



# SCHOOL OF ARCHITECTURE POSTGRADUATE (PART-TIME/DISTANCE LEARNING) APPLICATION FORM

Form AC-ARCH-DL1

Before completing this application form please read the notes on the back page.

Please complete all sections of this form using a black ballpoint pen or black type in **BLOCK CAPITALS**.

Incomplete forms and enclosures may delay the processing of your application.

**A. Proposed Programme of Study**

(see note 1)

Programme Name : (Complete if applying for full programme)	<input type="checkbox"/> MSc in Architecture: Advanced Practice Management
	<input type="checkbox"/> Postgraduate Diploma (PGDip) in Architecture: Advanced Practice Management
Stand Alone Module Name(s): (Complete if applying for modules only )	
Entry Month (tick one): <input type="checkbox"/> September <input type="checkbox"/> January	Mode of Attendance : <input checked="" type="checkbox"/> Part-time
Entry Year :	

**B. Previous Contact with Dundee**

(see note 2)

Are you currently, or have you previously, been a student of the University of Dundee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Matriculation or Application No. _____
Have you previously submitted an application to the University?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**C. Personal Details**

(see note 3)

Surname / Family Name	Title : Mr / Miss / Ms / Mrs	Male / Female (Please circle)
First / Given Name(s)	Date of Birth (dd / mm / yyyy)	d   d   /   m   m   /   1   9   y   y
Name by which you would like to be known:	Previous Surname:	
Permanent Home Address	Employment/Other Address (or stamp)	
City	City	
Postcode / Zipcode	Postcode / Zipcode	
Country	Country	
Email	Email	
Telephone Numbers    Tel: (with Country and Area Code)    Mobile:	Telephone & Fax Number    Tel: (with Country and Area Code)    Fax:	
Which is your correspondence address (letters from the University will be sent to this address) :    Home address <input type="checkbox"/> Employment/Other address <input type="checkbox"/>		
Passport Number:	Nationality:	Country of Birth:
Area of Permanent Residence:	Local Education Authority (UK only):	
If you have given a home address in the UK/EU, how long have you been resident in the UK/EU? _____ Years.		

**FOR UNIVERSITY USE ONLY**

Note			
UO	SIG 1:	Date:	SIG 2:
CO			
R	Start Date:	Date Received:	

## D. Funding Details

How will your programme fees be met?

Wholly by Employer

Partly by Employer, partly by yourself

Wholly by yourself

Other. Please specify \_\_\_\_\_

Note : if you are not self-funded, it is in your interests to ensure that arrangements are confirmed with your funder at an early stage.

## E. 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:

0. No disability or awareness of additional support requirements

T. Autistic Spectrum Disorder or Asperger Syndrome

1. Specific learning difficulty (e.g. dyslexia, dyscalculia)

6. Mental Health difficulties

2. Blind or partially sighted

7. Unseen disability (e.g. diabetes, epilepsy, heart condition)

3. Deaf or Hearing impairment

8. Multiple disabilities – two or more of the above

4. Wheelchair user or Mobility difficulties

9. Other disability – please provide information on separate sheet

2 a) Are you registered with RIBA (the Royal Institute of British Architects) ? Yes  No

b) Registration Number \_\_\_\_\_ c) Registration Expiry date \_\_\_\_\_ (d) Membership type \_\_\_\_\_

3 a) Are you registered with ARB (the UK Architects Registration Board) ? Yes  No

b) Registration Number \_\_\_\_\_ c) Registration Expiry date \_\_\_\_\_ (d) Membership type \_\_\_\_\_

## F. English Language

(see note 5)

All students studying at the University of Dundee must have an English Language qualification equivalent to GCSE/Standard Grade English Language.

Please indicate whether English is: (tick only one)

a) Your first language

b) Your main language for education

c) Learnt as a foreign language

UK-based English Language qualifications that satisfy the English Language requirement are, for example, O-grade, standard grade, Higher, Advanced Higher, Intermediate 2, CSYS, O-level, AO-level, AS-level, A-level, GCSE, and Communications 4.

Indicate any **UK based qualifications** that you have in English Language below:

Exam type and subject (e.g. O-grade English Language)	Score/Grade	Date of Award	University/College/School attended

Indicate any **internationally recognised qualifications** gained as proof of English Language level and score/grade achieved (e.g. IELTS, TOEFL, Cambridge, IGCSE, International O-Level). You must have completed these exams and received the results prior to matriculation. **You must attach a certified copy of your certificate.**

Test type (e.g. IELTS)	Score/Grade	Date of Test	IELTS TRF Number (if applicable)

Further information about English Language requirements can be obtained at <http://www.dundee.ac.uk/admissions/international/english.htm>

**G. Current Employment Details**

(see note 6)

Name of Current Employer

Current Employer Address

Postcode

Telephone Number

Fax Number

Present Place of Employment

Position Held :

Do you work :

Part-time Full-time 

Number of hours worked per week? \_\_\_\_\_ hours

Number of years in present post? \_\_\_\_\_ years

What is the nature of your current post?

## H. Line Manager and Mentor Details – to be completed by candidates for MSc only

This section (H) only applies to applicants for the 'MSc in Architecture: Advanced Practice Management' :

### Current Line Manager

Name	
Position and Grade	
Location	
Address	
Postcode	
Telephone Number	Fax Number
Email	

### Line Manager's Designated Representative (if appropriate)

Name	
Position and Grade	
Location	
Address	
Postcode	
Telephone Number	Fax Number
Email	

### Line Manager Approval & Signature – this section should be completed by your Line Manager or the Designated Representative

I support the above-named candidate in undertaking the 'MSc in Architecture: Advanced Practice Management' and accept that this will include:

- (1) Support of Line Manager / Designated Representative (as detailed above)
- (2) Support of designated Mentor (as detailed below)
- (3) Availability of architectural experience within practice area
- (4) Attendance of candidate for the taught element and associated study and tutorial days at University, as appropriate

I agree to provide appropriate support to allow the candidate to meet the programme requirements.

Name:

Signed:

Date:

**Mentor Details** - Mentors should follow the guidelines for mentoring staff as set out by the RIBA on [www.pedr.co.uk/](http://www.pedr.co.uk/)

Name	
Position and Grade	
Practice Details	
Work base Address	
Postcode	
Telephone Number	Fax Number
Email	

**I. Work Experience**

(see note 6)

Details of Work Experience to date, starting with the most recent :

Date		Part-time / Full-time	Paid / Unpaid	Organisation	Employer	Position Held and Responsibilities
From	To					

**J. Qualification Details**

(see note 7)

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

**You must attach copies of your College/University certificates/ transcripts, including an original certified letter or other evidence from your institution indicating that you have obtained RIBA parts 1 and 2 or equivalent.**

University/College Attended	Start Date	Completion Date	Award Obtained including Level (e.g. BA Level 10)	Subject/Programme/Module title and Grade/Score (as appropriate)

**K. Other relevant academic or professional qualifications**

(see note 8)

Please list below any other relevant academic or professional qualifications, including qualifications in progress, starting with the most recent.

Awarding Body	Award Title/ Level / Number of Credits	Date of Award/Registration

**L. Membership of Professional Organisations**

(see note 9)

If you are a member of any other professional bodies, please provide your membership details below:

Name of Professional Body	Type/Category of Membership	Date of Registration	Registration Number

**M. Access to Computer and Internet Facilities**

In order to gain access to programme/ module information, it is essential to have access to a computer and to be able to access the internet.

Do you have access to a computer ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you access the Internet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please contact the Programme Leader if you do not have access to a computer and/or the Internet.

**N. Personal Statement in Support of Application**

(see note 10)

Please tell us why you are applying to this Programme, why you are suited to it, and what you hope to gain from it. Continue on an extra sheet, if required.

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**O. Referee Details**

(see note 11)

Please provide the contact details of two referees who should be able to comment on your interest, ability and commitment to your profession and to your professional development.

**Referee 1**

Name	
Occupation/Position	
Relationship to applicant	
Address	
	Postcode
Telephone Number	Fax Number
Email	

**Referee 2**

Name	
Occupation/Position	
Relationship to applicant	
Address	
	Postcode
Telephone Number	Fax Number
Email	

## P. Source of Information on this Programme/ Module

How did you hear about this Programme/ module? (Please tick one)

- |  |  |
|--|--|
| <input type="checkbox"/> School of Architecture literature/ flyers/ mailshot | <input type="checkbox"/> Colleague                           |
| <input type="checkbox"/> School of Architecture/University of Dundee Website | <input type="checkbox"/> Former Student / Alumni Information |
| <input type="checkbox"/> Dundee School of Architecture                       | <input type="checkbox"/> Family or Friend                    |
| <input type="checkbox"/> Architectural Press                                 | <input type="checkbox"/> Employer                            |
| <input type="checkbox"/> University of Dundee Prospectus                     | <input type="checkbox"/> Agent/Agency – please specify below |
| <input type="checkbox"/> Media Advert – please state which one below         | <input type="checkbox"/> Other – please specify below        |
- \_\_\_\_\_

## Q. Supporting Documents

(see note 12)

You are required to provide copies of your Qualification Certificates. We reserve the right to ask to have sight of the original documents.

All applicants are required to provide a passport-sized photograph, which will be used to produce a Student ID card for you.

Please tick the relevant boxes below to indicate which documents you have enclosed with your completed application form.

- |   |  |
|---|--|
| <input type="checkbox"/> English Language Certificate(s)                      | <input type="checkbox"/> College/University Transcripts / Certificates             |
| <input type="checkbox"/> A passport photograph (see note 12 for more details) | <input type="checkbox"/> Evidence of achievement of RIBA parts 1 & 2 or equivalent |
| <input type="checkbox"/> More information on your disability, if applicable   | <input type="checkbox"/> Copy of your Professional Body Registration Card(s)       |
| <input type="checkbox"/> Other – give details _____                           | <input type="checkbox"/> Other – give details _____                                |

## R. Declaration

(see note 13)

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 1988. 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 accept that information about my progress and outcome on the Programme may be shared with my employers if they are supporting my studies by giving study time and/or funding.

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

Once you are matriculated, may we release your contact details to other students on the Programme/ module? Yes  No

Signed:

Date:

Please return this form to :

Postgraduate (Taught) Office  
Admissions & Student Recruitment  
University of Dundee  
2 Airlie Place  
Dundee  
DD1 4HQ  
Scotland. UK

For further information on the programme, contact:  
Lynn Alexander, School Secretary, School of Architecture  
Tel: +44 (0)1382 385260  
Fax: +44 (0)1382 203631  
Email: l.z.alexander@dundee.ac.uk  
Web: www.architecture.dundee.ac.uk/

## Proposed Programme of Study

**note 1**

**Programme** – information about these programmes is available in our prospectus or on our website: [www.architecture.dundee.ac.uk/](http://www.architecture.dundee.ac.uk/)

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

**Mode of Attendance** – all programmes are part-time (undertaken over a period of 18 months). Stand Alone modules are part-time.

**Entry Year** – this is the calendar year in which you wish to start the programme, e.g. 2008, 2009, 2010, etc.

## 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/Given 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. 19/07/70 = 19<sup>th</sup> July 1970)

**Previous Surname/Maiden name** – provide this if your surname is different from that on your birth certificate 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, additional or work address.

**Email** – please write this very clearly, as it is a quick way of contacting you about your application.

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

**Area of Permanent Residence** – if UK-based, enter the 'county' within the UK; if non-UK based, enter the 'country'.

## Additional Information – All information is kept in accordance with the Data Protection Act 1988

**note 4**

**Disability and Special Needs** – Please mention any disability or medical condition, so that where possible appropriate support and resources can be arranged. The University encourages applications from students with disabilities and special needs.

**RIBA/ ARB details** – If you are Registered, please enter your details, indicating your membership type (e.g. Chartered, Graduate, etc)

## English Language

**note 5**

Programmes at the University are taught in English, and so a minimum level of English Language is required.

## Current Employment Details/ Work Experience

**note 6**

Please provide details of duties and responsibilities of current and previous work experience. Continue on a separate sheet, if required.

## Qualification Details

**note 7**

Please give full details of college/university undergraduate and postgraduate qualifications completed to date, starting with the most recent. Where possible, list the subjects and level/grades obtained. Continue on a separate sheet, if required.

## Other relevant academic or professional qualifications

**note 8**

Please provide full details of other relevant qualifications including any 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.

## Membership of Professional Organisations

**note 9**

Please provide details of your professional body membership, indicating your membership type (e.g. Chartered, Graduate, etc).

## Personal Statement

**note 10**

Your personal statement is an opportunity for you to tell us why you have chosen this Programme and what your career aspirations are. Also include in this section anything else that has not been covered elsewhere in the form.

## Referee Details

**note 11**

Please give contact details of 2 referees who will support your application.

## Supporting Documents

**note 12**

Ensure that your passport photograph is in colour and that it is of your face, head and shoulders. On the back of the photograph, please write your full name and sign the back to confirm that this photograph is a true likeness of you.

If providing other supporting documentation, ensure that your name is clearly written or visible on each additional sheet.

We reserve the right to ask to see other supporting documentation at a later date if necessary.

## Declaration

**note 13**

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?

**note 14**

We will acknowledge receipt of your application soon. 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. If the application is incomplete, we will not process your application further until we receive the necessary documentation.