# PART TIME & DIRECT APPLICATION FORM GUIDANCE

**Thank you for your interest in studying at UCP.**

## Before you apply…

You should also read the current institution literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

You are welcome to visit UCP and discuss your application. Open Day information is available on the website or contact us to arrange a visit.

When you apply to study at UCP, and should you become a student of UCP, you will be bound by the UCP Terms and Conditions of application and Enrolment, regulations and policies set out ucp.ac.uk/supporting-you/ucp-policies/

## How to apply

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

- an application form with two references;
- disability and equal opportunities monitoring form.

You should use this application form to apply for part time degrees. Do not use this form to apply for full-time courses. Applications for these courses should be made through UCAS (www.ucas.com).

Please complete the form by typing, or writing in block capitals, making sure that the information you give on the form is clear and easy to read as this will help us to process your application as quickly as possible.

This form is available in electronic format and this can be downloaded from ucp.ac.uk/how-to-apply

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.

Once complete, please submit the form as follows:

- print the form and complete by hand, then submit by post or in person to:
University Centre Peterborough, Park Crescent Campus, Peterborough, PE1 4DZ
- Download the document and save it to your desktop or personal folders. Complete the form by typing into the boxes, then re-save and email the file as an attachment to admissions@ucp.ac.uk

## Working to submission deadlines

Please consult the course literature as many courses have a deadline by which applications should be received. The latest guidance on this is on the course pages of the UCP website ucp.ac.uk/a-z-courses/

If waiting for a reference will delay your application beyond the deadline, it is acceptable for you to ask your referee to send their reference separately as long as you contact us to advise this.

## Students with relevant experience or credit

UCP welcomes applications from students with experience, including those who do not have conventional qualifications for admission. Applicants should make full use of the Personal Statement section of their application to provide details of their suitability.

UCP recognises that some applicants will have credits or awards at a higher education level suitable for recognition and to enable entry at a higher level onto a course at UCP. This process is covered under the UCP Academic Regulations ucp.ac.uk/supporting-you/ucp-policies/

## Supporting Documents

In addition to the information you provide, where possible, you should send copies of relevant qualification certificates and transcripts.

Where your qualification is from overseas you will be required to send a certified translation. We recommend www.naric.org.uk

# How to complete the Part Time and Direct Application Form

## Section 1: Personal Details

Please inform UCP immediately if any of your personal details change after you have enquired or applied study with us.

### Correspondence Address

This is the address you may be contacted throughout the period leading up to you starting a course.

### Relevant Unspent Criminal Conviction Declarations

A criminal conviction does not normally preclude an applicant from enrolment on a course offered by UCP unless the course leads to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975 and/or you may, in the view of UCP pose a threat to staff, students or clients of UCP. UCP Peterborough is on the same site as Peterborough College, the University Technical College and the Nursery therefore, the safeguarding of children in the vicinity must be considered. UCP courses are also studied at Stamford College therefore, the safeguarding of children in the vicinity must be considered.

Please note some courses may require all applicants to undertake a Disclosure and Barring Service (DBS) check irrespective of whether you have declared a conviction on your application.

If you have any unspent, relevant criminal conviction(s) you are encouraged to contact the UCP Academic Office to discuss options prior to application but all applicants who hold an offer of a place to study **must** disclose any unspent, relevant criminal conviction(s) within fourteen calendar days of receiving their offer to study and prior to enrolment. A fresh disclosure is required for any offer regardless of any previous disclosure and assessment of a criminal conviction.

"'Relevant' is defined as criminal offences involving any kind of violence, offences concerning the intention to harm or resulting in actual bodily harm, the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, offences involving firearms, arson or those listed in the Sex Offences Act 2003 or the Terrorism Act 2006.

A disclosure form is available as part of the direct application form and on the UCP website or sent to you by the Admissions Officer with an offer of study. It must be completed and sent to the academicoffice@ucp.ac.uk with details of the date of the relevant unspent conviction, nature of the offence and the sentence received. The Academic Officer will also invite you to provide any comments and/or other background information e.g., reports from probation officers or social workers to support their application.

### Disability / Learning Difficulty/ Medical condition

Applicants with a disability, medical condition or specific learning difficulties are considered using the same entry requirements as for all other applicants. You must disclose any support needs prior or at application. By disclosing the nature of your medical condition, disability, or specific learning needs to UCP's Student Support directly, UCP can consider the provision of appropriate support for your studies. Any needs identified as a result of the assessment, are conveyed on a confidential basis to other appropriate departments within UCP. Contact UCP Student Support team by emailing support@ucp.ac.uk or calling 01733 214466.

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## Section 2: Course Details

Please specify the titles of the course(s) you wish to apply for. The most update course information can be found on our website.

*Start Date* - A course usually starts in September or January. You should only enter the start month as specified for the course you are applying for.

## Section 3: Further Details

Please give the name of the country you were born, your nationality and the country you reside in as it appears in your passport.

UCP is unable to accept international students.

## Section 4: Education and Qualifications

*English Language Proficiency* - Applicants must demonstrate English language proficiency. As a minimum we ask for applicants to hold a level 2 in English.

Applicants whose first language is not English are required to demonstrate proficiency in the English language before they are admitted through possession of one of the following:

- GCSE English Language grade C/4 or equivalent
- Degree and Foundation Degrees- UKVI IELTS 6/6.5 (overall band score) with nothing lower than 5.5 in any of the four elements (listening, speaking, reading and writing) dependent on course.
- Higher National Awards- UKVI IELTS 5.5 (overall band score) with 5.5 for reading and writing elements.

Check the course information page on the UCP website for more information ucp.ac.uk/a-z-courses/

*Relevant Qualifications -* The course you are applying for may require you to have level 2 and level 3 qualifications in a relevant subject area. Do not list all your qualifications - just the ones relevant to the course you are applying for. You should send copies of relevant qualification certificates and transcripts to support your application. Applicants holding an Edexcel award should attach a transcript of their qualifications, giving details of the title and all units, modules and components.

Where your qualification is from overseas you will be required to send a certified translation. `Certified' means that the copy of your original certificate has been confirmed as authentic by either the issuing educational institution or by a lawyer. We recommend www.naric.org.uk for this service. Failure to enclose these documents will delay processing your application.

## Section 5: Relevant Experience

Your application will be considered on the basis of your qualifications and other relevant experience. Providing accurate details of your relevant work experience and training, paid or unpaid, full- or part-time, in your home or outside and how this has prepared you for the course is important.

Applicants who may not have the standard entry requirements are welcome to apply and may be interviewed. Some programmes will interview as part of the selection process.

## Section 6: Personal Statement

Please use a minimum of 250 words in English detailing your reasons for applying, explaining your choice of course at UCP, what you hope to do in your future career and how the course is relevant to your plans. You may prefer to attach a separate statement. If you have been out of education for a while, outline any relevant experience that can be taken into account.

## Section 7: References

It is your responsibility to request and provide TWO references. These must be recent, written on letter headed paper, clearly state the applicants name and state the referees name, their occupation and their relationship to the applicant.

They must not be from someone who is a relative or friend. They should have known you for at least the last two years.

If waiting for a reference will delay your application beyond the deadline, it is acceptable for you to ask your referee to send their reference separately as long as you contact us to advise this.

## Section 8: Declaration

We expect you to:

- Give us complete, honest and accurate information in your application;
- Give us any supporting work or evidence we ask for straight away, so that we can give you a prompt decision on your application;
- Come for an interview if you are asked to attend one;
- Tell UCP Student Support about any disability, a medical condition or a learning difficulty or personal circumstance you have that may affect your learning at UCP (so we can make any adjustments we need to make); and find out as much as you can about what we can offer you.

We draw your attention to the Terms and Conditions of your Application and Enrolment.  A copy of them is on the website   ucp.ac.uk/policies. You must read these terms and conditions before applying, accepting any offer and registering.

You agree that UCP may hold and use the information which you supply to it, for the purposes to which this form relates. We request your permission for UCP to retain such information for marketing purposes and may contact you by post, telephone, e-mail and short messaging service with details of and relating to courses and of its other products and services.

## What happens next...

### We will:

- Acknowledge your application within 10 working days of receipt
- Consider all applications fairly and equitably and offer places to people who are able to benefit from the study involved.
- Make sure that our application process meets the needs of all persons including people with disabilities and that all our staff are aware of such needs.

### If we offer you a place, we will:

- Decide on your application once we have all the information we need and, if you are successful, send you our offer and any conditions attached to it within 20 working days; and
- Provide as much information as possible about accommodation opportunities within the city.

### If you receive an offer it will be either:

- **Unconditional** – you have been accepted, or
- **Conditional** – you must meet certain criteria or gain certain qualifications in order to receive an unconditional offer.

If we cannot make you an offer for the course you originally applied for, we will try to contact you to discuss if you meet the entry requirement on an alternative course. We may also advise you how to gain the appropriate qualifications or experience in order to secure entry at a future date.

### Accepting a place

You will be asked to confirm acceptance of your place. It is important that you do this as it enables us to send you further information before your course starts.

### Fees and Funding

The latest fee information is published on the website www.ucp.ac.uk

An offer to study at UCP is not a guarantee of funding.

A fee assessment may be carried out before you enrol if the information you have provided is insufficient to determine your status. Failure to complete a fee assessment request from finance@ucp.ac.uk may result in the offer of study being retracted.

UCP reserves the right to amend an applicant's fee status after a formal offer is made.

## Feedback and appeals

UCP is committed to the provision of high quality, fair and transparent admissions procedures for all our applicants. There may, however, be occasions when an applicant will wish to ask why their application has been rejected or believe that they have cause for a complaint or to make an appeal against the decision.

Feedback is defined as the communication from UCP to an applicant, on request from the applicant, who has been unsuccessful in gaining an offer of a place.

A complaint is defined as an expression of dissatisfaction either about the way in which an application has been handled or the outcome of the selection or fees classification process – it may concern actions or inaction by the University or its staff.

An appeal is defined as a request for a formal review of the outcome of an admissions decision.

If you have any concerns or complaints relating to the processing of your application, please contact the Admissions Office on 01733 214464 or by email admissions@ucp.ac.uk .