

MARKETING INFORMATION (SEE NOTE 11)			
How did you hear about this programme?			
University Prospectus	University Website	Employer	
British Council	Careers Service	Prospects Publication	
Education UK Website	Family or Friends	Your own institution	
Recruitment Agency	Employer	Dundee International Office	
Recruitment Fair / Exhibition (<i>please specify</i>)			
Newspaper / Journal (<i>please specify</i>)			
DECLARATION (SEE NOTE 12)			
I certify that the information given in this application is correct and complete. If I am admitted to the University I undertake to observe the University's regulations.			
Data Protection Act 1998. The information I have given on this form will be used for purposes of monitoring my student career. At the end of my student career this information will be passed to the Alumni Office who will contact me at this time.			
Applicant's signature _____		Date _____	
SEND THIS FORM TO			
Programme Administrator, Archive Services University of Dundee Dundee DD1 4HN, Scotland, UK		Tel: +44 (0)1382 385543 Fax: +44 (0)1382 385523 Email: armtraining@dundee.ac.uk	
<i>Please enclose a passport sized photograph with your application for identification purposes</i>			
FOR UNIVERSITY USE ONLY			
Diploma/Degree Classification			
Course or subject of research			
Unconditional Offer <input type="checkbox"/>	Conditional Offer <input type="checkbox"/>	Rejection <input type="checkbox"/>	
Conditions/Reasons for Rejection* _____			
Duration of Course		Full Time / Part Time / DL *	
Start Date	Department		
Supervisor	Source of Finance		
Approval of Admission (<i>please date and sign</i>)			
Supervisor	Date		
Head of Department	Date		
Dean of Faculty	Date		

*Delete as required



APPLICATION FOR POSTGRADUATE STUDY AND RESEARCH

Please complete using BLOCK CAPITALS

PERSONAL DETAILS (SEE NOTE 1)						
Surname/Family Name					Male/Female*	
First names/Given names						
Title	Date of Birth	D	D	M	M	Y
Permanent Home Address	Correspondence Address					
Country	Country					
Postcode/Zipcode	Postcode/Zipcode					
Telephone Number	Telephone Number					
Email	Fax					
Nationality	Country of Birth					
In which country have you lived for the past 3 years?						
Are you a UK/EU resident?						
PROPOSED STUDY (SEE NOTE 2)						
Full Title of Course (including Diploma/MSc/MRes/PhD etc)						
Department or Centre					Taught / Research*	
Method of Study: Full time / Part time / Distance Learning*					Start date	
<i>Research Applicants only</i>						
Area of research you wish to pursue _____						

*Delete as required



REFEREE REPORT IN SUPPORT OF POSTGRADUATE APPLICATION

APPLICANT DETAILS (TO BE COMPLETED BY APPLICANT)										
Surname/Family Name						Male/Female*				
First names/Given names										
Title			Date of Birth		D	D	M	M	Y	Y
Full Title of Course (including Diploma/MSc/MRes/PhD etc)										
Department or Centre										
REFEREE'S DETAILS										
Name of Referee										
Position/Occupation/Relationship to applicant										
Address of Referee										
						Telephone Number				
Fax Number				Email						

It will be helpful if your statement provides information where appropriate on:

- | | | |
|--|--|---|
| <ol style="list-style-type: none"> 1. Suitability for proposed course | <ol style="list-style-type: none"> 3. English language ability (for non native speakers)
a present level of achievement in both written and spoken English | <ol style="list-style-type: none"> 5. Personal qualities |
| <ol style="list-style-type: none"> 2. Intellectual qualities including: <ol style="list-style-type: none"> a. previous examination performance b. present performance c. promise for the future, including an assessment of any examination results pending | <ol style="list-style-type: none"> 4. Work experience including: <ol style="list-style-type: none"> a. previous performance b. aptitude and suitability c. relevance to present application | <ol style="list-style-type: none"> 6. Health and other personal circumstances 7. Athletic, social and other interests |

Where appropriate the Referee can respond to this section by attaching a report already prepared for another Institution

NB You should be aware that, under the terms of the Data Protection Act, the applicant may request access to this reference.

Signed _____

Official Stamp _____

Date _____

The completed form should be returned to:
 Course Administrator
 Archive Services
 University of Dundee, Dundee, DD1 4HN

**Delete as required*



REFEREE REPORT IN SUPPORT OF POSTGRADUATE APPLICATION

APPLICANT DETAILS (TO BE COMPLETED BY APPLICANT)										
Surname/Family Name						Male/Female*				
First names/Given names										
Title			Date of Birth		D	D	M	M	Y	Y
Full Title of Course (including Diploma/MSc/MRes/PhD etc)										
Department or Centre										
REFEREE'S DETAILS										
Name of Referee										
Position/Occupation/Relationship to applicant										
Address of Referee										
						Telephone Number				
Fax Number				Email						

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Signed _____

Official Stamp _____

Date _____

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 Course Administrator, Archive Services
 University of Dundee, Dundee, DD1 4HN

**Delete as required*



NOTES ON APPLICATION FOR POSTGRADUATE STUDY AND RESEARCH

It is very important that you complete all the sections of your application form clearly. Please use **BLOCK CAPITALS** throughout.

NOTE 1 - PERSONAL DETAILS

Surname/Family Name: Please make sure you tell us your **FAMILY NAME** (also known as **SURNAME**) and your **GIVEN NAMES**. The University uses your Family Name to address all your correspondence and, if your application is successful, it is the name used in our students records systems.

Example 1 - My name is Andrea NEAL. NEAL is my **FAMILY NAME** and ANDREA is my **GIVEN NAME**.

Example 2 - My name is SONG Hong. SONG is my **FAMILY NAME** and HONG is my **GIVEN NAME**.

Date of Birth: Please enter the year you were born. It is not the year of application. It should be in the following format: 12 July 1982 or 12/07/1982

Address: Once you have sent in your form you must tell us if either your **Permanent Home Address** or your **Address for Correspondence change**. Letters will be sent to whichever address you have nominated as your **CORRESPONDENCE** address.

Residency: If your residency status is not from birth, please enclose a copy of the relevant pages of your passport and/or a letter from the Home Office.

NOTE 2 - PROPOSED STUDY

Show here whether you wish to apply for admissions as a research student (PhD, MPhil/MSc by research etc) or specify the **Taught Postgraduate Programme** for which you wish to be considered.

Applications for TAUGHT Programmes: Please refer to the full list of degrees course in the prospectus or on the web to decide which course you want to study and indicate the full course title.

Example 1 – MPhil Early American History

Example 1 – Masters Minimal Access Surgery

Applications for RESEARCH Study: Please give a brief indication of your likely research topic. You should attach a detailed research proposal to this form.

We also need to know when you plan to start at the University (eg **Start Date: September 2003**) and by what **method of study: Part time, Full time or Distance Learning**. Please note that not all courses will have flexible start dates or be available to study **Distance Learning or Part time**. Full information is available in the **Postgraduate Prospectus**.

NOTE 3 - COLLEGE/UNIVERSITY QUALIFICATIONS

Please list the college(s)/university(s) you have attended, the dates you attended them and the subjects, which you studied there. Please give full details of qualifications (eg **BSc(Hons) Construction Management**) you have already gained and full details of qualifications which are pending and when you expect to receive your results.

Please attach copies of relevant certificates.

NOTE 4 - ENGLISH LANGUAGE QUALIFICATIONS

All students on degree courses at the University must have an **English Language qualification** equivalent to **GCSE English Language**. The University of Dundee also recognises international certificates such as **TOEFL or IELTS certificates**. Please indicate what qualifications you hold and the grade achieved.

English language preparation programmes are available for students who do not meet the minimum language requirements. For details, see **Prospectus**.

NOTE 5 – WORK EXPERIENCE AND EMPLOYMENT

Please give the names and addresses of your most recent employers, dates of employment and whether the work was full-time or part-time. This is particularly important in assessing your eligibility for some Postgraduate courses.

NOTE 6 – REFERENCES

Applications cannot be considered until references are received. Please give the names and addresses of two people who can provide references for you. Two Referee Report Forms are enclosed with the application form. You should complete the relevant information at the top of the form before giving them to your referees. Your application is incomplete unless you return it with two completed Referee Report Forms.

NOTE 7 – FINANCIAL ARRANGEMENTS

Before making an application it is essential that you give careful thought to your financial situation throughout the whole period of your course. Students are responsible for their own finances and once you are made an offer for a course you will be required to provide evidence that you have sufficient funds available to meet fees and all other expenses for the full duration of your proposed course of study before being accepted.

If you have been awarded a grant for all or part of your costs, please enclose a copy of the letter of award you have received from the grant-awarding body.

If your application is for a Research Programme and you are a member of staff at the University of Dundee, please attach details of the length and nature of your contract.

NOTE 8 – CRIMINAL CONVICTIONS

You must tick either the 'Yes' or 'No' box in order for us to process your application. If you have been arrested by the police and convicted of a crime, you must tick the 'Yes' box. For certain courses this may effect whether or not you are accepted onto the course.

NOTE 9 – DISABILITIES, SPECIAL NEEDS OR SUPPORT

The University encourages applications from students with special needs and is keen to provide appropriate support where possible. Please mention here any disability or medical condition.

NOTE 10 – ADDITIONAL INFORMATION

This is your chance to tell the university any other information about yourself which you feel is relevant to your application and which has not been included elsewhere in the application form.

NOTE 11 – MARKETING INFORMATION

What was the source of the information which led you to find out more about study at the University of Dundee? This information will be used by our Marketing Department only.

NOTE 12 – Declaration

By signing this you are confirming that the information you are submitting is true, complete and accurate.

WHAT HAPPENS NEXT?

Your completed application form and supporting papers will be considered by the department in which you hope to study. The department will make a recommendation to the Faculty Office and you will be advised of the outcome within a few weeks. You will receive a letter from the Postgraduate Admissions and Recruitment Office offering a place or advising you that your application has been rejected. The offer of a place may be subject to certain conditions which you have to meet before your admission can be confirmed.