

NATIONAL CENTRE FOR PROJECT MANAGEMENT

Application Form

To be used for all Postgraduate Project Management programmes



Middlesex
University

Please complete all parts of this application form in **BLOCK CAPITALS** and in black ink

1. Previous Contact With Middlesex University

Have you **previously made an enquiry, studied, or are currently studying** at Middlesex University? Yes [] No []

If **YES** please state your Enquiry / Student Number / Regional office number: _____

If you are a **current student**, when will you finish your current programme? _____

If you are a **current staff member**, what is your MISIS Self Service User ID? _____

OFFICE USE ONLY

Date received: _____

Academic staff signature: _____

Fee: _____

Student Number: _____

M _____

2. Personal Details

Surname/Family Name: _____

Previous surname (if changed): _____

First Name(s): _____

Title: Mr/Ms/Miss/Mrs etc: _____

Home Address: _____

Postcode: _____

Telephone Number: (including full area dialling code)
e.g. + 44 (0)20 8411 5000

Day: _____

Evening/Mobile: _____

Email: _____

Correspondence Address (if different): _____

Postcode: _____

Gender: Male [] Female [] (Please tick one)

Date of birth: Day: [][] Month: [][] Year: [][][][]

3. Fee Status

(i) Country of Birth: _____

(ii) Nationality (as on Passport): _____

(iii) Country of usual permanent residence: _____

(iv) Have you ever lived outside (or were born outside) the UK/EU?
Yes [] No []

(v) Applicants **not born in the UK/EU must answer** the following:

(a) Last date of entry to the UK/EU excluding holidays?
Day: [][] Month: [][] Year: [][][][]

(b) Have you applied for Refugee or Asylum status in the UK?
Yes [] No []

(c) Have you been granted indefinite leave to remain in the UK?
Yes [] No []
Date Permanent Residence was granted:
Day: [][] Month: [][] Year: [][][][]

Please enclose copies of your Home Office documentation

(d) Have you entered the UK on a visa?
Yes [] No []

Date of visa expiry:
Day: [][] Month: [][] Year: [][][][]

4. Payment Of Fees

Who will pay your fees? (tick as appropriate and give details)

Yourself []

Sponsor []
Please specify: _____

Your Employer []
Company: _____

5. Programme Applied For

(If applying for more than one please list in order of preference as applications will be considered sequentially).

Programme title (and code if known)	Mode of study (Please tick)	Start date e.g. Oct 08
_____	[] Full time [] Part time	_____
_____	[] Full time [] Part time	_____

6. Ethnic Origin

The University is committed to providing equal opportunities for all. To assist us with our confidential monitoring please choose one selection from the bold options A-F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background:

- A. **White** [] → British [] Irish [] Scottish [] Welsh [] Any other White background
- B. **Mixed** [] → White and Black Caribbean [] White and Black African [] White and Asian [] Any other Mixed background
- C. **Asian or Asian British** [] → Indian [] Pakistani [] Bangladeshi [] Any other Asian background
- D. **Black or Black British** [] → Caribbean [] African [] Any other Black background
- E. **Chinese** []
- F. **Other ethnic background** [] **Not known** [] **Information refused** []

7. Disability

The University encourages you to disclose any disability/medical condition which may affect your future studies. All offers are made on **academic grounds only** and the information you provide will be used to help Middlesex University provide appropriate support.

Please tick all that apply:

No Disability []

- Dyslexia [] Blind/Partially Sighted [] Deaf/Hearing impairment [] Wheelchair User/Mobility Difficulties []
 Mental Health Difficulties [] Unseen Disability [] Aspergers/Autistic Spectrum [] Disability not listed here []

Please provide a summary of any special support or facilities you require (if any):

8. Educational Qualifications

State most recent first, **attaching copies of certificates/transcripts where possible**. For international students these should be in both the original language and official English translation. **Do not send original certificates**.

Qualifications fully completed and awarded

Institution Name & Address	Qualification Type	Subject(s) Taken	Grade Achieved	Date Started & Date Awarded

Exams yet to be taken / results awaited

9. Employment And Experience

Please provide details of any periods of employment and/or work experience you have undertaken in the past five years.

From/To Dates	Employers Name & Address	Position Held	Full Or Part Time	Brief Outline Of Duties

Continue on a separate sheet if necessary

10. Personal Statement

Please ensure that you enclose a personal statement with your application which should outline why you wish to apply for this course. Your statement should be typed and should include:

- (i) Your reasons for choosing the programme of study
- (ii) The knowledge and skills you have obtained through your work and/or education (whether paid, voluntary or domestic) which might be relevant to the programme of study
- (iii) The work experiences and/or personal developments which have been most important to you
- (iv) The challenges facing you in your studies, work or personal career development
- (v) Your future career plans

You **must** submit a personal statement for your application to be considered.

11. Criminal Convictions

If you have a current (unspent) relevant criminal conviction please tick here []

If you tick the box above please enclose all details relating to your offence and conviction, including dates and court convicted at. This information should be sent with this application form in a separate sealed envelope, clearly marked **confidential** with your name on it.

Disclosure information will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation. Middlesex University Policy Statements: Recruitment of Ex-Offenders to Programmes of Study or Posts (HRPS27) and Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information (HRPS28) detail how the university will handle this information.

For Teaching/Health and Social Work programmes all criminal convictions including spent sentences and cautions must be declared.

The policies listed above are available online at <http://www.mdx.ac.uk/policies/index.htm> and further information is available from the Admissions Strategy Department, Middlesex University.

12. References

Please provide details of two referees, which can be academic or work-related.
References from friends and family members will not be accepted

First Referee Title: Dr/Mr/Mrs/Miss/Ms/Other: _____

Second Referee Title: Dr/Mr/Mrs/Miss/Ms/Other: _____

Full Name: _____

Full Name: _____

Post Held/Occupation: _____

Post Held/Occupation: _____

Relationship to Applicant: _____

Relationship to Applicant: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

13. Declaration

Any statements on this form which prove to be untrue or purposely misleading will cause the application to be cancelled. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made, or expel the student with no refund of fees.

Declaration:

I confirm that the information given in this form is true, complete and accurate: no information requested or other material information has been omitted. I consent to the processing of this data by Middlesex University for educational purposes under the provision of the 1998 Data Protection Act.

Applicant's signature _____ **Date** _____

Forms which are incorrectly completed will delay the decision making process. All applicants must carefully review the form, **in particular checking that all required information has been completed in full, and all required attachments included**, before sending the form back to the National Centre for Project Management. You are advised to keep a copy of your application for your own records.

Checklist

1. Complete the application form in full and sign and date the declaration above.
2. Attach copies of transcripts/certificates of your qualifications (**DO NOT SEND ORIGINAL CERTIFICATES**).
3. Discuss your application with your employer to confirm that they are prepared to pay all or part of your costs (if applicable).
4. **Enclose a letter from your employer (on headed paper) confirming that they will pay your fees, and giving contact details for invoicing.** Include a purchase order number if your company requires this.
5. Enclose your personal statement (Section 10).
6. Enclose copies of your Home Office proof of permanent residence documents (**if requested**) as per the instructions in Section 3.

PLEASE RETURN THIS COMPLETED APPLICATION FORM TO:

National Centre for Project Management
Middlesex University
College House
Trent Park
Bramley Road
London N14 4YZ
United Kingdom
Telephone: 020 8411 2299 (+44 20 8411 2299)
Fax: 020 8411 5133 (+44 20 8411 5133)