

## APPLICATION FORM

# Certificate of Higher Education 2012

Title  First name/s

Last Name

Address

Postcode

Telephone

Email

Male  Female  Date of Birth

Nationality

Occupation  Retired? Yes  No

Please indicate how you first heard about this course:

Friend / recommendation / referral	<input type="checkbox"/>	Continuing Education Website	<input type="checkbox"/>
Leaflet at Rewley House / Ewert House	<input type="checkbox"/>	Continuing Education Newspaper	<input type="checkbox"/>
Leaflet in library / museum	<input type="checkbox"/>	Email from Continuing Education	<input type="checkbox"/>
Leaflet elsewhere	<input type="checkbox"/>	Oxford University website	<input type="checkbox"/>
Online Survey	<input type="checkbox"/>	Continuing Education Prospectus	<input type="checkbox"/>

Newspaper / magazine advertisement/ Other - please specify

Periodically, the Department may send you information about its future programmes, about other activities related to its programmes and about the benefits and services which are available to students of the Department. If you do not wish to receive such information, please tick the following boxes:

I do not wish to receive information by post.

I do not wish to receive information by email.

## CHOOSING YOUR MAIN SUBJECT AREA

Students taking the Certificate of Higher Education choose one main subject area in which they take the majority of their modules.

To qualify for award of the Certificate you will need to obtain no fewer than 60 CATS points (and no more than 80 CATS points) from classes in your main subject area.

The available areas are listed below. Please indicate, by ticking ONE of the boxes, which subject area you would like to specialise in.

Archaeology

Architectural History

Art History

Creative Writing

English Literature

History

Italian\*

Philosophy

Spanish\*

Have not decided yet

\* Applicants are asked to note that, for credit to be counted towards the Certificate in Higher Education in Italian or for the Certificate of Higher Education in Spanish it must have been gained from classes in these subject areas at Levels 3 and above.

CHOOSING YOUR SUBSIDIARY SUBJECT AREAS

Students taking the Certificate also take modules in subjects other than their main subject area. To qualify for award of the Certificate you will need to obtain no fewer than 30 CATS points and no more than 50 CATS points from classes in one or more of the subject areas listed below, other than the main subject area that you have indicated above. Please indicate, by ticking ONE OR MORE of the boxes, which subject area(s) you would like to study in addition to your main subject area.

- Archaeology
- Architectural History
- Art History
- Classics
- Computing and Mathematics
- Creative Writing
- Economics
- Environmental Conservation
- Film Studies
- History and Politics
- Languages
- Literature
- Local and Social History
- Music
- Natural Sciences
- Philosophy
- Psychology and Counselling
- Religious Studies
- Have not decided yet

**MODE OF STUDY**

The Certificate can be taken as a combination of face-to-face and online study, depending on the availability of classes in your subject area. (Please note, in particular, that classes in modern languages are available only in face-to-face mode.) Please indicate, by ticking one of the boxes below, how you expect to study for the Certificate.

- Mainly online
- Mainly face-to-face
- About the same amount of each
- Have not decided yet

To qualify for the award of the Certificate, you are required to complete with credit at least ONE module, amounting to 10 CATS points, at a face-to-face class. You are required to do this after you have registered for the Certificate, and may not count completion of a face-to-face class prior to October 2012 as fulfilment of this requirement. Please indicate, by ticking one of the boxes below, how you expect to fulfil this requirement.

- Oxford University Summer School for Adults
- Weekly Class

**PREVIOUS STUDY**

Have you ever applied to or enrolled in any other courses at Oxford University, including any at this Department? Yes  No

Applicants for the Certificate for registration in October 2012 may import credit from OUDCE classes taken since October 2008, up to a maximum of 30 CATS points. If you would like to import credit, please indicate below the name of the course(s) taken, and the month(s)/year(s) in which you took the courses.

Name of course	Month/Year

PREVIOUS EDUCATIONAL QUALIFICATIONS

If you have any educational qualifications, please tick ALL boxes that apply:

GCSE/O Level       Highers/ A Level       HNC/HND

Baccalaureate       Access-Level course

GNVQ/GSVQ (Specify level)       NVQ/SVQ (Specify level)

Foundation course at FE level       Foundation course at HE level

Undergraduate Qualification at HE level (eg Certificate / Diploma) Please specify

First degree UK     EU     Other

Masters degree UK     EU     Other

Doctorate UK     EU     Other

Postgraduate Certificate or Diploma (Please specify)

Teaching Qualifications (Please specify)

Other (Please specify)

ETHNICITY

White       Chinese

Irish Traveller       Other Asian Background

Black or Black British Caribbean       Mixed White & Black Caribbean

Black or Black British African       Mixed White & Black African

Other Black Background       Mixed White & Asian

Asian or Asian British Indian       Other Mixed Background

Asian or Asian British Pakistani       Other Ethnic Background

Asian or Asian British Bangladeshi       Not known

I do not wish to answer

RESIDENCY

Permanent or home address, if different from page 1

Please complete section 1, 2 or 3. Details about the residency classification for Home/EU and Non-EU students may be found on:

[www.admin.ox.ac.uk/studentfunding/fees/feerates/feestatus.shtml](http://www.admin.ox.ac.uk/studentfunding/fees/feerates/feestatus.shtml)  
or telephone the Registry on 01865 280355 if you have any queries.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. If you are a BRITISH CITIZEN (or are the spouse or child of same) have you been resident in the UK for the last three years, other than for the purposes of full-time education? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. If you are an EU/EEA CITIZEN (or are the spouse or child of same) have you been resident in the EU for the last three years, other than for the purposes of full-time education? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. If you are a NON-EU CITIZEN (or are the spouse or child of same) have you been resident in the UK for the last three years, other than for the purposes of full-time education?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

NOTE The European Union includes the following countries:

- |  |   |
|--|---|
| Austria  | Republic of Ireland   |
| Belgium  | Italy   |
| Bulgaria   | Latvia  |
| Cyprus   | Lithuania   |
| Czech Republic   | Luxembourg  |
| Denmark (not including the Faroe Islands and Greenland)  | Malta   |
| Estonia  | Netherlands   |
| Finland  | Poland  |
| France (including the French overseas departments of Guadeloupe, Martinique, French Guyana, Reunion, Saint-Pierre et Miquelon) | Portugal (including the Azores and Madeira)                             |
| Germany (including Heligoland)   | Romania   |
| Greece   | Slovakia  |
| Hungary  | Slovenia  |
|  | Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries) |
|  | Sweden  |
|  | United Kingdom (with Gibraltar)   |

The European Economic Area comprises Iceland, Norway and Liechtenstein in addition to the 27 member states of the EU.

SPECIAL NEED OR DISABILITY

Do you have a disability / special need / learning difficulty? Yes  No

If so, please state your disability / special need / learning difficulty:

ENGLISH LANGUAGE ABILITY

I confirm that English is my first language

OR, I include the appropriate details of my English language qualification

WRITTEN STATEMENT

Please explain, in no more than 300 words, why you are applying for the Certificate. Your statement should indicate why you are interested in your chosen subject areas, and whether you have already studied these at University level or have pursued your interests independently, for example, as a hobby.

It will also be helpful if you explain how you plan to use the Certificate, for example as a stepping-stone to further study at University level. Your statement should be word-processed and should be attached to this application form.

Please complete and return this form to:

The Weekly Class Office, OUDCE, Ewert House, Ewert Place, Summertown, Oxford, OX2 7DD

I enclose with this application form (do not enclose any money at this stage):

- i) the envelope containing my letter of reference from my referee
- ii) my application statement of no more than 300 words.

I understand that, if I am accepted for this course, I will be required to pay a non-refundable deposit of £200 (Home/EU students) or £350 (Non-EU students) at the time of acceptance which is applied towards the overall course fee.

Signed:

Date:

The Department may occasionally collect images and video of students for use in promotional materials, both printed and online.

I do not wish to participate. (If so please tick)

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Information collected on this form will be held in accordance with the provisions of the Data Protection Act 1998 for the purposes of processing your application and for student administration. It will be held securely and not passed on to third parties (please see our privacy policy at [www.admin.ox.ac.uk/councilsec/privacy.shtml](http://www.admin.ox.ac.uk/councilsec/privacy.shtml) for further information).

## REFERENCE FORM

# Certificate of Higher Education 2012

### NOTES TO THE APPLICANT

Enter your full name and address below and on a plain envelope. Send this form and the envelope to your referee, asking him/her to provide a reference and return it to you in a sealed envelope. Send the unopened envelope containing your reference with your application form to the Weekly Class Office, OUDCE, Ewert House, Ewert Place, Summertown, Oxford OX2 7DD. Please note that the reference is compulsory and we cannot consider your application without it.

### NOTES TO THE REFEREE

We would be most grateful if you could let us have a reference for the applicant named below, who is applying for a place on a part-time course at the University of Oxford Department for Continuing Education. It would be helpful if your reference could cover the points below and, if you have knowledge of the applicant's recent study, please indicate the standard attained. References marked 'Strictly Confidential' will be treated as such, subject to the provisions for the Data Protection Act 1998.

- How long have you known the applicant and in what capacity?
- Please comment upon any aspect of the applicant's education, career or interests that will support their application.
- Do you consider that the applicant has the necessary commitment and interest to pursue a part-time course at university level?
- Are you able to support their application without reservation?
- Is there any other information you consider relevant to this application?

Please complete the 'Contact Details' section, and use the next page of this form for your comments or, if you prefer to use your own notepaper, please attach this form to the front of your reference as an identifying header sheet.

Please send this reference direct to the applicant, taking care to seal the back of your envelope and sign across the seal.

Name of applicant: .....

Address: .....

.....

.....Postcode: .....



CONTACT DETAILS

Signature of referee:.....Date:.....

Name:.....

Address:.....

.....

.....Postcode:.....

Tel:.....

E-Mail: .....