DEPARTMENT FOR CONTINUING EDUCATION  
APPLICATION FORM FOR UNDERGRADUATE STUDY 2019~20  
Please write in BLOCK CAPITALS using black ink. COMPLETE ALL SECTIONS

**SECTION A: Course to which you are applying**  
(for entry in the academic year commencing October 2019)  
This form may only be used to apply for one course. If you wish to apply for more than one course, you must submit a separate application each time.  
Give the title of your course as given on the Department for Continuing Education website  
http://www.conted.ox.ac.uk

**SECTION B: Personal Details**  
Please enter your name exactly as it appears on your passport or other official document. If you go by a name that is not listed on your official document(s), you can enter this in the Preferred Name field.  
TITLE (Mr, Miss, Mrs, Ms, Dr, Professor, Mx¹, Reverend, No Title):

<table>
<thead>
<tr>
<th>GIVEN NAME (Forename):</th>
<th>PREFERRED GIVEN NAME (Forename):</th>
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MIDDLE NAME(S)

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<tr>
<th>FAMILY NAME (Surname):</th>
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PREVIOUS FAMILY NAME (Surname) if applicable:  
Effective Date (dd/mm/yyyy)  
From:  
To:

PREVIOUS GIVEN NAME (Forename) if applicable:  
Effective Date (dd/mm/yyyy)  
From:  
To:

<table>
<thead>
<tr>
<th>DATE OF BIRTH: day _ _ / month _ _ / year _ _ _ _</th>
<th>SEX: FEMALE ☐</th>
<th>MALE ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>(dd/mm/yyyy)</td>
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</tbody>
</table>

¹ Mx (Mixter) is a gender-neutral title for those who do not wish to use a gender-specific title or who identify as transgender.
SECTION C: Contact Information

EMAIL ADDRESS

ALTERNATIVE EMAIL ADDRESS

TELEPHONE (If you give more than one, please indicate which is the primary contact number)

<table>
<thead>
<tr>
<th>TYPE (Mobile/cell, work/home/evening etc)</th>
<th>COUNTRY CODE (if outside UK)</th>
<th>AREA CODE (if applicable)</th>
<th>NUMBER</th>
</tr>
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</tbody>
</table>

HOME ADDRESS

COUNTRY: POSTAL / ZIP CODE:

ADDRESS:

CORRESPONDENCE ADDRESS (if different)

COUNTRY: POSTAL / ZIP CODE:

ADDRESS:

EFFECTIVE DATES FOR CORRESPONDENCE ADDRESS: From: day __ /month __ /year __ __

To: day __ /month __ /year __ __

SECTION D: Nominated Third Party

The University of Oxford will normally only discuss your application with you. If you wish to nominate a third party with whom we may discuss your application and accept direction on its handling, please provide their details. Please note that a nominated third party will be able to amend or withdraw the application on your behalf.

Do you wish to provide details of a nominated third party? £ YES £ NO

Name of nominated third party: Email address of nominated third party: Date of birth of nominated third party:
SECTION E: Nationality and Citizenship

The details you provide on this page will be used to determine your fee status. The details you give below should reflect your current situation, at the date you submit your application form.

COUNTRY OF BIRTH:

COUNTRY OF NATIONALITY/CITIZENSHIP

In this section, give details of the countries of which you have nationality and the start date(s). If you have been a national of a country since birth, use your birth date as the 'From:' date under 'start date of nationality'. Please only include nationalities that you currently hold.

If you are NOT a national of an EEA country (Including UK, Channel islands, Isle of Man) or Switzerland, please give the number, nationality and expiry date of the passport that you intend to use to enter the UK.

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Start Date of Nationality from (dd/mm/yyyy)</th>
<th>Passport Number</th>
<th>Country of issue</th>
<th>Passport Expiry Date (dd/mm/yyyy)</th>
</tr>
</thead>
</table>

If dual national:

Do you expect to require a visa to enter the UK for your study? £ YES £ NO £ UNCERTAIN

ORDINARY RESIDENCE AND LEAVE TO REMAIN:

- Your country of ordinary residence is the country in which you are normally resident, out of choice and for a settled purpose, apart from temporary or occasional absences. It is not a country in which you are studying, working or living temporarily.

- EU nationals only: if you currently live in the UK for the purpose of full-time education only, you should enter the relevant UK region (England, Northern Ireland, Scotland or Wales) as your current residence and the country where you otherwise reside as your previous residence. The end date for your previous residence should be entered as the day before you arrived in the UK.

- If you have been ordinarily resident in a single country since birth, please enter your birth date in the 'From:' field for the ‘current country of ordinary residence’ question.

  If you have been ordinarily resident in more than one country, your dates of residence must not overlap. You must include an end date for your previous country of ordinary residence, which must be at least one day before the start date of your current country of ordinary residence.

<table>
<thead>
<tr>
<th>Country</th>
<th>FROM (dd/mm/yyyy)</th>
<th>TO (dd/mm/yyyy)</th>
</tr>
</thead>
</table>

I am an EU national resident in the UK for the main purpose of full-time education. £ YES £ NO

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, when was it granted? (dd/mm/yyyy) ...........................................


### SECTION F: Details of Current & Previous Education

If you have any secondary or further education qualification, please tick ALL boxes that apply.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Level</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE / O Level</td>
<td>£</td>
<td>GNVQ / GSVQ (Specify level)</td>
</tr>
<tr>
<td>Highers / A Level</td>
<td>£</td>
<td>NVQ / SVQ (Specify level)</td>
</tr>
<tr>
<td>HNC / HND</td>
<td>£</td>
<td>Foundation course at FE level</td>
</tr>
<tr>
<td>Baccalaureate Access-level course</td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

Other (please specify):

---

Have you ever studied with the Department for Continuing Education or otherwise at the University of Oxford before?  

- £ YES  
- £ NO  

---

If you have any higher education qualifications, please give details. Please include ANY courses taken with the Department for Continuing Education. (If your qualification was from a non-UK institution, you do not need to convert your qualification into the UK system.)

<table>
<thead>
<tr>
<th>University / Institution attended</th>
<th>Start Date (dd/mm/yyyy)</th>
<th>Date of completion / expected completion (dd/mm/yyyy)</th>
<th>Qualification obtained or studying for (e.g. BA, MSc)</th>
<th>Main subject (e.g. Chemistry, English)</th>
<th>Result/expected result (grade, GPA, classification etc.)</th>
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</table>
If you require a Tier 4 student visa, please give details below of any periods of study (including non-degree level courses), complete or incomplete, undertaken in the UK that are not already listed above. You should include years abroad spent in the UK while registered at an overseas institution. Please list start and end dates, course title, level and institution.

<table>
<thead>
<tr>
<th>University / Institution attended</th>
<th>Start date (dd/mm/yyyy)</th>
<th>Date of completion/expected completion (dd/mm/yyyy)</th>
<th>Course title</th>
<th>Level</th>
</tr>
</thead>
</table>

Have you undertaken degree-level study at any institution, either in the UK or worldwide, which you have not completed, excluding any qualification you are currently studying towards?

£ YES £ NO

If “Yes”, please state the course(s) and the institution(s) and the reason(s) the qualification was not completed:

Are you planning to begin, or to continue studying for, a degree at any institution, either in the UK or worldwide, at the same time as you would also be studying at Oxford for the course for which you are now applying? (This includes studying for any other course with the Department for Continuing Education that leads to a University certificate or diploma)

£ YES £ NO

If “Yes”, please provide details of the course and the institution and how you believe it will be possible to pursue both courses at the same time. Please note that the Department does not normally permit concurrent registration for more than one course leading to a certificate, diploma or degree (see https://www.conted.ox.ac.uk/courses/webfiles/Policy/ConcurrentRegistration.pdf)

SECTION G: English Language Skills

Is English your first language?

£ YES £ NO

If no, have you completed, or are you completing, a full-time qualification equivalent to a UK degree entirely taught and assessed in English?

£ YES £ NO

Have you completed a course under a United Kingdom Tier 4 child visa?

£ YES £ NO
## SECTION H: English Language Proficiency

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 Home Office (www.graduate.ox.ac.uk/englishproficiency), you must either supply an English test result or upload a letter written by you explaining why you are requesting a waiver to the English language test. The University is unable to waive the requirement for an English Language test if it is required for visa purposes, unless you fulfil the requirements in the Application Guide (www.graduate.ox.ac.uk/applicationguide).

If you have IELTS (Academic), TOEFL or Cambridge Certificate test results which will be less than two years old when your course commences, please enter them below. Only enter information where you have received the results - if you do not have test results at the time of applying, you can still submit your application without these scores and send them separately later. You may be required to demonstrate a particular level of English language proficiency to the University for academic or visa reasons. Please check the English language requirement for your course on the Department’s website (www.conted.ox.ac.uk).

Please enter details of any relevant test(s) that you have taken (i.e. TOEFL, IELTS, Cambridge CPE, Cambridge CAE) and for which you have the results. English language tests should have been taken within two years of the start of your course. If you do not have the test results at the time of applying, you can still submit your application without these scores and email them to the appropriate email address in "SECTION O: Submitting your application".

<table>
<thead>
<tr>
<th>Test type (e.g. TOEFL, IELTS, etc)</th>
<th>Date taken</th>
<th>Overall result</th>
<th>Component Scores (where given)</th>
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<tr>
<td></td>
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<td>Listening</td>
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I intend to submit a test waiver request with my supporting materials.

£ YES £ NO

For more information on test waivers please see the Application Guide: http://www.graduate.ox.ac.uk/applicationguide.

### Knowledge of other languages

If you have a working knowledge of languages other than English (including your native language), please specify, and state whether the level of your competence in Reading, Writing, Speaking and Understanding is Advanced, Intermediate or Basic.

<table>
<thead>
<tr>
<th>Language</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
<th>Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced, Intermediate, Basic</td>
<td>Advanced, Intermediate, Basic</td>
<td>Advanced, Intermediate, Basic</td>
<td>Advanced, Intermediate, Basic</td>
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SECTION J: Referees

See Appendix C for reference form.

One reference is required for all courses except the Undergraduate Advanced Diplomas in Data and Systems Analysis and in Local History, for which two references are required.

Please enter contact details for your referee(s) below.

References should be academic or professional. Family members, friends and neighbours may not act as referees.

Please ask your referee to send the reference directly to us at undergraduate@conted.ox.ac.uk quoting your full name and the course to which you are applying, and we will add it to your application.

<table>
<thead>
<tr>
<th>Referee title, name and role</th>
<th>Referee institutional/professional postal and email address</th>
<th>Type of reference (academic or professional)</th>
<th>Reference requested</th>
</tr>
</thead>
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<td></td>
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<td>£</td>
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SECTION K: Proposed Funding Arrangements

Please indicate the main source(s) of funding you plan to use to fund your fees and any additional costs. This will not affect the assessment of your application in any way.

<table>
<thead>
<tr>
<th>Proposed funding sources e.g. savings, family, scholarship, etc (if student loans etc, please specify)</th>
<th>Amount of funding per year (£) (if known)</th>
<th>Period covered (e.g. 1 year, 2 years etc)</th>
<th>Status</th>
<th>Intend to apply</th>
<th>£</th>
<th>Applied for</th>
<th>£</th>
<th>Firmly secured</th>
<th>£</th>
</tr>
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<td></td>
<td>£</td>
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<td>£</td>
<td></td>
<td>£</td>
<td></td>
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</table>

Departmental Bursary Applications and Student Loans

Are you applying for a Departmental bursary / scholarship? £ YES £ NO

(see https://www.conted.ox.ac.uk/students/sourcesoffunding/index.php)

Are you applying for UK Student Loan? £ YES £ NO
### SECTION L: Additional Information

Date unavailable for interview:

Please indicate your current occupation:

Please indicate your future career plans:

### INFORMATION ABOUT FUTURE COURSES

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 wish to receive such information, please tick the following box.

I wish to receive news about Continuing Education courses, events, news and research. £

### SECTION M: Supporting Documents Checklist

Supporting documents are required with all applications.

All applications require supporting documents to be submitted to make them complete; please check on the Departmental website which documents are required for the course for which you are applying. If any required documents are missing, the Department may not assess your application.

If you encounter difficulties in gathering the documents in time for the deadline, please contact the relevant person in the Department for your course (see contact details in ‘Section O: Submitting your application’ or refer to the website for your course, for details). We may be able to suggest ways to help you meet our requirements, but only if you contact us well in advance of the application deadline.

For the purpose of processing your application, your submitted documents will be scanned and merged into a single PDF document. By submitting your application, you agree to your documents being managed in this way.

Please read carefully the instructions on the reference form at Appendix C.

### MANDATORY FOR ALL COURSES

- **A short statement** (This should be between 200 and 400 words, depending on the course. Please check the ‘How to apply’ section of the course website for information on the number of words required). Your statement should include details of previous experience in the subject and membership of relevant societies or groups.

- **References**: See Section J and complete Appendix C.

- English Language Test results or waiver letter (If applicable) - see Section H above.
ADDITIONAL ITEMS THAT MAY BE COMPULSORY FOR YOUR APPLICATION

All material must be entirely your own original work, except where clearly indicated.

- A current C.V. (Foundation Certificates in English Literature and in History)
- An outline of your literary interests (Foundation Certificate in English Literature)
- A portfolio of your work (Undergraduate Diploma in Creative Writing - check website for specific requirements)
- Details of your computing experience and computer system (Undergraduate Advanced Diplomas in IT Systems Analysis and Design and in Local History)
- Copies of your university / college transcripts and/or certificate (Undergraduate Advanced Diploma in British and European Studies)
- Information on preferred subject areas and mode of study (Certificate of Higher Education) – please complete Appendix D.

SECTION N: Final Checklist

Please confirm that you have:

£ Filled out all required sections of the application form
£ Gathered together all supporting materials required for your course
£ Sent the Reference Form(s) (Appendix C) to your named referee(s) and told them the correct Deadline.
£ Signed the declaration.

Before reading and signing the declaration below, please complete Appendix A.

SECTION O: Submitting your application

Once your application is complete, please send it to the relevant address below, either in hard copy or by email. If you send it by email, please put ‘Application for [course title]’ in the subject line:

All courses EXCEPT those listed below:
Email to: undergraduate@conted.ox.ac.uk
Post: Award Programme Administrator, Oxford University Department for Continuing Education, Ewert House, Ewert Place, Summertown, Oxford, OX2 7DD, United Kingdom

- Certificate of Higher Education:
  Email to: certhe@conted.ox.ac.uk
  Post: Weekly Class Office, Oxford University Department for Continuing Education, Ewert House, Ewert Place, Summertown, Oxford, OX2 7DD, United Kingdom

- Undergraduate Advanced Diploma in British and European Studies:
  Email to: ipbes@conted.ox.ac.uk
  Post: British & European Studies, Oxford University Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, OX1 2JA, United Kingdom.

- Undergraduate Advanced Diploma in IT Systems Analysis and Design, and Undergraduate Advanced Diploma in Local History:
  Email to: internetcourses@conted.ox.ac.uk
  Postal applications are NOT accepted for these two courses.

We shall acknowledge receipt of your application by email to the address you have given in Section C. Please note however that this is not a confirmation that your application is complete or that it has arrived on time.
SECTION P: Data Protection Notice and Declaration

Please read the following Data Protection Notice and Declaration carefully. By signing the Declaration you confirm your acceptance of the statements which form the Declaration. If you do not sign this form, we cannot process your application.

DECLARATION

I confirm that the information I have provided on this application form is (to the best of my knowledge) true, accurate, current and complete; and I agree to notify the University promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.

I confirm that all supporting work submitted as part of this application is entirely my own original work, except where clearly stated otherwise, and does not include any plagiarised elements.

I accept that if I become a student at the University of Oxford the terms of the University’s Statute XVI relating to intellectual property will apply to me, and that the University will be entitled in accordance with those terms to claim ownership of intellectual property which I produce.

PLEASE NOTE: All admissions decisions taken by the University of Oxford and its Colleges rely on the statements made on the application form and on the supporting documents supplied by you and your referees. This information will be held and used for the purpose of processing your application for study, for student administration and, where relevant, for funding purposes.

If the University, or any College of the University, believes that any information or statement, including references, contained on your application form may not be true, accurate, current and complete, or that any document submitted in support of your application may not be entirely your own original work, except where clearly stated otherwise, it may take any necessary steps to verify that information or statement, or to confirm that any supporting document is entirely your own original work, except where clearly stated otherwise.

As part of the admissions process the University may use a plagiarism detection system. This system screens any written work submitted as part of your application for plagiarism, paraphrasing and collusion. The plagiarism detection system will store on its database any written work submitted for screening. For the University’s definition of plagiarism and more information on how the plagiarism detection system works please see the Application Guide.

If, in the opinion of the University, or any College of the University, any information or statement, including references, provided on this application form is not true, accurate, current and complete, or any supporting document is not entirely your own original work, except where clearly stated otherwise, the University, or any College of the University, retains the right to reject your application. If you have been made an offer by the University, or any College of the University, then the University, or any College of the University, may in these circumstances withdraw or amend that offer. If you have been admitted as a student, you may be subject to disciplinary action which could result in your expulsion from the University and your College.

Please sign in the box below and print your name to accept this declaration:

SIGNATURE:

PLEASE PRINT YOUR NAME:

DATE:

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APPENDIX A

The University of Oxford embraces diversity and seeks to achieve equity in the experience, progression and achievement of all our students. The personal data we collect from applicants and current students enables us to meet our statutory obligations under the Equality Act and assess the impact of our policies and practices on people from different equality groups and put in place appropriate provision and support for all students. We recognise that these are sensitive questions, but hope you will feel able to provide this information, in confidence, to support our efforts to create a more inclusive, diverse and equitable Oxford. Please see the Equality and Diversity Unit website for more information about equality at Oxford.

The information you provide in this section will not form part of the selection process and will not be seen by anyone involved in assessing your application. Your personal information will be treated in accordance with the General Data Protection Regulation (GDPR) and related UK data protection legislation. Full details are set out in Appendix B.

SECTION 1: Ethnicity and Diversity

We recognise that these are sensitive questions, but hope you will feel able to provide this information, in confidence, to support our efforts to create a more inclusive, diverse and equitable Oxford.

| £ Arab | £ Black or Black British - Caribbean | £ Mixed - White and Asian |
| £ Asian or Asian British – Indian | £ Black or Black British - African | £ Other mixed background |
| £ Asian or Asian British – Pakistani | £ Other Black background | £ Other ethnic background |
| £ Asian or Asian British – Bangladeshi | £ Gypsy or Traveller | £ White |
| £ Chinese | £ Mixed – White and Black Caribbean | £ Not known |
| £ Other Asian background | £ Mixed - White and Black African | £ Prefer not to say |

What is your religion or belief?

| £ No religion | £ Buddhist | £ Christian |
| £ Hindu | £ Jewish | £ Muslim |
| £ Sikh | £ Spiritual | £ Any other religion or belief |
| £ Prefer not to say | £ Not known |  

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### What is your sexual orientation?

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<tr>
<th>£</th>
<th>Bisexual</th>
<th>£</th>
<th>Gay man</th>
<th>£</th>
<th>Gay woman/lesbian</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>Heterosexual</td>
<td>£</td>
<td>Other</td>
<td>£</td>
<td>Prefer not to say</td>
</tr>
</tbody>
</table>

### Is your gender identity the same as the gender you were assigned at birth?

<table>
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<tr>
<th>£</th>
<th>Yes</th>
<th>£</th>
<th>No</th>
<th>£</th>
<th>Prefer not to say</th>
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### Do you have day-to-day caring responsibilities for:

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<th>£</th>
<th>Yes</th>
<th>£</th>
<th>No</th>
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<tr>
<td>Another adult</td>
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<tr>
<td>For a dependant child or children under the age of 18?</td>
<td>£</td>
<td>Yes</td>
<td>£</td>
<td>No</td>
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</table>
SECTION 2: Disability

We welcome applications from people with disabilities. Please tell us if you have a disability, including sensory or mobility impairments, long-term mental health conditions, longstanding illnesses or health conditions, autism spectrum conditions, or specific learning difficulties such as dyslexia, dyspraxia and ADHD.

We will not take this information into account when assessing your application, which will be judged on academic merit and potential alone. The information you provide to the University will be treated in line with General Data Protection Regulation (GDPR) (www.admin.ox.ac.uk/councilsec/compliance/dataprotection).

If you accept a place here, we will need to share this information with key individuals in academic, administrative and support roles in order to provide effective support. This will mean sharing your information with our Disability Advisory Service so that they may work with you to put in place any necessary adjustments or provide study support.

You should contact the Disability Advisory Service (www.ox.ac.uk/students/welfare/disability) as soon as possible if you wish to discuss this section, or anything to do with provision for disability-related support for your course.

Please select all that apply.

- £ No known disability.
- £ Prefer not to say.
- £ A specific learning difficulty such as dyslexia, dyspraxia or ADHD
- £ A social/communication impairment such as an autism spectrum condition or disorder.
- £ A longstanding illness or health condition such as epilepsy, diabetes, Crohn's disease, or asthma.
- £ A long-term mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or schizophrenia.
- £ A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring use of a wheelchair, crutches or other mobility aid.
- £ Deaf or a serious hearing impairment.
- £ Blind or a serious visual impairment uncorrected by glasses.
- £ A disability, impairment or medical condition that is not listed.

If not listed, please specify:

If you have selected a disability above - Do you have any additional support needs?

☐ Require use of a wheelchair or other mobility aid
☐ Require step-free/level access or use of a lift
☐ Require personal care assistance for daily living activities
☐ Require living accommodation with specialist equipment (e.g. hoists, height-adjustable beds, adapted bathroom facilities)
☐ Require use of a registered/licensed assistance animal for visual, hearing, mobility, or medical needs
☐ Require use of communication aids. (e.g. BSL interpreter, hearing support system)
APPENDIX B

Postgraduate Applicant Privacy Policy

1. **What is the purpose of this document?**

   The University of Oxford is committed to protecting the privacy and security of your personal information ('personal data').

   This privacy policy describes how we collect and use your personal data during the application process, both before and after you submit your application, in accordance with the General Data Protection Regulation (GDPR) and related UK data protection legislation.

   This policy applies to prospective postgraduate students. It is important that you read this policy, together with any other privacy policy we may provide on specific occasions when we are collecting or processing information about you, so that you are aware of how and why we are using the information. We may update this policy at any time.

2. **Glossary**

   Where we refer in this policy to your 'personal data', we mean any recorded information that is about you and from which you can be identified. It does not include data where your identity has been removed (anonymous data).

   Where we refer to the 'processing' of your personal data, we mean anything that we do with that information, including collection, use, storage, disclosure, deletion or retention.

3. **Who is using your personal data?**

   The University of Oxford\(^2\) is the "data controller" for the information that we obtain from you or others as a result of your application for graduate study. This means that we decide how to use it and are responsible for looking after it in accordance with the GDPR.

   Access to your data will be provided to the staff, including those based in the University's colleges\(^3\), who need to view it as part of their work in carrying out the purposes set out in Section 6. We also share it with the third parties described in section 8.

4. **The types of data we hold about you**

   The information we hold about you may include the following:

   Personal details such as name, title, address, telephone number, email address, date of birth, sex and gender, marital status, and details of dependants;

   - Education and employment information;
   - Information about your use of our IT systems;
   - Visa, passport and immigration information;
   - Funding and financial support information.

   We may also process the following "special categories" of more sensitive personal data:

   - Information about your race or ethnicity, sexual orientation and religious beliefs;

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\(^2\) The University’s legal title is the Chancellor, Masters and Scholars of the University of Oxford

\(^3\) College means any college or Permanent Private Hall
• Information about your health, including any disability and/or medical condition;
• Information about criminal convictions and offences (if applicable to your course).

Special category data will not be available to those assessing your application and will only be used in accordance with section 7.

5. How did the University obtain your data
We collect the vast majority of the information directly from you, such as during your registration to use our online application form, through the application process and after you submit your application. We may also collect additional information from third parties, including referees, former schools, colleges and universities, and government departments and agencies.

6. How the University uses your data
Before you submit your application, we process your data in order to administer our application process, such as to investigate a problem reported by you. Once you submit your application, we process your data for the purpose of processing and assessing your application for study, and for purposes related to your application, such as assessing your eligibility for funding and your financial status.

We set out below those circumstances where it is necessary for us to process your data. (These circumstances are not mutually exclusive; we may use the same information under more than one heading.)

6.1. Because we have a contractual obligation to consider your application
Information processed for this purpose includes the data listed in section 4 above.

We also need to process data under this heading where the University is working with a third party in order to offer you services, for example, those offered by colleges, sponsors (such as research councils), other universities or scholarship benefactors. See section 8 for a fuller list of examples of third party sharing.

6.2. Where we need to comply with a legal obligation
Information processed for this purpose includes, but is not limited to, information relating to the monitoring of equal opportunities. We are also required by law to provide data to various Government departments through the Higher Education Statistics Agency (HESA).

6.3. Where it is necessary to meet our legitimate interests
We also need to process your data in order to meet our legitimate interests or the legitimate interests of others. Examples include, but are not limited to, the following:
• sending you communications containing information on how to complete your application;
• inviting you to take part in applicant surveys or enabling third parties to conduct applicant surveys on our behalf;
• notifying you of changes to course information.

6.4. Where we have your consent
There may be situations where we ask for your consent to process your data, for example pre-application communications for student recruitment purposes (you will always be able to opt out of receiving such communications).
If you fail to provide personal information under 6.1 or 6.2 above, we may not be able to meet our contractual obligation to consider your application or to comply with our other legal obligations.

**Change of purpose**

We will only process your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Please note that we may process your data without your knowledge or consent where this is required or permitted by law.

**7. Special category data and criminal conviction data**

Special category data and criminal conviction data require a higher level of protection. Listed below are examples of processing activities that we regularly undertake in respect of these types of data. In addition to the activities listed below, it may sometimes be necessary to process this sort of information for exceptional reasons, for example, because it is necessary to protect your vital interests or those of another person. We may also process your special category data to identify your eligibility for certain scholarships (e.g. female only STEM scholarships).

**7.1. Disability**

We will process data about any disability in order to make any arrangements or adjustments required in relation to your application (e.g. to arrange access for interviews) and/or to monitor equal opportunities. This processing is necessary to meet our legal obligations.

**7.2. Criminal conduct**

Data about criminal convictions or barring decisions will only be collected if you have applied for certain courses, and where we are legally required to do so. If a course requires additional screening you will be advised before the screening takes place. Processing of this nature is necessary to meet our legal obligations and will be subject to suitable safeguards.

**7.3. Racial or ethnic origin, sexual orientation and religious belief**

Data about your racial and ethnic origin, religious belief or sexual orientation will only be processed where you have volunteered it and where we need to process it in order to meet our statutory obligations under equalities and other legislation. This processing is considered to meet a substantial public interest.

**8. Data sharing with third parties**

In order to perform our contractual and other legal responsibilities or purposes, we may, need to share your information with the following types of organisation:

1. Colleges;
2. External organisations providing services to us, for example our plagiarism detection system;
3. External organisations offering University-sponsored services including student surveys;
4. The governmental departments or agencies responsible for immigration and student loans;
5. If you have or are seeking a particular relationship with a third party, for example, because of an exchange scheme;
6. Sponsors or benefactors of funding and financial support;
7. Other Higher Education institutions as part of formal partnerships.

Where information is shared with third parties, we will seek to share the minimum amount necessary.

All third-party service providers that process data on our behalf are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

9. **Transfer of your data outside of the European Economic Area (EEA)**

There may be occasions when we transfer your data outside the EEA, for example, to obtain a reference or to verify information in your application. Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract;
- or the transfer is governed by approved contractual clauses.

10. **Retention Period**

We will retain your data only for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements. Details of the retention periods for different types of student data are available here.

If you enrol as a student, your data will be processed in accordance with our student privacy policy which is available here.

11. **Your rights**

Under certain circumstances, by law you have the right to:

- **Request access** to your data (commonly known as a “subject access request”). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **Request correction** of your data. This enables you to ask us to correct any incomplete or inaccurate data we hold about you.
- **Request erasure** of your data. This enables you to ask us to delete or remove your data in certain circumstances, for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **Object to processing** of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- **Request the restriction of processing** of your data. This enables you to ask us to suspend the processing of your data, for example if you want us to establish its accuracy or the reason for processing it.

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4 The EU plus Norway, Liechtenstein and Iceland
• Request the transfer of your data to another party.

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop. However, where you have consented to the processing (for example, where you have asked us to send you certain types of communication), you can withdraw your consent at any time, by emailing us at undergraduate@conted.ox.ac.uk. In this event, we will stop the processing as soon as we can. If you choose to withdraw consent it will not invalidate past processing and it may impact our ability to provide particular additional services to you. Further information on your rights is available from the Information Commissioner’s Office (ICO).

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, please contact the University’s Information Compliance Team at data.protection@admin.ox.ac.uk. The same address can be used to contact the University’s Data Protection Officer. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

If you remain dissatisfied, you have the right to lodge a complaint with the ICO at https://ico.org.uk/concerns/.

12. Keeping your data up-to-date

It is important that the data we hold about you is accurate and current. You can access, amend and delete your data yourself until the point at which you submit your application to the University. Please keep us informed of any changes after you submit your application.

13. Changes to this privacy policy

We reserve the right to update this privacy policy at any time, and will seek to inform you of substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.
APPENDIX C TO APPLICATION FORM CEUG2019

REFERENCE FORM

Name of applicant  ____________________________  
Course applied for  ____________________________  
Deadline reference is required by  ____________________________  

Notes to the applicant  
Enter your details above and send a copy of this page to your referee, asking him/her to provide a reference by email direct to us. 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 above, who is applying for a place on a 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 an intensive course? 
• Are you able to support their application without reservation? 
• Is there any other information you consider relevant to this application?

In writing your reference, please be sure you include the full name of the applicant, and the course for which they are applying, together with your name, address, telephone number and email address, and that you date the reference.

Please send your reference by email to the relevant email address below. Please be sure to put the course title and applicant’s family name in the subject line of your email.

All courses EXCEPT those listed below: 
Email to: undergraduate@conted.ox.ac.uk

Certificate of Higher Education:  
Email to: certhe@conted.ox.ac.uk

Undergraduate Advanced Diploma in British and European Studies:  
Email to: ipbes@conted.ox.ac.uk

Undergraduate Advanced Diploma in IT Systems Analysis and Design, and Undergraduate Advanced Diploma in Local History:  
Email to: internetcourses@conted.ox.ac.uk

If you are unable to email your application, please send a hard copy by post to Oxford University Department for Continuing Education, Ewert House, Ewert Place, Banbury Road, Oxford, OX2 7DD, United Kingdom. Please write the course title on the envelope.
1. 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. The available areas are listed below. Please indicate, by ticking ONE of the boxes, which subject area you would like to specialise in.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archaeology</td>
<td>£</td>
</tr>
<tr>
<td>Architectural History</td>
<td>£</td>
</tr>
<tr>
<td>Art History</td>
<td>£</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>£</td>
</tr>
<tr>
<td>Have not decided yet</td>
<td>£</td>
</tr>
<tr>
<td>English Literature</td>
<td>£</td>
</tr>
<tr>
<td>History</td>
<td>£</td>
</tr>
<tr>
<td>Philosophy</td>
<td>£</td>
</tr>
<tr>
<td>Political Economy</td>
<td>£</td>
</tr>
</tbody>
</table>

2. Choosing your subsidiary subject areas
Students taking the Certificate also take modules in one or more subjects other than their main subject area. The available areas are listed below. 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.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archaeology</td>
<td>£</td>
</tr>
<tr>
<td>Architectural History</td>
<td>£</td>
</tr>
<tr>
<td>Art History</td>
<td>£</td>
</tr>
<tr>
<td>Classics</td>
<td>£</td>
</tr>
<tr>
<td>Computing and Mathematics</td>
<td>£</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>£</td>
</tr>
<tr>
<td>Economics</td>
<td>£</td>
</tr>
<tr>
<td>Environmental Conservation</td>
<td>£</td>
</tr>
<tr>
<td>Film Studies</td>
<td>£</td>
</tr>
<tr>
<td>History and Politics</td>
<td>£</td>
</tr>
<tr>
<td>Languages</td>
<td>£</td>
</tr>
<tr>
<td>Literature</td>
<td>£</td>
</tr>
<tr>
<td>Local and Social History</td>
<td>£</td>
</tr>
<tr>
<td>Music</td>
<td>£</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>£</td>
</tr>
<tr>
<td>Philosophy</td>
<td>£</td>
</tr>
<tr>
<td>Political Economy</td>
<td>£</td>
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<tr>
<td>Psychology and Counselling</td>
<td>£</td>
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<tr>
<td>Religious Studies</td>
<td>£</td>
</tr>
<tr>
<td>Have not decided yet</td>
<td>£</td>
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</table>

3. 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 indicate, by ticking ONE of the boxes, how you expect to study for the Certificate.

<table>
<thead>
<tr>
<th>Mode of Study</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mainly online</td>
<td>£</td>
</tr>
<tr>
<td>Mainly face-to-face</td>
<td>£</td>
</tr>
<tr>
<td>About the same amount of each</td>
<td>£</td>
</tr>
<tr>
<td>Have not decided yet</td>
<td>£</td>
</tr>
</tbody>
</table>

To qualify for the award of the Certificate, you are required to complete with credit at least ONE module at a face-to-face class. You are required to do this after you have registered for the Certificate. Please indicate, by ticking ONE of the boxes below, how you expect to fulfil this requirement.

<table>
<thead>
<tr>
<th>Class Type</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxford University Summer School for Adults</td>
<td>£</td>
</tr>
<tr>
<td>Weekly Class</td>
<td>£</td>
</tr>
</tbody>
</table>

4. Previous study
Applicants for the Certificate for registration in October 2019 may import credit from Department for Continuing Education classes taken since October 2015, 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.

<table>
<thead>
<tr>
<th>Name of course</th>
<th>Month/Year</th>
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