



Queen Margaret University  
EDINBURGH

**Application Form for Taught Postgraduate Courses**

*(Please read the accompanying notes before completing this form)*

Start date \_\_\_\_\_

Course(s) for which you wish to apply \_\_\_\_\_

Please tick the mode of attendance for which you are applying

Full-time	<input type="checkbox"/>	Distance Learning (where available)	<input type="checkbox"/>
Part-time	<input type="checkbox"/>	Stand alone module(s) as an Associate student	<input type="checkbox"/>

<b>1 Personal Details (BLOCK CAPITALS PLEASE)</b>	
Family Name <i>Please quote this name in all correspondence</i>	Forenames
Previous Family Name	Family Name at age 16
Date of birth	Male/Female      Title: Dr Mrs Ms Mr Miss
Legal Nationality	Country of birth
Date first entered EU (if applicable)	Date granted residence in EU (if applicable)
Home/EU students - please give details of any periods spent outside the UK/EU	
Please see enclosed sheet for codes for the following	
Ethnicity <input style="width: 80px;" type="text"/>	Disabled <input style="width: 80px;" type="text"/>
Disability <input style="width: 120px;" type="text"/>	
If you would like to be contacted to discuss any special needs that you may have please tick box. <input type="checkbox"/>	
<b>2 Address for correspondence</b>	Permanent Home Address <i>(if different)</i>
Postcode	Postcode
Telephone No.	Telephone No.
Email address	
Mobile No.	Fax number
<b>3 Have you previously submitted an application to the University? YES/NO</b>	
If YES, please state the year of application and the course for which you applied.	
<b>4 How did you first hear about the course for which you are now applying?</b>	



**9 Employment**

Enter periods of employment in chronological order

**Present Post**

Employer	Title and Description of Post Held	Dates (Month/Year) From                      To
Employer	Title and Description of Post Held	Dates (Month/Year) From                      To

**10 References**

(see instructions attached)

First Referee

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone/Fax No \_\_\_\_\_

Email \_\_\_\_\_

Second Referee

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone/Fax No \_\_\_\_\_

Email \_\_\_\_\_

**11 Fees**Who is expected to pay your fees? Tick the appropriate box  
Please give the name and address of sponsor/employer  
where appropriate Yourself  Your employer  Other sponsor

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

## 12 Personal Statement and Other Information

Please give a brief description (no longer than 500 words) of your present post (if relevant) and what you hope to gain from the course for which you are applying. Use may also use this section to add any other information which you feel may be relevant to your application. For example, you may wish to say something about why you have chosen the course for which you are applying, or why you want to come to Queen Margaret University, or your career intentions after obtaining your chosen qualification. Continue on a separate sheet if necessary.

### Declaration of Criminal Conviction

Do you have any criminal convictions?

Yes  No

If yes, please read the accompanying notes of guidance.

To the best of my knowledge, the information given in this form is correct and complete. If I am admitted to a course at Queen Margaret University I undertake to observe the University regulations and ensure the payment of fees and other liabilities. I give my consent to the processing of my data by QMU in line with the Data Protection Act 1998.

Signature of Applicant

Date

When completed, please return this form to:

#### UK/EU Students

Admissions Office  
Queen Margaret University  
Queen Margaret University Drive  
Edinburgh  
EH21 6UU

#### International/Non-EU Students

Recruitment and International Liaison Office  
Queen Margaret University  
Queen Margaret University Drive  
Edinburgh  
EH21 6UU

I have:

Completed all sections

Enclosed two references

Enclosed Proof of English Language (if applicable)

Enclosed copies of degree transcripts AND certificates



# Queen Margaret University

EDINBURGH

## Notes for the Guidance of the Referee

**The person who has passed you this form has applied for a place on a taught postgraduate course at Queen Margaret University, and has nominated you as a referee. Please note that the application can not be processed until references have been received. We would be very grateful if you could complete the form as follows:**

- 1) Please fill in Section A of the form below and complete Section B overleaf with a report on the applicant.
- 2) If possible, your reference should cover:
  - a) how long you have known the applicant
  - b) in what capacity you have known the applicant
  - c) suitability for the course
  - d) previous and potential academic performance including prediction of results for any pending examinations
  - e) ability to communicate (in English for candidates who do not use English as a first language)
  - f) career aspirations
  - g) character and personality
  - h) extra-curricular interests
  - i) health and other personal circumstances which may be relevant to the application.
- 3) We recognise that some referees may find it difficult to comment on the academic ability of mature candidates who do not have recent academic experience, and in these circumstances the referee's comments should be confined to the appropriate sections.
- 4) When you write personal comments about an applicant please remember that, under the Data Protection Act 1998, the applicant can request a copy of the reference and any other personal information that we have about them.
- 5) If you would like any information regarding the proposed programme of study please feel free to contact the Admissions Office at the University.
- 6) The candidate has been asked to submit the reference in a sealed envelope with their application. Please return your completed reference to the candidate for this purpose. Alternatively, you may wish to send the reference direct to the University at the following address; Admissions Office, Queen Margaret University, Queen Margaret University Drive, Edinburgh, EH21 6UU. You can also fax this reference to 'Admissions' on 0131 474 0001. **Please note that the application cannot be processed until references have been received.**
- 7) The University greatly appreciates the help of referees in assisting our evaluation of a candidate's suitability for a chosen programme, and we would like to thank you in advance for your co-operation. Any information that you give will be treated in accordance with the Data Protection Act 1998.

### Section A

Name of applicant \_\_\_\_\_

Course for which the applicant has applied \_\_\_\_\_

Name of referee \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone/Fax No \_\_\_\_\_

Email \_\_\_\_\_

**Section B**

**Reference**

Signed \_\_\_\_\_

Date \_\_\_\_\_



Queen Margaret University  
EDINBURGH

## Codes for completion of Ethnicity, Disabled and Disability Boxes

Please note that the information given is confidential and is protected from misuse.

Any information used for reports both internally and for external bodies will be in accordance with the provision of the Data Protection Act 1998

### Ethnicity

- 11 White - British
- 12 White - Irish
- 13 White - Scottish
- 14 White - Irish Traveller
- 19 Other White background
- 21 Black or Black British - Caribbean
- 22 Black or Black British - African
- 29 Other Black background
- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese or Other Ethnic background - Chinese
- 39 Other Asian background
- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black Asian
- 43 Mixed - White and Asian
- 49 Other Mixed background
- 80 Other Ethnic background
- 98 Information Refused

### Disabled

- 1 No disability
- 2 Registered disabled
- 3 Disability which is not registered

### Disability

- 0 No known disability
- 1 Dyslexia
- 2 Blind/partially sighted
- 3 Deaf/hearing impairment
- 4 Wheelchair user/mobility difficulties
- 6 Mental health difficulties
- 7 An unseen disability, e.g. diabetes, epilepsy, asthma
- 8 Multiple disabilities
- 9 A disability not listed above
- T Autistic spectrum disorder / Asperger syndrome



Queen Margaret University  
EDINBURGH

Please read these notes before completing the application form for:  
**Taught Postgraduate courses**

**THE APPLICATION FORM**

This form is to be used for applying to taught postgraduate courses. Information on individual courses is available from the University Prospectuses and from the QMU website ([www.qmu.ac.uk](http://www.qmu.ac.uk)). Contact details for Admissions Tutors and Disability Co-ordinators are also available from these locations.

Applications for undergraduate courses should be made via UCAS ([www.ucas.ac.uk](http://www.ucas.ac.uk)).

**APPLYING FOR A COURSE**

To be considered for a course you must send a completed application form which must include:

- two satisfactory references, one of which must be an academic reference
- transcripts from your completed studies, and copies of certificates or other official documents confirming your academic qualifications. **Do not send original documents.** If the documents are not in English you should also provide official translations.
- If your first language is not English and your undergraduate study was not in the medium of English you must be able to demonstrate your proficiency in the English language. Please see overleaf for more information.

Please note that **ALL** sections must be completed and that you must submit a signed copy of the application form – unfortunately we are unable to consider applications submitted by email. You are advised to keep a copy of your application and supporting documents together with details of when it was submitted.

Please note that some courses have an application deadline attached to them, so please make sure you refer to the course information pages at [www.qmu.ac.uk](http://www.qmu.ac.uk) or in the prospectus for your course's deadline before you apply. All supporting documents should be submitted prior to the course deadline. Applications to the taught postgraduate programmes with application deadlines do not normally receive a response immediately as admissions tutors wish to consider all applications together.

A separate application form should be completed for each course you are applying for.

Please send your completed application form to the following address:

**UK/EU Students**

Admissions Office  
Queen Margaret University  
Queen Margaret University Drive  
Edinburgh  
EH21 6UU

**International/Non-EU Students**

Recruitment and International Liaison Office  
Queen Margaret University  
Queen Margaret University Drive  
Edinburgh  
EH21 6UU

## NOTES TO HELP WITH COMPLETION OF YOUR APPLICATION

Below are some notes that may be helpful when completing the form. They should be read in conjunction with the notes that are on the form itself.

### Start Date

#### *Proposed start date*

If you are applying for 2008 entry, the start date will be September for most programmes. You should therefore only state a start date other than September if you know that the programme for which you are applying starts at another time.

### 1. Personal Details

Please inform the Admissions Office if any of your personal details change after you have submitted your application form: [admissions@qmu.ac.uk](mailto:admissions@qmu.ac.uk)

### Equal opportunities monitoring

In order to monitor the effectiveness of the University's equal opportunity policies the form requests information on your ethnicity and any disabilities. This information **will not** be used for selection purposes.

### 2. Address for correspondence

Please inform the Admissions Office if any of your contact details change after you have submitted your application form: [admissions@qmu.ac.uk](mailto:admissions@qmu.ac.uk)

### 5. English language ability

If your first language is not English and your undergraduate study was not in the medium of English you must be able to demonstrate your proficiency in the English language.

We will accept the following as proof of your abilities:

- An IELTS score certificate ([www.ielts.org](http://www.ielts.org))
- A TOEFL score certificate (<http://www.ets.org>)

**PLEASE NOTE** that scores vary for different courses. Please consult the prospectus or [www.qmu.ac.uk](http://www.qmu.ac.uk) to check minimum English language requirements for your chosen course.

If your degree was studied in a country whose official language is not English, but your degree was taught in the medium of English, you should include official evidence of this. If you were not taught in English you will have to include evidence of your proficiency in English.

### 6. – 9. Education, professional qualifications, employment and any other information

Your application will be considered on the basis of your education, work and other relevant experience. You should therefore give full and accurate details of all your relevant previous experience in these sections. Whilst you may enclose a CV to support your application **please ensure you fully complete the application form.**

Transcripts from your completed studies, and copies of certificates or other official documents confirming your academic qualifications are required. **Do not send original documents.** If the documents are not in English you should also provide official translations. Please note that your application will not be considered until transcripts and certificates have been received.

### 10. Referees

You will be required to send two references with your application, one of which must be an academic reference. The second reference can be an academic or professional reference.

Please note that your application will not be considered until both references are received. It is your responsibility to request references, which should be provided on the relevant form and enclosed with your application. The University **will not** request these on your behalf. Please note that references submitted by email will not normally be accepted.

## **12. Personal Statement**

Your personal statement should be no longer than 500 words long. Applications without a personal statement are considered to be incomplete.

### **Criminal convictions**

Please declare whether you have any criminal convictions. You will be asked to provide further information concerning your conviction at a later date. Providing this information will not affect the academic consideration of an application.

In order to hasten the application process you may wish to provide further information concerning your conviction along with your application. If you do wish to provide further information, please enclose this in a sealed envelope marked 'Private and Confidential' to the Senior Admissions Officer, Admissions Office, QMU, Queen Margaret University Drive, Edinburgh, EH21 6UU.

Please note that, for entry purposes, some courses require applicants/students to provide a satisfactory Enhanced Disclosure from Disclosure Scotland, the Criminal Records Bureau or equivalent. For further details please consult the relevant prospectus or Award Co-ordinator. You can also access a list of the courses involved at [www.qmu.ac.uk/registry/criminal.htm](http://www.qmu.ac.uk/registry/criminal.htm).

### **Terms and Conditions**

Any offer of a place to study is subject to your acceptance of the University's Terms and Conditions. A copy is available from [www.qmu.ac.uk/registry/ImportantInformation.htm](http://www.qmu.ac.uk/registry/ImportantInformation.htm) and also in the prospectus.

### **Data Protection Act 1998**

The information that you provide on the application form will be used by the University to consider your application for entry. If you are offered a place it will also form the basis of your student record. In addition, the University will use the information to help compile statistics for various organisations, none of which will identify you as an individual. All use of the data that you provide will be in accordance with the Data Protection Act 1998.

## **WHAT HAPPENS NEXT?**

We will acknowledge the receipt of your application by email, if a valid email address is provided. We may contact you if we require further information to support your application. Once your application is complete, we will forward the form to the relevant academic Admissions Tutor. As soon as we have a decision from the Admissions Tutor we will write and inform you of the outcome of your application.

**Thank you for choosing Queen Margaret University and we look forward to receiving your completed application.**

If you have any queries please contact the Admissions Office at [admissions@qmu.ac.uk](mailto:admissions@qmu.ac.uk) or telephone + 44 (0) 131 474 0000. International applicants please contact the Recruitment & International Liaison Office at [rilo@qmu.ac.uk](mailto:rilo@qmu.ac.uk) or telephone + 44 (0) 131 474 0000.