

Do you have any criminal convictions? Yes  No

Do you have a disability, any special needs or require learning support? Yes  No

If yes, please refer to the guidance notes and indicate your condition with the appropriate code:

I confirm that the information that I have provided is accurate true and may be verified on request by the University.

Name .....

Signature..... Date.....

Under the Data Protection Act 1998, the information you supply will be held in strict confidence for the purpose of ascertaining your suitability for your chosen course of study. In the event that you become a registered student with the University your data will form the basis of your student record.

## Guidance notes

*These guidance notes are for use with the Postgraduate Application Form. Only use this application if you are applying for a Postgraduate course that does not require you to apply through a central admissions service. If you are applying for an Undergraduate course (e.g. BA) please contact UCAS for an application pack. If you are applying for a Teacher training course (PGCE) please contact the GTTR. If you are applying for the full-time Graduate Diploma in Law, please contact the Central Applications Board for an application pack.*

*Please read the following guidance notes before you complete the attached application form to ensure all the information that we require is collected.*

*Please note that information provided such as date of birth, sex, and marital status will not be used to assess your suitability to the course you have applied for. All information of this nature is used for statistical purposes only and is held in confidence.*

### COURSE DETAILS

- Indicate with a cross in the boxes provided the award you are applying for.
- Write the full name of the course you are applying for as it appears in the postgraduate directory or Kingston University Web-site.
- Enter the mode of study of your course. Some courses are not offered on a full-time basis so, please refer to the PG directory for the available modes of study.
- Enter the academic year and month that you wish to start your course. Note that some courses have more than one intake each academic year. Refer to the postgraduate directory for details.

### PERSONAL DETAILS

- Please give your full name including all surnames if more than one. Note that the name you provide on your application will be used on all of your future student records if you are offered a place at Kingston University.
- Address for correspondence refers to your permanent home address or the address that you require correspondence to be sent to.

### ACADEMIC RECORD

- Please give the full title(s) of the qualification(s) obtained or pending.
- State the full name(s) of the institution where you studied including the location e.g. town and country.
- State the date that the course started and is due to finish and the duration of the course.
- Please note that we require copies of qualification transcripts with your application. If you still have qualifications pending please state this in the application.

### EMPLOYMENT AND WORK EXPERIENCE

- Please list your most recent employment first and work backwards.
- Please state the town and country of your employment, and the dates that employment commenced and ceased.

## REFERENCES

- One reference form is provided with the application. Please photocopy this before writing on it and pass to your second reference.
- Please also supply the details of two referees that can comment on your suitability for the course for which you are applying. These should be the same people that you pass the enclosed reference forms to.
- At least one academic reference (e.g. college/university tutor or course director) is required. If you left higher education several years ago please request a reference from a professional who can comment on your suitability for the course you have applied for.
- Design and Technology courses will consider industry and academic references.
- References from relatives are not acceptable.
- Social Work and Education applicants are not required to submit reference forms, but must state the details of two referees in the space provided on the application form.

## RESEARCH

If you are applying for a research degree, you are required to submit a research proposal. For further information please contact the relevant research administrator as listed in the Postgraduate Directory. Please do not apply until you have confirmation that your area of proposed research may be supervised by the University.

## DECLARATION

### Disability or Special Needs

Please provide details of any disability/special need. We ask for this information to allow the university to evaluate what suitable support may be available to you for the duration of your intended programme of study. Please note that this information has no bearing on the academic assessment of your application

### Disability codes.

- 0 None
- 1 You have a specific learning disability (for example dyslexia).
- 2 You are blind or partially sighted.
- 3 You are deaf or hard of hearing.
- 4 You use a wheelchair or have mobility difficulties.
- T You have Autistic Spectrum Disorder or Asperger Syndrome.
- 6 You have mental health difficulties.
- 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition
- 8 You have two or more of the above.
- 9 You have a disability, special need or medical condition that is not listed above.

## CRIMINAL CONVICTIONS

The University has a duty to request that you declare any criminal convictions to ensure the safety and security of its students and staff. For some courses this is a legal requirement. We may need to write to you for details of a conviction if you answer 'yes'. If this question is unanswered it is likely to delay the processing of your application while we seek your response.