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Application Form

Postgraduate qualifications in Applied Educational Leadership and Management

Please complete and return this **original** application form, together with the appropriate documentary evidence (see page 4 for details) **by post**, to the Postgraduate Admissions Office, University of London, Ground floor, Stewart House, 32 Russell Square, London WC1B 5DN, UK. **Please note that faxed applications will not be accepted.**

The form should be received in London as early as possible, but not later than **30 June**.

Applications will be considered when **all** the required documentation **and** both references have been received in the Postgraduate Admissions Office.

1-8. Personal details (please write in BLOCK CAPITALS)

1. Surname/family name		First/given name(s)	
<input type="text"/>		<input type="text"/>	
2. Please record your names below IN THE ORDER in which you wish them to appear on the University's records and on your final certificate or diploma.			
<input type="text"/>			
3. Title Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
4. Gender Male <input type="checkbox"/>	Female <input type="checkbox"/>	5. Date of birth <input type="text"/> <input type="text"/> <input type="text"/>	
		<small>day / month / year</small>	
6. Address for correspondence (please write in BLOCK CAPITALS)		7. Home contact	
<input type="text"/>		Telephone	
<input type="text"/>		Fax	
<input type="text"/>		Email	
<input type="text"/>		8. Work contact	
<input type="text"/>		Telephone	
<input type="text"/>		Fax	
<input type="text"/>		Email	
Post/Zip code		Country	

9. Qualification for which you wish to apply

Please tick (✓) one:

MA Postgraduate Diploma Postgraduate Certificate Short Course*

*If you are applying to register for **one** short course please indicate below which course you wish to study:

either Leading and managing change & improvement

or Leadership for the learning community

10. Degree(s) held

Include the title of the degree, the name of the university or other institution, the classification of award, the main subjects studied and date the degree was awarded.

Title of degree	University	Honours Classification	Subject(s)	Date of award

11. Teaching/Professional qualifications (where applicable)

Title	Awarding body	Duration (inc. full or part time)	Subject	Date

12. English language proficiency

A. Is English your first language/mother tongue? Yes No

If 'No' which language do you normally speak

– at home

– at work

– what was your language of secondary education?

B. Have you passed an examination in English language (for example GCSE/GCE 'O'level, TOEFL or IELTS)?

No (Go to Question 13) Yes If 'yes' please give full details below.

Examination or test	Grade or score	Subject	Date

13. Current employment

Date started	Job title	Employer
Main Responsibilities		

18. Students with a disability and/or special needs

A. Do you have any condition that may require special examination arrangements to be made (eg. partial sight, wheelchair user, dyslexia, specific learning difficulties, legally imposed travel restrictions)?

Yes No (Please ✓ the appropriate box)

If 'Yes', please describe your condition(s)/circumstances

B. Taking account of the condition(s)/circumstances that you have described in 'A' above, do you have any special requirements with regard to the materials we will provide in support of your study programme? (eg. large print) Yes No (Please ✓ the appropriate box)

If 'Yes', please give details of those requirements

NOTE: In order for this request to be assessed, you must also write **as soon as possible** to the Special Examinations Arrangements Office, at the University of London address, with **full** details of your condition/circumstances, **together with medical/other documentary evidence** in support of your request. If your application for admission is successful and you are given an offer to register for this programme, please note that the offer will be made **subject to approval** being given that the special examination arrangements are possible and/or the study materials can be provided in the format you have requested.

19. Submitting your application

Documentary evidence of all your qualifications is needed in order for your application to be considered. This evidence must be submitted to the University together with the **original** of this application form. Please indicate, by a tick (✓) in the relevant box, the documents you are enclosing. If you are unable to supply the appropriate evidence for one or more of your qualifications, you should also enclose a letter giving your reasons.

1. **Photocopied** evidence of your full name and date of birth (e.g. birth certificate, passport, statutory declaration)
2. Your **original** academic and/or professional certificate(s) showing the classification of award obtained (where applicable)
- OR** a photocopy of your original academic and/or professional certificate verified **by the British Council** (no other verification is acceptable)
3. An **original** statement/transcript of your academic and/or professional studies **certified by the institution at which your qualification was obtained**
4. Your **original** English Language certificate
- OR** a photocopy of the original certificate/s verified **by the British Council** (no other verification is acceptable)
5. Your employment curriculum vitae (CV)

Note: all original documents submitted by you will be returned by International Recorded Delivery after your application has been processed. However, the University will keep all photocopies unless you request otherwise.

An original official translation into English must be provided for any evidence required that is not already in English. This translation will be retained by the University of London.

In addition to the above, please confirm whether you have asked two referees to send the forms of reference to the University of London directly (see 16 on previous page)

*For office use only
Documents returned
(if applicable)*

Date _____
/ /

DECLARATIONS TO BE SIGNED BY THE APPLICANT

- a) I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b) I agree to the University of London processing my personal data contained in this form and other personal data that this University may obtain from me or from other people connected with my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.
- c) I confirm that I have (or will obtain) a computer system of a least the minimum specification laid down in the prospectus **and** regular access to the internet in order to meet the requirements of this programme.

Signature Date

How to apply and register Postgraduate qualifications in Applied Educational Leadership and Management

You can **either** apply online (www.londonexternal.ac.uk/prospective_students/postgraduate/inst_education/aelm/apply.shtml) **or** by post, using this application form. Do **not** submit an online application and one by post. If you do, this will inevitably delay **both** applications.

If you decide to apply online, please ensure you print off (or refer to the 'Guidance notes for applications' (Postgraduate) (www.londonexternal.ac.uk/forms/online_application_forms/guidance_notes.pdf) **before** you complete the online application.

If you prefer to send your application by post (not by fax), please follow the instructions below.

1 Complete the application form and submit it by post (not by fax), together with all the documentation listed on page 4 of the form, to:

The Postgraduate Admissions Office
The External Programme
University of London
Ground floor
Stewart House
32 Russell Square
London WC1B 5DN
Tel: +44 (0)20 7862 8376
Fax: +44 (0)20 7862 8363
Email: postgraduate_admissions@london.ac.uk

If you cannot send all the documentation with your application form, please enclose a letter with the form giving the reasons. We must receive your application form plus all documentary evidence and references in London **by 30 June** – if you intend to take your first examination in May (of the following year). If your application form or documentary evidence/references are received after this date, we may not be able to consider your application in time for you to register by the deadline for the next examination. You might have to postpone your first examination until the next sitting.

2 We will acknowledge receipt of your application form and send you a student number to use as a reference whenever you contact the University. Everyone who applies is allocated a number. You should receive an acknowledgement **within three weeks** of posting your application, but if you do not, please contact the Postgraduate Admissions Office with details of your full name, the programme for which you have applied and the date you posted your form).

3 Your application will be considered only when we have received all your documentary evidence and both references. After due consideration you will be told if your application has been successful or not.

Note:

- if there is a delay in sending any of the documentation or your references we will have to wait to receive them before we can begin considering your application. This is because we need to have as much information about you as possible before we can reach a decision.

4 If your application has been successful we will send you:

- a conditional offer of registration. Please note that the offer of registration will be valid only for the year specified in the offer letter.
- a fee slip for the registration and course fees
- a registration form on which you indicate your choice of courses
- a copy of the Regulations
- information on how to complete the induction module

5 To register, complete the registration form, fee slip, and the form confirming you have completed the induction module. Return them **by 31 August** along with the registration fee and the course fees for the courses you will be taking at your first examination, to:

The Postgraduate Registry
The External Programme
University of London
Ground floor
Stewart House
32 Russell Square
London WC1B 5DN
Tel: +44 (0)20 7862 8314
Fax: +44 (0)20 7862 8238
Email: postgraduate.registry@london.ac.uk

Notes:

- You are asked to note that there is a limit to the number of students who can be registered for this programme. Therefore registration will only be confirmed on payment of the appropriate fee, if there is still a place available for that study year and if you have completed the induction module.
- A student whose registration is not confirmed will be made an offer to register for the following year instead.
- Applicants come to us from all over the world, with a variety of qualifications, and as a result we have to consider each application thoroughly and on an individual basis. We regret that it is not possible for us to give you any informal advice on your eligibility for admission. For this reason, you must make a formal application before we can tell you whether we can accept you.

Academic requirements

A second class honours degree, or the equivalent, from an institution acceptable to the University of London.

Work experience

At least two years relevant work experience.

English language

An advanced level of ability to work in English is essential. You may be required to pass or to have passed within the last three years, at the appropriate level, a test of proficiency in English acceptable to the University, e.g. in IELTS (International English Language Testing System) with an overall score of at least 7.0 **plus** a minimum score of 6.5 in both the reading and the writing sub-test or in TOEFL (Test of English as a Foreign Language) with a score of at least 650 (or 280 in the computerised test) **plus** a Test of Written English (TWE) with a minimum score of 4.5.

Note: if you do not meet the entrance requirements you may still apply. Each application will be considered on an individual basis and the decision taken at the discretion of the University.

Minimum computer specification

You will need a computer* with Internet access and a printer. If you already own a computer, check that it meets the minimum specifications (recommended specifications are given in brackets). It may be possible to increase the memory (RAM) and size of the hard disk to meet these requirements. If you are purchasing a new computer it will almost certainly meet these specifications:

Minimum PC specification

Processor: Pentium 133 (Pentium 266)

OS: Windows 95 or later)

RAM Memory: 32Mb (64Mb)

Screen resolution: 800 x 600 (1024x768)

CD-ROM drive (24x or faster)

At least 100Mb (200Mb) of free hard disk space

Minimum Mac specification

You will require a Mac with at least a G3 processor running OS 7.0 or later (G4 processor running OS X).

Software required

Internet Explorer version 5.5 or above

JavaScript and cookie-enabled

(Mac users will need the latest version of Internet Explorer)

Acrobat Reader 5 or above

A word processor and spreadsheet such as MS Word 97 and MS Excel 97.

* Please ensure that the computer you intend to use when accessing the online learning environment can accept cookies (students using a corporate or other network should check with their network administrator). Students who wish to use the online learning environment's offline capability must be able to install software on their computer.

Technical skills

Word-processing, Internet and email skills are all basic requirements of this programme. No previous experience of computer conferencing is required as these skills will be developed during the programme.

Financial assistance

No financial assistance is available from the University. Some employers in both the public and the private sector may be willing to consider offering financial assistance to their employees.

Students who are resident in the UK may be able to apply for a Career Development Loan. Information can be obtained from the CDL Information Line on 0800 585 505 or from their website www.lifelonglearning.dfes.gov.uk/cdl

Disabled students who are resident in the UK may also be able to apply for a Disabled Student Allowance (DSA). For a copy of the information leaflet, which answers most of the questions commonly asked about DSA's, please contact either your LEA or the DfES Information Line on 0800 731 9133 or on textphone 0800 210 280. The information is also available on audio tape or in braille. The guide is available on the DfES website: www.dfes.gov.uk/studentssupport

Students who are members of the UK Armed Forces should note that the University of London has been approved by the Ministry of Defence in support of the Enhanced Learning Credits (ELC) Scheme (ELC Provider Reference Number 1284). The Scheme provides financial support to eligible Service personnel who wish to enhance their educational or vocational achievements. The ELC administration Service website can be found at: www.enhancedlearningcredits.co.uk

Fees

The fees given below refer to the 2008-2009 academic year only and are subject to annual review.

MA	£8,015
Postgraduate Diploma	£6,170
Postgraduate Certificate	£3,480

These fees are made up of: a one-off registration fee of £790, plus £1,345 per module and £1,845 for the dissertation. Students taking an individual core module for professional development pay a combined fee of £1,505.

Information for students with a disability and/or special needs

The University has a panel that considers applications for special examination arrangements. The aim of the panel is to ensure that a student with a disability/special needs is not advantaged or disadvantaged when compared with other students. If you have a disability/special need and may need to apply for special examination arrangements (such as extra time or special aids), or if you need to ask for your study materials to be provided in an alternative format (e.g. large print) you should complete the relevant section of the application form.

You should also write to the Special Examinations Services Department at the following address enclosing medical or other supporting evidence:

Special Examinations Services Department

The External System

University of London

Stewart House

32 Russell Square

London WC1B 5DN

United Kingdom

Fax: +44 (0)20 7862 8349

Email: specialneeds@london.ac.uk

You can request a copy of the University of London's full disability statement. Please refer to the Admissions contact details on page 6, or download it from our website: www.londonexternal.ac.uk/dissn