

**Postgraduate and part-time**  
*Application pack*









## INTRODUCTION

# Thank you for your interest in studying at Sheffield Hallam University

Contained within this pack is everything you will need to submit your application to us

- an application form
- two reference forms
- disability and equal opportunities monitoring form

You should use this application form to apply for the following courses

- part-time
- postgraduate taught
- research degrees
- higher doctorates
- non-credit bearing courses
- individual units that are not being taken as part of a course
- short courses

Please do not use this form for full-time BA, BSc, LLB, BEng, HND courses or foundation degrees. Applications for these courses should be made through the Universities and Colleges Admissions Service for the UK (UCAS).

Please do not use this form for applications to postgraduate teacher training courses (PGCE). For teacher training courses in England and Wales apply through the Graduate Teacher Training Registry (GTR).

## HOW TO APPLY

In order to study at Sheffield Hallam University you need to submit a completed application form and provide supporting documentation. These notes are intended to help you complete your application form.

Please complete the form by typing, or write clearly using black ink and block capitals. Please make sure that the information you give on the form is clear and easy to read as this will help us process your application as quickly as possible.

This form is available in electronic format and this can be downloaded from the Internet at [www.shu.ac.uk/study/form](http://www.shu.ac.uk/study/form)

We strongly recommend that you keep a copy of your application together with details of when it was submitted and to whom it was addressed.

## SUPPORTING DOCUMENTS

In addition to the information required on the form you should also, where possible, send copies of the following documents with your application

- degree certificates
- consolidated mark sheet/degree transcripts
- English language certificates (if English is not your first language)

If these certificates/documents are not in English, you must provide a certified translation.

If you need to send any additional information later, please be sure to mark each item with your full name, date of birth, address and proposed programme of study.

## ENQUIRIES ABOUT YOUR APPLICATION

If you have any enquiries about your application you should use the contact details given in your application acknowledgement.

Alternatively please contact

Direct Admissions  
Surrey Building  
City Campus  
Howard Street  
Sheffield S1 1WB

Phone +44 (0) 114 225 5555  
Fax +44 (0) 114 225 2167  
[directadmissions@shu.ac.uk](mailto:directadmissions@shu.ac.uk)

## NOTES TO HELP YOU COMPLETE THE APPLICATION FORM

These notes are intended to help you complete this application form. Your application should be returned to Direct Admissions at the address printed on the application form.

### Section 2 Details of your proposed programme of study

#### Taught programmes

##### Proposed start date

Nearly all taught programmes start in September, October or January. You should therefore only enter a start date other than September, October or January if you know that the programme for which you are applying starts at another time.

#### Research programmes

##### Proposed title/subject(s)

Please specify the area in which you would like to undertake a research degree. The main research themes and areas offered by Sheffield Hallam University are listed at [www.shu.ac.uk/research/degrees.html](http://www.shu.ac.uk/research/degrees.html)

##### Mode of study

If you wish to take a research degree as a distance learning/split PhD you should include in section 10 details of your proposed research supervision arrangements and arrangements for access to library/other resources needed for your research.

##### Proposed start date

Research degree programmes may start at any time of the year, but you should talk to us first as you may need to consider the timing of induction courses and any research methods courses you may need.

### Section 3 Nationality

Please give the current name of the country where you were born. If you were not born in the UK, please tell us when you entered the country.

Please note that if you require a visa to study in the UK we will require a copy of your passport details before we can issue the university documents required to support your visa application.

### Section 4 English language ability

Applicants whose first language is not English must be able to demonstrate English language proficiency. Suitable qualifications include

- British Council International English Language Testing Service (IELTS) overall band 6 with a minimum score of 5.5 in all skill areas. If you are taking or have taken an IELTS test, please provide details of your test report form (TRF) number.
- For details of other accepted English language tests and their required scores please go to [www.shu.ac.uk/international/english](http://www.shu.ac.uk/international/english)

Please note these are minimum requirements, you should make sure you check the entry requirements for your course at [www.shu.ac.uk](http://www.shu.ac.uk)

# APPLYING TO STUDY AT SHEFFIELD HALLAM UNIVERSITY

## Section 5 Criminal convictions

The University needs to know whether you have a conviction for an offence against the person, which is of a violent or sexual nature, or, a conviction for an offence involving unlawfully supplying controlled drugs or substances, where the conviction concerns criminal drug dealing or trafficking. If you have such a conviction, please mark the box with an X. Your conviction will not affect the academic consideration of your application.

Please note some courses may require all applicants to undertake a Criminal Records Bureau (CRB) check irrespective of whether or not you have declared a conviction on your application.

## Sections 6, 7, 8, 9 Education, work experience, membership of professional bodies and further information in support of application

General information about entry requirements is given in the online course prospectus. You should also consult individual course information for any specific or additional requirements. Contact the faculty for further 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.

In the further details section you must include a personal statement explaining why you wish to study the course you are applying for and explaining how your previous education and experience have prepared you for the course.

## Section 10 Referees

**It is your responsibility to request references**, which should be provided on the relevant form and returned by the referee to the University. The University will not request references on your behalf. See notes below on obtaining references.

## Section 13 Declaration

Any offer of a place to study is subject to your acceptance of the University's terms and conditions. In particular we draw your attention to section 12.1(a). A copy of them may be found at the back of printed copies of the University application form and on the Internet at [www.shu.ac.uk/about/legal.html](http://www.shu.ac.uk/about/legal.html). You **must** read these terms and conditions before accepting any offer.

## Disabilities and support needs

The University welcomes students with disabilities, but it needs to know their needs so that it can make appropriate arrangements. If you have a special need, please tick the most appropriate box. The Disabled Student Support Team will contact you to discuss how to help you.

## Equal opportunities monitoring

This information is collected so that the University can monitor the effectiveness of its equal opportunities policies. The information will be detached from your application form and will not be made available to the admissions tutor for selection purposes.

## WHERE TO SEND YOUR COMPLETED APPLICATION FORM

Please send your completed application form to Direct Admissions, Surrey Building, City Campus, Howard Street, Sheffield S1 1WB unless you have been dealing with a specific faculty contact or research area. In which case your application should be sent directly to this contact.

## OBTAINING ACADEMIC REFERENCES TO SUPPORT YOUR APPLICATION

Completed references should be returned to Direct Admissions, Surrey Building, City Campus, Howard Street, Sheffield S1 1WB unless you have been dealing with a specific faculty contact or research area. In which case references should be sent directly to this contact.

You are responsible for

- approaching referees and requesting references
- giving each referee a copy of the reference form with sections 1, 2 and 3 completed
- explaining about the programme for which you are applying
- notifying referees of deadlines and where to return completed forms

The reference form and instructions are available in PDF format and can be downloaded from the internet from [www.shu.ac.uk/study/form](http://www.shu.ac.uk/study/form).

## Return address for completed references (section 3 of reference form).

Please complete with full details of where the completed reference should be returned. You should enter the name and address of your contact at the University.

## QUERIES AND COMPLAINTS

Queries about the progress of your application should be made to the relevant faculty contact. If you have any concerns or complaints relating to the processing of your application, please contact the Admissions Office, Sheffield Hallam University, City Campus, Howard Street, Sheffield S1 1WB.

**This form will be photocopied. Please type, or write clearly in block capitals in black ink.**

**Please note important information relating to your application will be sent to you by email. Please ensure that your email address can be clearly read and that your email account will accept email sent from addresses ending @shu.ac.uk**

# Application form

For office use only

**Please read the preceding instructions for completing this form.**

**This form will be photocopied. Please type or write clearly in block capitals in black ink. Tick boxes  as appropriate.**

## 1 Your personal and contact details

Title (eg Mr, Ms, Dr etc)  Gender  Male  Female

Last name

First name(s)

Official name (as it appears on your passport/national identity card)

Date of birth  day  month  year Last name on 16<sup>th</sup> birthday

Address

Home	Correspondence (if different from home address)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Postcode

Country

Email

**Telephone numbers** (please include full country and area code)

Daytime  Evening

Mobile  Fax number

### Applications for nursing and education courses only

Nursing reference number

Teacher ref number (DfES number)

## 2 Details of your proposed programme of study Complete either taught courses or research programme as appropriate

### Taught courses only

Mode of study  Full-time  Part-time  Distance learning  Other  please specify

Proposed start date  month  year

Award  Cert HE  HNC, HND  BA, BSc, BEng, BSc  MBA, MA, MSc, MEng, PgDip, PgCert  
 Other  please specify

Course title

Year of entry  Year 1  Year 2  Year 3

### Research programmes only

Mode of study  Full-time  Part-time  Other  please specify

Proposed start date  month  year

Award  MPhil  PhD  DBA, EdD  Other  please specify

Proposed title/subject/area(s)

Have you confirmed that Sheffield Hallam University caters for your proposed area of research?  Yes  No

**Please provide an outline research proposal (1500 words maximum) – see section 9**

### 3 Nationality

Country of birth (the country where you were born)

Nationality (the country for which you are entitled to hold a passport)

Country of domicile (the country you live in)

Do you require a student visa to study in the UK?  Yes  No

**If you answer yes to the above question the university will need your passport number in order to provide you with the appropriate visa documentation. If you do not yet have a passport you will be prompted to provide this information later in the application process.**

Passport number

Have you previously had a Tier 4 student visa for study in the UK?  Yes  No  Don't know

If yes please list the course(s) you have studied under this type of visa and the course start and end dates

Course	Start	End
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you a non-EU citizen currently resident in the UK?  Yes  No

**If you answer yes to the above please provide the following information in order to assist us in providing you with the correct course fee information.**

When did you enter the UK?

What is your immigration status?

### 4 English language

Do you hold any English language qualifications?  Yes  No

Do you intend to sit an English language qualification before coming to study at Sheffield Hallam University?  Yes  No

English language qualifications (please attach copies of all certificates)

#### IELTS

Date of qualification	Test reference number	Overall band result	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Listening score	Reading score	Writing score	Speaking score
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### TOEFL

Date of qualification	Which version did you take (paper based, computer based, internet based)	Result (including individual skill scores)
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Other English qualification

Awarding organisation	Award and course title	Results (including grade)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	month <input type="text"/> year <input type="text"/>	

Date of award or expected award

#### Applications for postgraduate courses and research degrees only

Was English the language of instruction for your first degree?  Yes  No

### 5 Criminal convictions

Do you have any relevant criminal convictions?  Yes  No

## 6 Education

Your application will be considered on the basis of your education. You should therefore give full and accurate details of your education background in this section. You must include details of **all** study undertaken at degree level or above.

Qualifications and examinations (including professional training)						
Awarding institution	Award and course title		Main subjects studied		Results (including grade)	
	start date	end date				
Date of award or expected award	month	year	Mode of attendance		CATS points (if applicable)	
Awarding institution	Award and course title		Main subjects studied		Results (including grade)	
	start date	end date				
Date of award or expected award	month	year	Mode of attendance		CATS points (if applicable)	
Awarding institution	Award and course title		Main subjects studied		Results (including grade)	
	start date	end date				
Date of award or expected award	month	year	Mode of attendance		CATS points (if applicable)	
Awarding institution	Award and course title		Main subjects studied		Results (including grade)	
	start date	end date				
Date of award or expected award	month	year	Mode of attendance		CATS points (if applicable)	
Awarding institution	Award and course title		Main subjects studied		Results (including grade)	
	start date	end date				
Date of award or expected award	month	year	Mode of attendance		CATS points (if applicable)	

## 7 Work experience

Your application will be considered on the basis of your work and other relevant experience. You should therefore give full and accurate details of all your relevant previous work experience in this section.

Most recent employment first			
Name and address of organisation	Job title and brief summary of responsibilities/achievements	Dates of employment	
		From	To

## 8 Membership of professional bodies

Name and address of organisation	Type of membership	Dates of membership	
		From	To



**9 Further information in support of application. Please attach additional sheets if necessary.**

**Taught course applicants** – in this section please provide further information in support of your application. You should include a personal statement explaining why you have chosen this course, how your previous education and experience have prepared you for the course, and impact it will have on your future career (if applicable).

**Research applicants** – in this section please provide an outline of your proposed research programme. This should include an outline of the research questions/area, aims of the project, methodology (if known), potential impact of the research and some key background literature/references (max 1500 words).

Continue on a separate sheet if necessary

## 10 Referees

1

2

Name		
Position		
Company/organisation		
Address		
Postcode		
Country		
Email address		
Phone number (including full country and area code)		
Fax number		

## 11 Financial information

How will your tuition fees be paid?

Personal/family resources  Employer  Sponsorship  Scholarship  Government body  Research council

## 12 Data protection statement

The information you supply on this form will be used by Sheffield Hallam University in accordance with the Data Protection Act 1998 and other applicable legislation. The University will use the information to process your application and to provide any relevant further information by post, email or text. It will also be used to support the University's marketing and market research activities.

Please tick if you do not wish to receive further information by

Post  Text  Email  Phone

If at any time you change your mind and you would like the University to stop sending such information, please contact the Department of Marketing, Sheffield Hallam University, Sheffield S1 1WB or email [marketing@shu.ac.uk](mailto:marketing@shu.ac.uk)

If you accept a place at the University and meet the conditions of the offer, the information from your application form will be used to set up a student record on the University's student information (SI) system. Where required this information may be shared with the government or their respective agents to check the accuracy of personal information provided by students against external data sources such as the Higher Education Statistics Agency (HESA), or the Learning Skills Council Individual Learner Record (LSC ILR), returns. The University may also contact other institutions to confirm previous qualifications obtained.

In order to prevent and detect fraud, we reserve the right to, or may be required to, share this information with external organisations such as the police, the Home Office, the Foreign Office, the UK Border Agency and local authorities.

The University does not share the information you have provided with any other third party, except research agencies which assist with or carry out research and service providers who deliver email and text messages on the University's behalf. The University ensures that such agencies will also handle personal data in accordance with the Data Protection Act.

## 13 Declaration

I confirm that, to the best of my knowledge, the information given in this form is true, complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by Sheffield Hallam University. I understand that any offer of a place on the above course is subject to my acceptance of the University's terms and conditions, which I have received and read. I understand what they say, and I agree to abide by the conditions set out there. I accept that if I do not fully comply with these requirements, Sheffield Hallam University reserves the right to cancel my application and I shall have no claim against Sheffield Hallam University in relation to this application.

Applicant's  
signature

Date

Please send your completed application form to Direct Admissions, Surrey Building, City Campus, Howard Street, Sheffield S1 1WB unless you have been dealing with a specific faculty contact or research area in which case your application should be sent directly to this contact.

For office use only

Please note this section of the application will not be used in the consideration of your application

## Disabilities and support needs

If you declare a disability this will not be a factor in the university's decision as to whether or not to offer you a place. However it is important that the University knows if you have any specialist needs in order that we can provide you with appropriate support and facilities.

This information will remain strictly confidential.

Do you consider yourself to have a disability  Yes  No

Type of disability

- |  |  |
|--|--|
| <input type="checkbox"/> Specific learning disability eg dyslexia, dyspraxia etc.    | <input type="checkbox"/> Blind/partially sighted             |
| <input type="checkbox"/> Deaf/hearing impairment                                     | <input type="checkbox"/> Wheelchair user/mobility difficulty |
| <input type="checkbox"/> Autistic spectrum disorder/Asperger syndrome                | <input type="checkbox"/> Mental health difficulty            |
| <input type="checkbox"/> Multiple disabilities                                       | <input type="checkbox"/> Personal care support               |
| <input type="checkbox"/> Unseen disability eg diabetes, cancer, epilepsy, asthma etc | <input type="text" value="please specify"/>                  |

Other

Nature of support required

Do you agree that this information can (where applicable) be shared with the course leader in order to ensure the provision of suitable support?  Yes  No



## Equal opportunities monitoring

### Ethnic origin

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> White                              | <input type="checkbox"/> Asian or Asian British – Indian      | <input type="checkbox"/> Other Asian background            |
| <input type="checkbox"/> Black or black British – Caribbean | <input type="checkbox"/> Asian or Asian British – Pakistani   | <input type="checkbox"/> Mixed – White and black Caribbean |
| <input type="checkbox"/> Black or black British – African   | <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Mixed – White and black African   |
| <input type="checkbox"/> Other black background             | <input type="checkbox"/> Chinese                              | <input type="checkbox"/> Mixed – White and Asian           |
|   |   | <input type="checkbox"/> Other mixed background            |
|   |   | <input type="checkbox"/> Other ethnic background           |
|   |   | <input type="checkbox"/> Prefer not to say                 |

### Religion

# Reference

For office use only

**It is the applicant's responsibility to request references, the university will not request references on your behalf.**

**Please read the instructions below for completing this form.**

**This form will be photocopied. Please type or write clearly in block capitals in black ink. Tick boxes  as appropriate.**

## The reference process

The person named in Section 1 below has applied for a course at Sheffield Hallam University. They have selected you as their referee. Please complete and return this form to the address given in Section 3.

There is a PDF version of this form you can download at [www.shu.ac.uk/study/form](http://www.shu.ac.uk/study/form) but you must print off the reference and submit a signed paper copy. Unfortunately we cannot consider references submitted by email. If you decide to use this form please remember that it may need to be photocopied and complete the form by typing or writing using black ink and block capitals.

Referees should be aware that under the provisions of the Data Protection Act (1998) applicants may ask the University to disclose references that have been used in the admissions process.

References will also be accessible if requested in connection with legal proceedings.

Please tell us if you object to the reference being open to the data subject on request. Please note that the University may decide to disclose the reference without your consent, if it is able to anonymise the information (to protect your identity) or it is considered reasonable to release the reference even though it is possible to identify who wrote the reference. The University will balance the data subject's right of access with your right of privacy.

## The reference report

Please say whether, in your opinion, the applicant is likely to complete successfully and benefit from the programme of study for which s/he is applying and why. Please specify the applicant's general suitability to undertake the course(s) including distinct strengths or areas for improvement. Please specify the nature and grade of qualification, including class of degree, already obtained or expected to be obtained prior to the start of the course.

It would be helpful if, in addition to any general statement, you would indicate the following in your reference

- how the applicant's achievements compare(d) to those of his/her peers
- for applicants whose first language is not English, their standard of proficiency in written and oral English
- for applicants who hold professional qualifications or have professional experience, how the qualifications and/or experience would contribute to the applicant's suitability

Sections 1, 2 and 3 must be completed by the applicant

### 1 Applicant's full name

### 2 Award and title of applicant's proposed programme of study

### 3 Return address for completed reference

Section 4 to be completed by the referee

### 4 Referee's details

Name

Position

Company/organisation

Address

Postcode

Country

Email address

Phone number

(including full country and area code)

Fax number

Sections 5, 6 and 7 to be completed by the referee

## 5 Report on the applicant

How long have you known the applicant?

In what capacity do you know the applicant?

In your opinion is the applicant likely to successfully complete and benefit from the programme of study for which s/he is applying?

Yes

No

Uncertain/don't know

Please explain your response to the previous question and add any further comments

(Please continue on a separate sheet if necessary)

## 6 Candidate's qualifications

## 7 Referee's declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete

Referee's signature

Date

Official institutional stamp (if appropriate)

Please return completed forms to the address specified in section 3





Sections 5, 6 and 7 to be completed by the referee

## 5 Report on the applicant

How long have you known the applicant?

In what capacity do you know the applicant?

In your opinion is the applicant likely to successfully complete and benefit from the programme of study for which s/he is applying?

Yes

No

Uncertain/don't know

Please explain your response to the previous question and add any further comments

(Please continue on a separate sheet if necessary)

## 6 Candidate's qualifications

## 7 Referee's declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete

Referee's signature

Date

Official institutional stamp (if appropriate)

Please return completed forms to the address specified in section 3

**More Information**

For more information about courses, research and applications use the contact details given below.

Phone 0114 225 5555

Minicom 0114 225 3964

Email [directadmissions@shu.ac.uk](mailto:directadmissions@shu.ac.uk)

**[www.shu.ac.uk](http://www.shu.ac.uk)**

This information can be made available in other formats.  
Please contact us for details.