



# Accredited Short Course Application Form

We recommend that you download and save this file before completing, to ensure that your changes are saved.  
Before completing this form please refer to the accompanying Guidance Notes ([www.conted.ox.ac.uk/guidance](http://www.conted.ox.ac.uk/guidance)).  
Any errors resulting from failure to do so may delay your application.  
If completing by hand, please write in BLOCK CAPITALS using black ink. Please complete **all** sections.

## SECTION A: COURSE DETAILS

COURSE NAME

COURSE DATES

## SECTION B: TAKING THE COURSE FOR ACADEMIC CREDIT (SEE GUIDANCE NOTES)

This course is credit bearing, meaning that students can submit an assignment(s) in order to obtain Credit Accumulation Transfer Scheme (CATS) equivalent points, please see the course web page for further details. It may be possible to take the course without submitting an assignment; however this would mean that no academic credit can be obtained. Please state below whether you wish to take this course for academic credit.

I WISH TO TAKE THIS COURSE FOR ACADEMIC CREDIT

YES

NO

If you wish to take the course for academic credit please download the *Accredited Short Course Reference Form*, available from our website: [www.conted.ox.ac.uk/reference](http://www.conted.ox.ac.uk/reference) and complete Section Two. Once you have done this please forward the form to your referee and ask them to complete Section Four and return it to us.

## SECTION C: YOUR PERSONAL DETAILS

FAMILY NAME

TITLE (Mr, Mrs, Ms, Dr etc.)

FIRST NAME

MIDDLE NAME(S)

PREFERRED NAME

PREVIOUS NAME (if applicable)

GENDER

MALE

FEMALE

DATE OF BIRTH (dd/mm/yyyy)

## SECTION D: CONTACT INFORMATION

HOME ADDRESS

CORRESPONDENCE ADDRESS (if different)

POSTAL / ZIP CODE

POSTAL / ZIP CODE

COUNTRY

COUNTRY

TELEPHONE NUMBER (if you give more than one please designate a primary contact number)

TYPE (mobile/cell, daytime, evening, fax)

NUMBER (including country code and area code)

EMAIL ADDRESS (if you give more than one please designate a primary email address)

## SECTION E: NATIONALITY (SEE GUIDANCE NOTES)

COUNTRY OF BIRTH

COUNTRY OF NATIONALITY

IF YOU ARE NOT A UK OR EU CITIZEN, BUT YOU ARE CURRENTLY LIVING IN THE UK, DO YOU HAVE INDEFINITE LEAVE TO REMAIN STATUS (WHICH HAS BEEN ENTERED INTO YOUR PASSPORT)?

YES

NO

IF YES, PLEASE PROVIDE THE DATE IT WAS GRANTED (dd/mm/yyyy)

**SECTION F: LANGUAGE SKILLS** (SEE GUIDANCE NOTES)

**IS ENGLISH YOUR FIRST LANGUAGE?** (Please refer to advice given below)  YES  NO

English is the language of instruction and students whose native tongue is not English must be sufficiently fluent in English to enable them to study without disadvantage. If your first language is not English, or if your first language is English but you are not a national of the UK, Ireland or a majority English-speaking country recognised by the UK Visas and Immigration (UKVI), you must supply suitable evidence that you have reached the relevant higher level of English proficiency before any offer of a place can be confirmed. In some circumstances the English language requirements may be waived. Further details can be found on the University of Oxford website: <https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide?wssl=1#content-tab--3> and in the *Guidance Notes* that accompany this application form: [www.conted.ox.ac.uk/guidance](http://www.conted.ox.ac.uk/guidance).

**SECTION G: ENGLISH LANGUAGE PROFICIENCY TEST RESULTS** (SEE GUIDANCE NOTES)

**PLEASE ENTER DETAILS OF ANY RELEVANT ENGLISH LANGUAGE PROFICIENCY TESTS THAT YOU HAVE TAKEN** (IELTS, TOEFL, Cambridge CPE etc.)

TEST TYPE (e.g. TOEFL)	DATE TAKEN	OVERALL RESULT	CONSTITUENT SCORES WHERE GIVEN

**SECTION H: HIGHEST QUALIFICATION** (SEE GUIDANCE NOTES)

**PLEASE ENTER DETAILS OF YOUR HIGHEST QUALIFICATION**

**SECTION I: CURRENT / MOST RECENT EMPLOYMENT** (SEE GUIDANCE NOTES)

JOB TITLE	EMPLOYER	DATES OF EMPLOYMENT

**SECTION J: STATEMENT OF PURPOSE** (SEE GUIDANCE NOTES)

Please continue on a separate sheet if required.

**SECTION K: FUNDING** (SEE GUIDANCE NOTES)

Some courses offer scholarships and/or bursaries. If you intend applying for one, please tell us here, and follow the application procedure on the course web page.

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**SECTION L: INVOICE DETAILS** (SEE GUIDANCE NOTES)

Once a provisional place has been offered, an invoice will be issued with full details of how to pay. Payment must be received in full to secure confirmation of your place and in any event before the first day of the course or before access can be given to any online course materials.

**AMOUNT TO BE INVOICED (£)** (see course web page for fees and any options) 

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**WHICH NAME AND ADDRESS SHOULD BE USED ON YOUR INVOICE?**

USE HOME ADDRESS (see Section D)  USE DETAILS ON PURCHASE ORDER

USE CORRESPONDENCE ADDRESS (see Section D)  OTHER (please complete below)

<b>TITLE</b> (Mr, Mrs, Ms, Dr etc.)		<b>ADDRESS</b>
<b>NAME</b>		
<b>POSTAL / ZIP CODE</b>		
<b>COUNTRY</b>		

**SECTION M: HOW DID YOU HEAR ABOUT THE COURSE?**

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**SECTION N: DATA PROTECTION AND PERMISSIONS**

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 data protection policy: [www.admin.ox.ac.uk/dataprotection/policy](http://www.admin.ox.ac.uk/dataprotection/policy) for further information).

The Higher Education Statistics Agency (HESA) uses some of the information on this form for statistical analysis as a condition of funding for the University. HESA is registered under the Data Protection Act. The personal information you give will not affect your application, and will only be sent to HESA if your application is successful.

Please keep me informed about the Continuing Education Open Day, courses, research and student information:  
 BY EMAIL  BY POST

**SECTION O: DECLARATIONS** (SEE GUIDANCE NOTES)

I confirm that I have read the course web page and I have access to computing facilities meeting the specifications stipulated. I confirm that I have a good working knowledge of how to use email, the internet, and word processing software.

I confirm that I have enclosed all the required supporting materials as specified on the course web page.

I confirm that the information I have given in this application is, to the best of my knowledge, complete and accurate and that I have read and understood the Terms and Conditions associated with the course.

<b>SIGNATURE</b>	
<b>PRINT NAME</b>	
<b>DATE</b> (dd/mm/yyyy)	

**SECTION P: ETHNIC BACKGROUND AND RELIGION**

The University is required under statute to seek and return information about the ethnic background of all its applicants for HESA (the UK Government's Higher Education Statistics Agency). The information provided is used to monitor rates of participation in Higher Education by particular groups of people. This information will not form part of any assessment of your application.

**FULL NAME****HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN?**

<input type="checkbox"/> WHITE	<input type="checkbox"/> OTHER ASIAN BACKGROUND
<input type="checkbox"/> GYPSY OR TRAVELLER	<input type="checkbox"/> MIXED – WHITE & BLACK CARIBBEAN
<input type="checkbox"/> BLACK OR BLACK BRITISH – CARIBBEAN	<input type="checkbox"/> MIXED – WHITE & BLACK AFRICAN
<input type="checkbox"/> BLACK OR BLACK BRITISH – AFRICAN	<input type="checkbox"/> MIXED – WHITE & ASIAN
<input type="checkbox"/> OTHER BLACK BACKGROUND	<input type="checkbox"/> OTHER MIXED BACKGROUND
<input type="checkbox"/> ASIAN OR ASIAN BRITISH – INDIAN	<input type="checkbox"/> ARAB
<input type="checkbox"/> ASIAN OR ASIAN BRITISH – PAKISTANI	<input type="checkbox"/> OTHER ETHNIC BACKGROUND
<input type="checkbox"/> ASIAN OR ASIAN BRITISH – BANGLADESHI	<input type="checkbox"/> NOT KNOWN
<input type="checkbox"/> CHINESE	<input type="checkbox"/> PREFER NOT TO SAY

**RELIGION (OPTIONAL)****SECTION Q: DISABILITY / LONG TERM HEALTH CONDITIONS** (SEE GUIDANCE NOTES)**DO YOU HAVE A DISABILITY / LONG TERM HEALTH CONDITION?** YES NO

If yes, please state your disability / long term health condition below.

If yes, please describe any support required to assist you with your study, e.g. level access, hearing loop etc.

Applications from students with disabilities are viewed on exactly the same academic grounds as those from other candidates. Information on facilities for people with disabilities may be obtained from the Department's Access Officer (telephone +44 (0)1865 280355 or email [registry@conted.ox.ac.uk](mailto:registry@conted.ox.ac.uk)).

# Guidance Notes for Accredited Short Course Application Form



Please read these Guidance Notes carefully before you apply.

## 1. How to apply

All applicants should complete the Accredited Short Course Application Form and return it, together with any required supporting materials, to:

**Address:** Course Administrator, Continuing Professional Development Centre, University of Oxford, Rewley House,  
1 Wellington Square, Oxford, OX1 2JA, UK

**Fax:** +44 (0)1865 280151

**Email:** [cpd@conted.ox.ac.uk](mailto:cpd@conted.ox.ac.uk)

## 2. Selection Criteria

Please refer to the course web page for details of any specific selection criteria for this course.

## 3. Completing your application form

We recommend downloading and saving the application form, course specific information form, and reference form before entering any information, and checking that your information has saved correctly before returning the form.

### SECTION B: TAKING THE COURSE FOR ACADEMIC CREDIT

Those wishing to earn academic credit will normally be required to complete and submit an assignment(s). Please see the course web page for information about the assessment methods for this course, and the number of Credit Accumulation Transfer Scheme (CATS) equivalent points that can be obtained.

**Referee details.** If you are intending to take this course for academic credit (see above) you should arrange to have a confidential reference sent directly to the Course Administrator. Please download the *Accredited Short Course Reference Form*, available here: [www.conted.ox.ac.uk/reference](http://www.conted.ox.ac.uk/reference), and complete Section Two (your full name, the title of the course and its start date), before sending to your referee with a request that he or she send a confidential reference on your behalf direct to the Department for Continuing Education at the address given.

### SECTION E: NATIONALITY

**Country of nationality.** Please state the nationality (as stated on your passport, if you have one) that best describes your circumstances. N.B. Please do not enter 'Irish' unless you are a citizen of the Republic of Ireland.

### SECTION F: LANGUAGE SKILLS

English is the language of instruction and students whose native tongue is not English must be sufficiently fluent in English to enable them to study without disadvantage. If your first language is not English, or if your first language is English but you are not a national of the UK, Ireland or a majority English-speaking country recognised by the UK Visas and Immigration (UKVI), you must supply suitable evidence that you have reached the higher level of English proficiency before any offer of a place can be confirmed. Further details can be found on the University of Oxford website:

<https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide#wssl=1#content-tab--3>

**English language requirement waiver.** The requirement to provide documentary proof of proficiency in English may be waived, at the discretion of the University, in cases where a candidate has successfully completed a programme of study at a recognised institution where the medium of instruction was English, or for other similar reasons. **If you wish to apply for a waiver of the normal requirement, you should include a letter with your application outlining the reasons why you should be exempted from the requirement.**

### SECTION G: ENGLISH LANGUAGE PROFICIENCY TEST RESULTS

Please list details and results of any English Language Proficiency Tests you have taken in this section. Please include the constituent scores (normally reading, listening, speaking, and writing) as well as the overall score.

## SECTION H: HIGHEST QUALIFICATION

Please give details of your highest qualification, regardless of whether it is relevant to the course you are applying for.

If you have been asked to submit a CV alongside your application form, please ensure you have detailed all of your qualifications, both academic and professional.

## SECTION I: CURRENT / MOST RECENT EMPLOYMENT

Please give details of your current (or most recent) employment including job title, name of employer, and dates of employment.

If you have been asked to submit a CV alongside your application form, please detail all of your work experience, including any relevant non-paid work experience. Please give your job title, name of employer, dates of employment, and a brief description of the duties of each post. If you have part-time experience please list the proportion of time employed for each position (0.2, 0.5 FTE etc.).

## SECTION J: STATEMENT OF PURPOSE

Please use this section to submit a brief 'statement of purpose' explaining your motivation for attending this course. You may wish to consider the following when writing your statement:

- What relevant academic, research, or practical experience do you have?
- Why are you applying for this particular course?
- Which areas of study within the subject interest you?

The statement must be written in English; an English translation by a third party from your own work is not acceptable. The statement must be entirely your own original work, except where clearly indicated.

## SECTION K: FUNDING

Some courses offer scholarships and/or bursaries. If you intend applying for one please tell us in this section of the application form. Please note that you must also follow the application procedure on the course web page, indicating that you are applying for funding in this section does not constitute an actual application. Unfortunately not all courses have scholarships or bursaries available; please check the course web page for further details.

## SECTION L: INVOICE DETAILS

If you are offered a place on the course it will remain provisional until payment has been made in full, after which it will be confirmed. Until it is confirmed you will not be able to attend the course or access any online course materials (if applicable). Your provisional place may be offered to another applicant but we will make reasonable endeavours to contact you beforehand to offer you an opportunity to pay the fees and confirm your place. You should read the Terms and Conditions relating to the course, which are available on the course web page. Full details of how to pay will be provided with your invoice.

## SECTION O: DECLARATIONS

**Signature.** If you intend to email your completed application form, we accept electronic signatures or your name typed in full.

**Computer access.** Almost all of our courses now contain some element of online learning so it is essential that you have ready access to a computer and the internet. Most assessed work must be submitted electronically. Full details of suggested computer specifications can be found here: <http://onlinesupport.conted.ox.ac.uk/technicalsupport/yourcomputer.php>.

**Skills.** It is also important that you have basic computing skills. If you have never used the computer functions listed in this section we recommend that you obtain training before coming on this course. Information about improving your computing skills can be found here: <http://onlinesupport.conted.ox.ac.uk/TechnicalSupport/ImprovingComputingSkills.php>.

**Supporting materials.** Some courses require extra documentation to be submitted with your application form; any documentation required will be detailed on the course web page. Any supporting materials must be written in English; an English translation by a third party from your own work is not acceptable. Any supporting materials must be entirely your own original work, except where clearly indicated. Please ensure that you have checked which supporting documents you are required to submit with your application. Failure to submit the correct supporting documentation may delay your application.

## SECTION Q: DISABILITY / LONG TERM HEALTH CONDITIONS

**Applications from students with disabilities are viewed on exactly the same academic grounds as those from other candidates.** The University is committed to making arrangements to enable those with disabilities to participate as fully as possible in student life, and it is, therefore, helpful to know in advance about the nature and degree of an applicant's disability, or of his or her particular needs. The information requested in this section of the application form will also allow the University to make decisions about provision for those with disabilities, and the monitoring of participation rates by particular groups of people locally and nationally.

## 4. Consideration of applications

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Applications will be reviewed by the programme management to determine whether you meet the eligibility requirements for admission. We may contact you to discuss the course and your previous experience.