



APPLICATION FOR ADMISSION TO A HIGHER DEGREE SCHEME & OTHER POSTGRADUATE COURSES BY MEMBERS OF STAFF AND RESEARCH ASSISTANTS

Please read the attached Guidance Notes carefully before completing this application form

SECTION A – PERSONAL DETAILS

Surname/Family Name:		Other Names (in full):		
Title (e.g. Dr/Mr/Ms):	Date of Birth: (DD-MM-YYYY)	Gender (Male/Female):	Country of Birth:	Nationality:
Permanent Home Address:		Correspondence Address (if different):		
		From Date (DD-MM-YYYY): To Date (DD-MM-YYYY):		
Contact Telephone No:	Contact Fax No:	Contact e-mail:		
<p>Welsh Language Ability Do you speak Welsh? YES / NO (delete as appropriate) If YES, would you describe yourself as Fluent or Learner? _____ If YES, would you like the University to communicate with you in Welsh? YES / NO (delete as appropriate)</p>				

School/Department employed in:
Title of post:
Contract Type (permanent, fixed term (state start and end date), other (please specify):

SECTION B – COURSE OF STUDY DETAILS

Will you study FULL-TIME or PART-TIME (delete as appropriate)
Department/School in which you would like to study: _____
Proposed year and month of entry: Year: _____ Month: _____ (see also note iii overleaf)
Proposed year and month of completion Year: _____ Month: _____ (see also note iii overleaf)

Please indicate which course of study you would like to be considered for by ticking the appropriate box below:

RESEARCH

MPhil:	PhD:	DMin:	DClinPsy (CPD):	Non-graduating research:
Area of Research:				

TAUGHT COURSES

PG Certificate: (inc. CERT/tHE)	PG Diploma:	MA:	MSc	MBA
MTh:	MMus:	MMin:	Non-graduating (taught modules):	

Title of Course:

Name of Supervisor(s):

SECTION C – EDUCATION AND CAREER

You should indicate here details of all **POST-SECONDARY** education, academic and professional qualifications achieved/expected (please put official title of award) with the most recent first.

Please attach official transcripts / certificates

University / Institution attended (with dates)	Degree / Qualification title	Main Subject	Classification or Grade	Date of Award

SECTION D – SUPPLEMENTARY INFORMATION

This section is for applicants resident in England, Wales, Scotland, Northern Ireland, Channel Islands or the Isle of Man ONLY. This information is collected for statistical purposes only. Please tick the relevant box.

I would describe my ethnic origin as:

11 White (British)	29 Black (Other)	39 Asian (Other)	
12 White (Irish)	31 Asian (Indian)	41 White & Black Caribbean	
19 Other White background	32 Asian (Pakistani)	42 White & Black African	
21 Black Caribbean	33 Asian (Bangladeshi)	49 Other mixed background	
22 Black African	34 Asian (Chinese)	80 Other ethnic background	

SECTION E – DECLARATION

I confirm that the details I have provided are correct and that I will inform the Postgraduate Admissions/Student Records Office in writing of any changes.

Signature: _____ Date: _____

SECTION F – TEACHING SCHOOL/DEPARTMENT USE

I confirm that the School/Department agrees for the tuition fee to be waived / charged at _____ % rate (delete as appropriate) for the above-named for the duration of the course specified.

Signature _____ Name: _____ Date: _____

SECTION G – HUMAN RESOURCES DEPARTMENT USE

Is the member of staff contractually required to follow this programme of study? YES / NO (delete as appropriate)

The member of staff works _____ %FTE hours

I confirm that the contract details specified in 'Section A' are correct and that condition i) as outlined in the Guidance Notes is met applicant.

Signature: _____ Name: _____ Date: _____

SECTION H – POSTGRADUATE OFFICE USE

Exemption recorded **9** Signature: _____ Date: _____



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GUIDANCE NOTES FOR COMPLETION

This form should be completed by the applicant, then passed on to the Head of School/Department in which you wish to study (or their nominated representative) for authorisation. The form should then be forwarded to Louise Shipton, Human Resources Department to confirm eligibility for a staff tuition fee waiver. The Human Resources Department will then send the application form to the Postgraduate Office for processing.

Sections A to E must be completed by the applicant.

Section F should be completed by the Head of School/Department (or nominated representative) of the School/Department in which you wish to study.

Section G should be completed by the Human Resources Department.

Section H is for Postgraduate Office use only

ELIGIBILITY CRITERIA FOR A FEE WAIVER BY MEMBERS OF UWB STAFF

- i) You must be employed by BU on a contract which specifies that you work at least 0.33 full time equivalent i.e. an average of a minimum of 12 hours per week for a full year

AND

- ii) Your contract of employment must not expire before the expected end (final registration) date of the course you are taking.

AND

- iii) You must have the consent of the School/Department in which you wish to study that the tuition fee can be waived/reduced.

NB – Research Assistants who do not satisfy ii) above would be eligible to have their fees waived for the duration of their contract of employment provided that i) and iii) are met.

NOTES

Members of staff / Research Assistants / Teaching Company Associates who qualify for a tuition fee waiver will be liable to pay a fee when they are ready to submit their thesis/dissertations. For details of amounts, please see <http://www.bangor.ac.uk/ar/main/fees/index.php.en> section ‘Other Charges & Fees’

Candidates other than graduates of BU will be required to submit official evidence of their qualifications in order to satisfy the University’s matriculation requirements.