**Short Course and CPD Application Form**

Please read the Guidelines for Applicants, which can be found at the back
of the application form.

When complete please email the application form to the Admissions team :

**Faculty of Arts and Humanities: Email: pgt.arts.humanities@mmu.ac.uk**

or post to : Postgraduate Team , Recruitment & Admissions, Manchester Metropolitan University, 3rd Floor, 6 Great Marlborough Street, Manchester, M1 5AL, United Kingdom

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| **Personal Details (Please complete in BLOCK CAPITALS where handwritten)** |
| **Title :**   | **Gender:** |  |  |
| **Surname/Family Name :**   | **Previous surname** (if applicable) :  |
| **First Name(s)/Given Name :**  |
| **Date of Birth :**  |  |
| **Addresses** | **Correspondence** (This address will be used for all correspondence) | **Home** (if different from correspondence address) |
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|  | **Postcode**  | **Postcode**  |
| **Email :**  |
| **Telephone numbers** (please include full country and area codes)  |
| **Mobile :**   | **Other contact number :**   |

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| **List the short course(s) you wish to apply for** |
| **Name of short course** | **Mode of Study (campus, distance learning)**  | **Proposed date** **of entry** |
| **Month** | **Year** |
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| **Nationality and residence details** |
| **Country of birth :**  | **Country of permanent residence :**  |
| **Nationality :**  |  |
| **Applicants not born in the United Kingdom, please answer the following questions** (Tick the box if your answer to the question is yes.) |
| **Are you a non-EU citizen currently resident in the UK?** [ ] If you have checked the box please provide the following information in order to assist us in making an assessment of your tuition fee status.Date of first entry to the UK : Date of most recent entry to the UK : (excluding holidays)Have you been granted Indefinite Leave to Enter/ [ ] Remain in the UK? If yes, please provide a copy of your ILR status as evidence. | **Do you need a visa to study in the UK?** [ ] If you have checked the box, please provide your passport number : If you did not check the box, under what immigration category will you enter the UK : Have you previously been granted a visa to study in the UK?If yes, please attach a copy of any such visas to your application form. [ ]  |
| If you are a non-British EU National who is not living in the UK, will you have been resident in the EU for 3 years prior to the 1st of September of the year in which the course begins? [ ]  |

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| **Qualifications held** |
| **Please list any relevant subjects taken, whatever the result, in chronological order. Continue on a separate sheet if necessary. Please provide copies of certificates/transcripts for the most recently completed qualification.** |
| **Level** | **Subject** | **Date completed** | **Name of college/university and country** | **Result** |
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| **Qualifications pending** |
| **Please list any relevant qualifications you are currently studying for or in respect of which you are awaiting results, including details of modules being studied this academic session, if applicable. Continue on a separate sheet if necessary.** |
| **Level** | **Subject** | **Date to be completed** | **Name of college/university and country** | **Predicted result** |
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| **Work history** |
| **Give details of any relevant work experience, training and employment.** |
| **Job title**Nature of work/training | **Name and address of employer** | **Full or** **part-time** | **Start date** | **End date** |
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| **Personal statement** |
| **Please provide a short personal statement that sets out your reasons for undertaking the course (e.g. “for professional development purposes”).**  |
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| **DECLARATION** |
| I declare that the information on this form is correct. I understand that any offer of a place is subject to my acceptance of the University’s terms and conditions. I accept that if I do not fully comply with these requirements Manchester Metropolitan University reserves the right to cancel my application.**Privacy Notice**The Manchester Metropolitan University (‘the University’) is the Data Controller in respect of the personal data you submit in this form. The University is registered as a Data Controller with the Information Commissioner’s Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the University’s Data Protection Policy. Your personal data will be used to assess your application for study and enrolment with us. We rely upon the following lawful bases to process your personal data for this purpose:* Public task - as a specific task conducted in the public interest by a public authority.
* Contract – as you have asked us to assess your application with a view to entering into a student contract.

The University shares applicant data with the [Higher Education Statistics Authority (HESA)](https://www.hesa.ac.uk/about/what-we-do); there is a legal obligation upon universities to provide student data to the Higher Education Funding Councils. The HESA facilitate this process.We also use data processors who are third parties who provide elements of services for us, such as hosting and supporting our IT systems. We have contracts in place with our data processors. This means that they cannot do anything with your personal data unless instructed.If you wish to exercise your right to withdraw consent to receive marketing information, or your right of access, rectification, and/or to restrict processing under the GDPR please contact: manmetuni@mmu.ac.uk in the first instance. We will retain your personal data as follows:* Non-progressed applications – until the end of the application process plus one year.
* Progressed applications – until the end of the student/university relationship plus six years.

For further information about use of your personal data and your data protection rights please see the [Student Privacy Notice](https://www.mmu.ac.uk/policy/pdf/policy_ref_dpanoticetostudents.pdf) and [University’s Data Protection Pages](https://www2.mmu.ac.uk/data-protection/). Our Data Protection Officer can be contacted using the legal@mmu.ac.uk e-mail address, by calling 0161 247 3331 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH. You also have a right to lodge a complaint in respect of the processing of your personal data with the [Information Commissioner’s Office](https://ico.org.uk/global/contact-us/) as the supervisory authority.[ ]  I confirm that I have read and agree to the University’s terms and conditions, as outlined above |
| **Applicant’s signature :** | **Date :**  |
| (if you are completing the application form electronically, please type your full name into the signature space) |

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| **Self-declaration form** |
| This section of the application form will **not** be used for selection purposes. |
| **Disability / Special Needs**Please enter the appropriate code if you have a disability, which may in some way affect your studies or may require special facilities or treatment.

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08 Two or more impairments and/or medical conditions51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D53 A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy55 A mental health condition, such as depression, schizophrenia or anxiety disorder56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches57 Deaf or a serious hearing impairment58 Blind or a serious visual impairment uncorrected by glasses96 A disability, impairment or medical condition that is not listed above |
| **Ethnic Origin**Complete this section only if you have shown in section 3 of the form that your country of permanent residence is in the UK.Please enter the code from the list of ethnic origin terms below which you feel most closely describes your ethnic origin.

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| 10 White15 Gypsy Traveller21 Black or Black British – Caribbean22 Black or Black British – African29 Other Black background31 Asian or Asian British – Indian32 Asian or Asian British – Pakistani33 Asian or Asian British - Bangladeshi34 Chinese | 39 Other Asian background42 Mixed – White & Black African43 Mixed – White & Asian49 Other Mixed background50 Arab80 Other Ethnic background90 Ethnicity not known98 Prefer not to say |

**Guidelines for Applicants**

Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below.

You should not use this form to apply for courses leading to the following qualifications:

* First degrees, HND, Foundation Degree (full-time and sandwich courses) – applications should be submitted via UCAS
* Postgraduate Certificate in Education (PGCE) – applications should be submitted via UTT (UCAS Teacher Training)
* Graduate Diploma in Law (full-time), Law Professional Course (full-time) and Bar Vocational Course – applications should be made through the professional body, please check procedure at [www.mmu.ac.uk/study/postgraduate](http://www.mmu.ac.uk/study/postgraduate)
* Research Masters, MPhil, PhD programmes - <http://www2.mmu.ac.uk/study/postgraduate/apply/postgraduate-research-course/>

The information you give us on your application form will be used in accordance with the University’s Data Protection Policy: [www.mmu.ac.uk/policy](http://www.mmu.ac.uk/policy)

Some courses may have a deadline by which applications should be received. Please check the information for your chosen course at [www.mmu.ac.uk/study](http://www.mmu.ac.uk/study) or contact Course Enquiries on 0161 247 6969.

**Personal details**

Previous surname

If you have changed your name by marriage or otherwise, state your previous surname or family name.

Correspondence address

This address and your email address will be used for all correspondence unless an alternative is provided.

Permanent home address

If different from Correspondence address.

**Details of the courses you wish to apply for**

Please list your course choices in order of preference.

You should indicate which campus you wish to study at. Some courses are offered at more than one campus and others may be only be available at a specific location.

Some courses are available with start dates other than September. If you wish to commence a course at a different time please indicate in the Month of Entry box.

**Nationality/Residence/Visa details**

Please complete this section as fully as possible to help us make an assessment of your tuition fee status.

Visa requirement

In order to support the processing of documentation required for visa applications, applicants requiring a visa to study in the UK should indicate by ticking the appropriate box. If you are entering the UK under a different visa please indicate under which Tier you are entering the UK.

**Entry qualifications**

Please check the entry requirements of the course(s) for which you are applying.

Please provide copies of certificates/transcripts (not originals) for all completed qualifications. For example, if you are applying for postgraduate study please provide a copy of your undergraduate degree certificate or transcript. Applicants with qualifications in a language other than English should attach a certificated English transcript to the form.

**Work history**

Please include all your work experience and training, paid or unpaid, full-time or part-time. This is particularly helpful in enabling us to assess the information provided in your personal statement.

**Personal statement**

Enter here any further information you may wish to offer in support of your application. Admissions tutors will be interested in the reasons for your choice of course(s), your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work.

**Declaration**

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement.

The full notice ‘Conditions Applicable to the Provision of the Manchester Metropolitan University’s (‘MMU’) Education Services’ is available on the University website - <http://www.mmu.ac.uk/studenthandbook/>

Should you become a student of the University, this notice shall be the term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

**Self-declaration form**

This section of the application form will **not** be used for selection purposes.

**Disability, special needs or medical condition codes**

We aim to create an environment that enables all students to participate fully in university life. To help us make any reasonable adjustments that may be necessary, please use the codes listed in section 11a to indicate your specific needs.

**Ethnicity**

Complete this section only if you have shown in section 3 of the form that your country of permanent residence is in the UK.