

D. Additional Information

(see note 4)

1 **Disability** : The University encourages applications from students with disabilities and special needs and is keen to provide appropriate support for study and/or accommodation. If you have a disability, special needs (including dyslexia) or medical condition, please tick the appropriate box and enclose further details where necessary. Tick 'A' for no disability or support requirements :

- A. No disability or awareness of additional support requirements
- 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

2 **Criminal Convictions** : If you have a 'relevant' criminal conviction, enter **X** in the box (note 4 gives more information)

Note : for certain programmes this may affect whether or not you are accepted on to the programme

3 **Residential Category** : The University will determine whether you are categorised as 'home' or 'overseas' for Fees (applies to ALL applicants). Your Residential Category is a guide that helps us determine your fee status. If we are unsure of your fee status, we will write to you for more information. Read the full residential category definitions below (7 & 8 no longer exist), then tick the one that applies to you :

- 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. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period.
- 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. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period. 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. If you have been living in the EEA, Switzerland or OT for three year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period.
- 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. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is 'Other').
- 9. **Other** - None of the above.

G. Qualification Details - from College / University onwards only

(see note 6)

List below relevant qualifications obtained at university/college, starting with the most recent.

Please include a copy of your degree certificate(s) and University transcript or mark sheet only (translated into English, if necessary).

University/College attended	Start Date	Completion Date	Award Obtained (e.g. BA, BSc, MA)	Full title of degree awarded	Result

H. Qualifications Pending

(see note 6)

Please list below any university or college qualifications that are still in progress.

University/College attended	Start Date	Expected Completion Date	Expected Award (e.g. BA, BSc, MA)	Full title of Programme studied

I. Work Experience and Employment

(see note 7)

Provide details of Work Experience and Employment to date (starting with the most recent and including current work, relevant voluntary and/or unpaid work).

Continue on an additional sheet, if necessary, or include any detail in section K, as appropriate.

Date		Part-time / Full-time	Paid / Unpaid	Employer (if not UK, please state which country)	Position Held and Responsibilities
From	To				

J. Personal Statement

(see note 8)

Please tell us why you are applying to this programme, why you are suited to it, and what you hope to gain from it. This section might include relevant practical experience, outside interests, study abroad, other academic/professional qualifications, or title(s) of major work. Continue on an additional sheet, if necessary. Note : for some programmes, a separate Study Proposal is required in addition to this Personal Statement.

K. Any other relevant information

(see note 8)

Please provide any other relevant information in support of your application, or about you, which has not been included elsewhere in this form. This section might include more information on disability, any additional support requirements, further detail in support of your residential category, etc, as relevant. Continue on an additional sheet, if necessary.

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L. References

Please give the names and contact details of two people who are familiar with your recent academic work, and who can, if contacted by the University of Dundee, provide references for you. Check with them first to ensure that they are willing to be your referee.

1	Name of Referee :	
	Occupation & Relationship to applicant :	
	Organisation & Position :	
	Address of Referee :	
	City :	Country :
	Postcode / Zipcode :	Telephone: (with country & area code) :
	Email :	Fax: (with country & area code) :
2	Name of Referee :	
	Occupation & Relationship to applicant :	
	Organisation & Position :	
	Address of Referee :	
	City :	Country :
	Postcode / Zipcode :	Telephone: (with country & area code) :
	Email :	Fax: (with country & area code) :

M. Source of Information on this Programme

How did you hear about this Programme ? (please tick one box)

- | | |
|--|---|
| <input type="checkbox"/> University Prospectus | <input type="checkbox"/> Education UK Website |
| <input type="checkbox"/> University Website | <input type="checkbox"/> British Council |
| <input type="checkbox"/> Prospects/Graduate Prospects Publication | <input type="checkbox"/> findamasters.com |
| <input type="checkbox"/> UKPASS | <input type="checkbox"/> Hotcourses |
| <input type="checkbox"/> Recruitment Agency | <input type="checkbox"/> Family or Friends |
| <input type="checkbox"/> Careers Service | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Your own institution – please state which one below | <input type="checkbox"/> Recruitment Fair / Exhibition – please specify below |
| <input type="checkbox"/> Media Advert – please state which one below | <input type="checkbox"/> Other – please specify below |

N. Supporting Documents

(see note 9)

Please tick the relevant boxes below to indicate which copies of documents you have enclosed with your completed application form. We reserve the right to have sight of the original documents. Note that we usually require evidence of qualifications taken at University or College only (i.e. not High School), except where English Language was taken at School/ High School level.

- | | |
|---|---|
| <input type="checkbox"/> University Degree Certificate (translated into English, if relevant) | <input type="checkbox"/> English Language Certificate (where relevant) |
| <input type="checkbox"/> University Degree Transcript or Mark Sheet (translated into English, if relevant) | <input type="checkbox"/> Finance Information/ letter from the Grant-Awarding body |
| <input type="checkbox"/> Portfolio (if relevant – see www.dundee.ac.uk/postgraduate/courses) | <input type="checkbox"/> More information on your disability, if applicable |
| <input type="checkbox"/> Study Proposal (if relevant – see www.dundee.ac.uk/postgraduate/courses) | <input type="checkbox"/> Other – give details _____ |

O. Declaration

(see note 10)

I certify that the information given on this form is true, complete and accurate. If I am admitted to the University, I undertake to observe the University's Ordinances and Regulations and to ensure payment of tuition fees and other financial liabilities to the University.

Data Protection Act 1998. The personal information provided by you on this form will be used for the purposes of processing your application, monitoring your student career, and for general market research. For market research, the information will be used to produce aggregate statistics and will not be used in ways that identify any individual. The information you provide will be used for no other purpose. In signing this form you consent to the information which you provide being held and processed by the University of Dundee, in electronic and manual formats, for the purposes specified above.

I agree to inform the University immediately if I decide not to proceed with my application.

Applicant Signature: _____

Date: _____

Please send this form and requested documents to :

Programme Administrator
Centre for Archive and Information Studies
Tower Building
University of Dundee
Dundee DD1 4HN
Scotland, UK.

For further information, contact:
Centre for Archive and Information Studies
Tel: +44 (0)1382 385 543
Fax: +44 (0)1382 385 523
Email: armtraining@dundee.ac.uk
Web: www.dundee.ac.uk/cais

Proposed Programme of Study

note 1

Programme – more information about our programmes can be found in the postgraduate prospectus or on our website at : 'www.dundee.ac.uk/postgraduate/' . Some courses have modules which can be taken on their own as 'standalone' modules.

Entry Year – this is the calendar year in which you wish to start the programme, e.g. 2010 or 2011

Entry Month – this is the calendar month in which you wish to start the programme, e.g. September or January.

Previous Contact with Dundee

note 2

Please provide this detail, if appropriate, as it will help us to retrieve your previous applicant/student record, and add this application quickly.

Personal Details

note 3

Surname/ Family Name and First and Middle name(s) – please make sure that you write your family name **in full** and include **all** of your given names. It should be written the same way that your name is written in your current passport, driving licence or other formal document. Do not shorten or abbreviate any of your names. Use 'Name by which you would like to be known' to record shortened or alternative names.

Date of Birth – please write this in the order of day / month / year (e.g. 19/07/80 = 19th July 1980)

Previous Surname – provide this if your surname is different from that on your birth certificate, qualifications or supporting documentation

Correspondence Address – this will be the address we will use to write to you about any decisions made on your application.

Please notify us if you change your permanent home, contact or agent address.

Contact Email – please write this clearly, as it is a quick way of contacting you about your application. We will mostly contact you by email.

Nationality – provide your nationality as written in your current passport; if you have dual nationality, please state both nationalities clearly.

Passport Number – this is only required for applicants who have a non-UK or non-EU passport

Area of Permanent Residence – this is the home area where you normally live. If UK-based, please enter the county/city you live in (e.g. Fife or Durham, etc). If you are not in the UK, please enter the name of the country where you currently live (e.g. New Zealand, France etc).

Additional Information – All information is kept in accordance with the Data Protection Act 1998

note 4

Disability and Special Needs – Please mention any disability or medical condition (add detail in Section K), so that where possible appropriate support and resources can be arranged. The University encourages applications from students with disabilities and special needs, and indicating a disability will not disadvantage your application. If you have no disability or support requirements, please tick 'A'.

Criminal convictions – '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. We may ask for more information. For some subject areas, a criminal conviction may affect whether or not you are accepted on to a degree. Some courses are exempt from the Rehabilitation of Offenders Act 1974.

Financial Arrangements and Funding Details

note 5

Complete this section as fully as you can at this stage. If you are not self-funded, it is in your interests to ensure that arrangements are confirmed with your funder at an early stage.

English Language; Qualification Details; Qualifications Pending

note 6

English Language - programmes at the University are taught in English, and so a minimum level of English Language is required. ALL applicants should indicate clearly the level of English language qualification obtained or pending.

Qualification Details/Pending - please give full details of college/university undergraduate and any postgraduate qualifications completed to date, starting with the most recent. Where possible, list the subjects and level/grades obtained. In section H, provide full details of other relevant qualifications that are pending (say when you expect to receive the results). You may be given a conditional offer based on the results of pending exams, including English language. Continue on a separate sheet, if required.

Work Experience and Employment

note 7

Please provide details of duties and responsibilities of current and previous work experience including any relevant unpaid work.

Personal Statement; Any other relevant information

note 8

Personal Statement - your personal statement is an opportunity for you to tell us why you have chosen this Programme and what your career aspirations are. **Section K** allows you to include relevant information that has not been included elsewhere on the form.

For programmes requiring a Study proposal (see – www.dundee.ac.uk/postgraduate/courses/): please do not include your study proposal in your personal statement or in section K. The Study proposal should be a separate document.

Supporting Documents

note 9

When providing other supporting documents, ensure that your name is clearly written or visible on each additional sheet. We reserve the right to see other supporting documentation at a later date if necessary. You will be asked to provide original documents when you arrive.

Declaration

note 10

You must sign the application form. By signing the form, you are declaring that, to the best of your knowledge, you have included correct, complete and accurate information. The information will be used for processing your application.

What happens next?

We will acknowledge receipt of your application soon by email using your contact email address, and provide you with login details to your Applicant email account, and to our Applicant Portal called 'My Dundee'. If your application is complete we will then write to you with our decision, which will be one of the following: an unconditional offer of a place; a conditional offer of a place (requiring you to meet certain requirements first); a rejection (usually indicating why you have been unsuccessful).