

Please read the accompanying 'Guidance Notes' and complete this form using typescript or black ink suitable for photocopying. Please ensure that you complete all twelve sections before signing and dating the form on the back page.

Office use only

Student Number: | | | | | | | | | |

1. Programme Details

School: Aston Business School School of Engineering and Applied Science
 School of Languages and Social Sciences School of Life and Health Sciences

Proposed mode of study and start date:

Full-time Part-time Distance Learning (Where available) Proposed start date (Month/year)

Either Taught Postgraduate Programme

State the full title of the programme. If applying for more than one programme, please put in order of preference.

Title of programme:

Or Research Programme

Indicate the degree and type of research for which you are applying and state the research group and proposed research topic/programme:

Research (PhD/MPhil) MSc (by Research) MRes DBA (Doctor of Business Administration)

Type of Research: Internal (on campus) External (off campus)

Research Group: Research Topic:

Title of programme (for MSc (by Research) and MRes only):

2. Personal Details

Surname/Family Name:

Forenames/Given Names:

Title: Mr / Miss / Mrs / Ms / Dr / Other Gender:

Date of Birth: _____
 day month year

Please attach a passport size photograph here

Permanent Address	Address for contact (if different):
.....	Valid from: to:
.....
.....
.....
Postcode:	Postcode:
Telephone: Home	Telephone: Home
Telephone: Work	Telephone: Work
Telephone: Mobile	Telephone: Mobile
Fax:	Fax:
Email:	Email:

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

Please read these guidance notes carefully and also refer to the Postgraduate prospectus or visit our website (www.aston.ac.uk). If you require any additional advice before you wish to submit your application, please contact the relevant School directly or if you are an international student, please email the International Office on international@aston.ac.uk. Applications for admission are considered throughout the year. However, some programmes are very competitive and you are therefore advised to submit your application, where possible, at least 6 months before the start of the programme. If you are a non-EU student and require a student visa to come to the UK, you must also allow sufficient time to submit your visa application form to your local British Embassy / High Commission. Please complete the application form in block letters, in black ink or typescript. If there is insufficient space for any of your answers, please attach an additional sheet. Please note that whilst you can submit a résumé / Curriculum Vitae (CV), you must still complete the application form in full. Failure to do so means that your application is incomplete and may not be considered.

SUPPORTING DOCUMENTATION:

You must supply the following information with your completed and signed application form:

- Certified copies (not the originals) of your official academic transcripts and certificates, showing the subjects taken and the grades / marks you have obtained. If these are in a language other than English, please provide official translations as well.
- Two referee forms and/or accompanying letters of reference / recommendation
- Copy (not the original) of your English language qualification e.g. IELTS or TOEFL (where applicable)
- Research proposal (if applicable)
- Copies of any other documentation which may be used to help support your application

If any of this supporting documentation is not available at the time you wish to submit your application, you must make this clear and ensure that the material is forwarded as soon as possible to allow your application to be fully processed. You are advised that in some instances, a decision on admission will not be made until a complete application is received.

1. PROGRAMME/RESEARCH DETAILS

Please read the University prospectus / website carefully before completing this section. If you are applying as a non-EU international student, you should note that the terms of entry into the UK usually prevent you from registering for a part-time programme. For more information, please refer to www.ukvisas.gov.uk or www.ukcosa.org.uk

- School of Study: Please tick the relevant School.
- Taught programmes: Enter the full title of the proposed programme. If applying for more than one programme, please put in order of preference.
- Research programmes: Please indicate the type of degree and type of research for which you are applying. Please note that there are 4 possible start dates for research programmes: 1 October, 1 January, 1 April and 1 July. It is possible to study on an external basis, or at another institution as well as Aston University. These arrangements must be discussed with the relevant School before an application form is submitted. You must also specify the research group you are interested in. If you are not sure which research group is relevant, you are advised to contact the relevant School directly for advice before submitting your application. Please provide the proposed title / topic of your research on the application form. In addition, you may submit as an attachment, your research proposal which would describe the proposed research, main questions or hypotheses to be addressed, an overview of the methodology and other relevant issues.

2. PERSONAL DETAILS

Please state all your Forenames / Given names / First names and Surname / Family name in the order that they appear on official documents and in the order they should be used. Please provide information on your address. The permanent address is usually your home address. This is the address we will use to contact you unless you specify a correspondence address. If the correspondence address given is temporary, please indicate the dates when you will be living there / able to receive mail there. Most initial information will be sent to you by e-mail, so please ensure you write your e-mail address clearly. Please list all the countries you have lived in for the last four years (for periods of longer than five weeks), and provide the dates you were resident in these countries, e.g. if your country of permanent residence is the UK, but you lived in France for three months, your answer to the question may look like this:

COUNTRY	DATES OF RESIDENCE	PURPOSE OF RESIDENCE
Paris, France	January 2007 – March 2007	Working

3. FINANCE DETAILS

Different levels of tuition fees apply to UK/EU students and non-EU international students. Fees may also vary depending on the programme of study. Please see the Postgraduate Prospectus for further information. In addition to your tuition fees, applicants must also have funding for their living expenses - typically £600 per month. Please provide as much information as possible about how you will be funding your postgraduate study. If you have been awarded a grant / scholarship for all or part of your costs, please enclose a copy of the letter of the award you have received from the grant-awarding body.

4. EDUCATIONAL RECORD

You must provide details of all completed education from 'A' levels or Secondary /High School Leaving Certificate onwards. Please enclose certified copies of your academic transcripts and certificates received to date with your completed application form. If these are in a language other than English, please provide official translations as well. Please make sure that the names of the educational institutions are written in full and not abbreviated to initials – also state the country in which the institution is located. Please indicate your mode of attendance e.g. full-time, part-time or distance-learning, the type of award for which you have studied e.g. BA, BSc or MA and the title used on the degree certificate / transcript. Give the grades you attained e.g. degree classification, Cumulative Grade Point Average (CGPA), score out of 100 etc. For taught MSc programmes in Aston Business School and School of Engineering & Applied Science, you will be required to enter the highest qualification you have achieved in a mathematical or statistical subject (with grade). You will be required to show your original documents, together with official translations into English, on arrival at the University for Enrolment, and any false or missing qualifications will invalidate your application and eligibility to study at Aston University.

5. EXAMS STILL TO BE TAKEN

If you have not yet completed or received your award, you will need to provide the details in this section.

6. ENGLISH LANGUAGE

All applicants are required to provide evidence of their ability in English. It is the admitting School that will determine, as part of the decision on admission, whether an applicant's competence in the English language is sufficient for the programme to which he/she has applied. The minimum English language requirement varies between schools - please refer to the Postgraduate prospectus for the individual programme requirements. These usually include: GCSE / 'O' Level English language, IELTS, or TOEFL, although there are other acceptable qualifications. Please note that IELTS and TOEFL results are only valid for 2 years. Applicants who have already successfully completed, or are successfully completing, a full time university degree in the UK will usually be exempt from these requirements. Applicants who have taken a full time university degree outside the UK which is delivered in the English language may also be considered for an exemption from these requirements. Applicants with less than the minimum English Language requirement may be rejected or asked to retake the relevant examinations. Alternatively, they may need to successfully complete one of the English language courses at Aston University before starting their programme of study. Applicants will be notified at the point of offer of any such conditions.

7. EMPLOYMENT DETAILS

Please give details of your work experience. Please note that relevant work experience is a requirement for some programmes; please refer to the programme listed in the Postgraduate prospectus for further information. Use a separate sheet if necessary.

8. PROFESSIONAL QUALIFICATIONS

You should list here any professional qualifications you hold e.g. The Chartered Institute of Marketing Diploma, or any other non-academic qualification e.g. GMAT (Graduate Management Admissions Test). Please note that the GMAT is not an admission requirement for Aston University but there may be certain circumstances when applicants for Aston Business School programmes will be asked to take the GMAT. If you have already taken it, please write the details here and remember to enclose a copy of the GMAT score with your completed application form.

9. PERSONAL STATEMENT

You must attach a personal statement to this application form. The statement should add any further information which you think is relevant to your application, e.g. personal suitability for research, career aspirations, possible future research interests, further description of relevant employment experience. Also include information about your leisure activities and interests. **Taught Programme applicants:** explain why you wish to join this programme and what benefits you expect to gain. **Research applicants:** give an outline of your proposed research topic. This should be in sufficient detail to enable the relevant research group or supervisor to decide if your experience is appropriate and if your proposed topic is relevant to existing research themes at Aston University. The outline should be a substantial document, typically 6 to 12 pages in length. Please check this with your proposed school before submission.

10. DISABILITY/SPECIAL NEEDS

This section is included for the purposes of monitoring equal opportunities and to ensure that students with a disability know about and have access to appropriate facilities and services. **Applications are judged solely on academic merit.** The University is committed to equal opportunities in its admissions policy and considers applications from candidates with disabilities on the same academic grounds as apply to all candidates. For more information about the facilities and support available at Aston, please visit our website at www.aston.ac.uk/welfareservices/disability or contact the Disability & Additional Needs Unit, Aston University, Aston Triangle, Birmingham B4 7ET. Telephone: 0121 204 4711; Email: danu@aston.ac.uk If appropriate, please enter the code most relevant to you from the list below on the application form and give details of any special requirements or additional support needs you might have:

- | | |
|---|--|
| 00 None | 01 Specific learning difficulty, e.g. Dyslexia |
| 02 Blind or partially sighted | 03 Deaf or hearing impairment |
| 04 Wheelchair user or mobility difficulties | 05 Personal Care Support |
| 06 Mental health difficulties | 07 Unseen disabilities e.g. diabetes, epilepsy |
| 08 Multiple disabilities | 09 Disability/special need not listed above |
| T Autistic Spectrum Disorder e.g. Asperger's Syndrome | |

11. PUBLICITY

Please tick the relevant boxes. This information will help us with our future marketing efforts.

12. REFERENCES

You must provide two references. Members of your family cannot provide references. At least one of your referees should be from the institution where you studied your last university degree. If you intend to apply for a Research Council studentship, this referee should be the Head of the Department in which you studied at that institution. If you have taken a higher degree or some other postgraduate course, one of your referees should be from that institution. If you are currently in permanent employment, one referee should relate to that employment. Please return references / reference forms with this application.

WHAT HAPPENS NEXT?

Send your completed application form and supporting documents to the address listed on the back of the application form. The University will make a decision based on the information you have provided and you will be advised of the decision within a few weeks; please allow up to 6 weeks. You will then receive a letter from the University with the decision – confirming an offer of a place on your chosen programme or advising you that your application has been unsuccessful. The offer of a place may be subject to certain conditions which you have to meet before your admission can be confirmed. You must satisfy these conditions by sending further evidence or completing additional documentation to the University. You may also be asked to submit a deposit along with your acceptance form by a given deadline. This deposit reserves a place on the programme. If you do not comply by the deadline, your place on the programme is then offered to another applicant.