



**Archive, Records Management  
& Museum Services**



**CONTINUING PROFESSIONAL DEVELOPMENT**

**by DISTANCE LEARNING**

**SINGLE MODULE**

**APPLICATION FORM**

*PERSONAL DETAILS*

<b>Title:</b>		<b>Surname:</b>	
<b>First names:</b> (in full)			
<b>Permanent Home Address:</b>		<b>Correspondence Address (if different)</b>	
<b>Post Code:</b>			
<b>E-mail:</b>			
<b>Telephone:</b> Daytime:		Evening:	
Mobile:		Fax:	
<b>Date of Birth:</b>		<b>Male:</b>	<b>Female:</b>
Please tick as appropriate			
<b>Current and/or Recent Occupation:</b>			
<b>Approval of admission (please date and sign)</b>		<b>University of Dundee Use Only</b>	
Head of Department .....		Date .....	

If you are currently a *matriculated* student at Dundee University, please give your matriculation number:

**QUALIFICATIONS**

Please list all recognised qualifications with dates, including those for which you are currently preparing. Indicate subjects, course title, level/grade and whether passed (together with grade of pass), failed or awaiting results

Secondary School(s)	Qualifications
College or University	Qualifications (Please include first or higher degrees or equivalent qualifications)
Professional Qualifications	

**PROPOSED STUDY**

Please indicate whether your application is for admission to the Certificate in Family & Local History or specify the modules for which you wish to be considered

	Tick as appropriate
<b>Single Module(s)</b> (Please give title(s) and Module No(s))	
Start Date:	

Students are responsible for their own finances. Once you are made an offer for a course you may be required to provide evidence that you have sufficient funds available to meet fees before being accepted. The University offers flexibility of payment to all UK based students and it is possible to pay in instalments by Standing Order or Credit Card.



**REFeree REPORT IN SUPPORT OF APPLICATION FOR ADMISSION TO  
CONTINUING PROFESSIONAL DEVELOPMENT BY DISTANCE LEARNING  
(SINGLE MODULE)**

<b>Applicant Details (to be completed by applicant)</b>	
Surname/Family Name	Male/Female (Delete as appropriate)
First Names/Given Names	
Title	Date of Birth

<b>Referee's Details</b>	
Name of Referee	
Position/Occupation/Relationship to Applicant	
Address of Referee	
Telephone	Fax
Email	

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

1. Suitability for proposed course
2. Intellectual qualities including performance in examinations (if known)
3. Work experience, aptitude and relevance to present application
4. Personal qualities
5. Social and other interests

(If appropriate the Referee can continue on the reverse of this sheet or respond to this section by attaching a separate report.)

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

Signed

Date

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*DECLARATION*

I certify that the answers and other information given in this application are correct and complete.

Signature:

Date:

Your completed application form, **TOGETHER WITH A PERSONAL STATEMENT OF 300 WORDS**, explaining why you wish to undertake the Course/module(s), should be forwarded, marked **Private and Confidential** to:

The Course Administrator,  
Certificate in Family & Local History  
Archives Records Management and Museum Services,  
Tower Building,  
University of Dundee,  
DUNDEE,  
DD14HN.

References can be included with your completed application form or forwarded separately by your referees (marked **Private and Confidential**) to the above address. References are only required for the first application for a single module – subsequent applications do not require a reference.

**Data Protection Act 1998**

The personal data provided by you to the University of Dundee will be held and processed for the purpose of providing you with education and training. This will include the administration of your application and, should you be successful, the administration and provision of your course. It may also be used for the compilation of statistical information for use internally and where the University is obliged to provide these to external agencies.

Your personal data will be available to relevant sections within the University of Dundee but will not be passed to third parties, excepting in the form mentioned above, without your consent.

In applying for a place on this course and signing the application form you consent to your personal data being held and processed by the University of Dundee.

If you require any further information regarding the use of your personal data please contact the University Data Protection Officer c/o ARRMS, Tower Building, University of Dundee, DD1 4HN.