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Application Form

Postgraduate study in
International Primary Health Care

Please complete and return this application form, along with the appropriate documentary evidence (see page 5) by post, to the Postgraduate Admissions Office, University of London, Ground floor, Stewart House, 32 Russell Square, London WC1B 5DN, UK. **Faxed applications will not be considered.** The form should be received in London *as early as possible* but not later than **31 May** in order to allow registration to be completed in time for the start of the course in September. Applications will be considered when **all** the required documentation **and** both references have been received in the Postgraduate Admissions Office.

1–8. Personal details (PLEASE WRITE IN BLOCK CAPITALS)

1. Surname/family name		First/given name(s)	
<input type="text"/>		<input type="text"/>	
2. Please record your names below in the order in which you wish them to appear on the University's records and on your final degree or diploma certificate (i.e. does your family name <i>normally</i> come first or last?).			
<input type="text"/>			
3. Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>
Other	<input type="checkbox"/>	4. Gender	Male <input type="checkbox"/>
		Female	<input type="checkbox"/>
5. Date of birth		<input type="text"/>	<input type="text"/>
		day / month / year	
6. Home address (PLEASE WRITE IN BLOCK CAPITALS)		7. Home contact	
<input type="text"/>		Tel:.....	
<input type="text"/>		Fax:.....	
<input type="text"/>		8. Work contact	
Country:		Tel:.....	
Postal/Zip code:.....		Fax:.....	
Email:			

9. Programme for which you wish to apply Please tick (✓) one

MSc
 Postgraduate Diploma
 Postgraduate Certificate
 Short course(s)

If you are applying for a **Short course(s)** please indicate which module(s) you wish to study:

Quality improvement in primary care
 International comparisons in primary health care

Getting research into practice and policy

10. Degree(s) held or currently being taken

Include the title of the degree, the name of the university or other institution, the classification of award (please indicate if it is an award with Honours), the main subjects studied and date the degree was awarded.

Title of degree	University	Honours Class'n (or GPA)	Subject(s)	Date of award

11. English language proficiency please tick (✓) the relevant boxes

For full details of the English language proficiency requirements see the 'how to apply' section on page 8 of this form

A. What is your first language/mother tongue?

B. If your first language/mother tongue is **not** English please answer the following questions (**you are required to submit documentary evidence in support of your answer(s) to question(s) (i), (ii) and (iv). Your application cannot proceed unless this evidence is submitted*).

(i) Have you had substantial secondary/higher education conducted in English (minimum of 18 months)?

(*documentary evidence required in support)

Yes No

(ii) Have you had substantial recent work experience conducted in English (minimum 18 months)?

(*documentary evidence required in support)

Yes No

(iii) Have you taken a Test of Proficiency in English within the past three years?

Yes No

(if the answer to this question is 'No' – please go to Question 12)

(iv) If 'Yes', please give full details of the name of the test you took; the grade/score/mark you achieved in each element/sub-test **and** the date of the test (**the **original** certificate must be submitted with your application*):

.....

.....

12. Other post-school qualifications (e.g. diplomas, certificates, professional qualifications, etc.)

Title	Institution	Duration (inc. full- or part-time)	Subjects	Date

13. Current employment

Date started	Job title	Employer
Main responsibilities		
.....		
.....		
.....		

14. Previous employment

List up to three previous jobs.

Job title	Employer	From	To

15. Supporting statement – why do you wish to register for this programme?

Please complete in your own handwriting in a minimum of 100 words why you would like a place on this programme. Include any details relating to your education, work experience, skills, interests or current responsibilities that are relevant to this application.

Handwriting area with horizontal dotted lines for text entry.

16. Students with a disability and/or special needs

A. Do you have any condition that may require special examination arrangements to be made (e.g. partial sight, wheelchair user, dyslexia, specific learning difficulties, legally imposed travel restrictions)?

Yes / No (*circle as appropriate*) If 'Yes', please describe your condition(s)/circumstances

.....
.....
.....

B. Taking account of the condition(s)/circumstances that you have described in 'a' above, do you have any special requirements with regard to the materials we will provide in support of your study programme? (e.g. large print)

Yes / No (*circle as appropriate*) If 'Yes', please give details of those requirements

.....
.....
.....

NOTE: In order for this request to be assessed, you must also write **as soon as possible** to the Special Examinations Arrangements Office, at the University of London address, with **full** details of your condition/circumstances, **together with medical/other documentary evidence** in support of your request. If your application for admission is successful and you are given an offer to register for this programme, please note that the offer will be made **subject to approval** being given that the special examination arrangements are possible and/or the study materials can be provided in the format you have requested.

17. Referees

You must ask **two** referees to send **confidential letters of reference direct to the University**. (address at top of page 3 of this form.) You should select referees who are able to comment on your suitability for postgraduate study. At least one referee should have knowledge of your academic work at first degree, or higher, level (this reference should preferably be from the institution at which you studied), but the second may be concerned with your work-related experience.

Name of referee

Title/position held

In what capacity do you know this person?

Address

Post/zip code

Country

Email

Name of referee

Title/position held

In what capacity do you know this person?

Address

Post/zip code

Country

Email

18. Fees

If someone other than yourself will be responsible for paying your fees, please tell us the name and address of your sponsor. Students applying for a scholarship/bursary should state the name of the organisation they are applying to for the scholarship/bursary.

Name

Address

Post/zip code Country

Telephone number Email

19. Submitting your application

Documentary evidence of all your qualifications is needed in order for your application to be considered. This evidence must be submitted to the University together with this application form. Please indicate, by a tick (✓) in the relevant box, the documents you are enclosing. If you are unable to supply the appropriate evidence for one or more of your qualifications, you should also enclose a letter giving your reasons.

1. **Photocopied** evidence of your full name and date of birth (e.g. birth certificate, passport, statutory declaration).....

2a. Your **original** academic and/or professional certificate(s) showing the classification of award obtained (where applicable).....

OR

2b. A photocopy of your original academic and/or professional certificate verified **by the British Council** (if the British Council is unable or unwilling to provide this service you are required to submit the evidence specified in either 2a or 3).....

3. An **original** statement/transcript of your academic studies that has been certified by the institution at which your qualification was obtained

4. Your **original** English Language certificate.....

OR a photocopy of the original certificate/s that has been verified by the British Council (if the British Council is unable or unwilling to provide this service you are required to submit the original certificate).....

Note: all **original** documents submitted by you will be returned by International Registered Delivery after your application has been processed. However, the University will keep **all** photocopies unless you request otherwise.

An original official translation into English must be provided for any evidence required that is not already in English. This translation will be retained by the University.

In addition to the above, please indicate whether you have asked two referees to send confidential letters of reference to the University directly (see 17 above).

For office use only
Documents returned
(if applicable)

Date _____
/ /

DECLARATIONS TO BE SIGNED BY THE APPLICANT

All applications must sign the following declarations

- I declare that the information I have provided and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- I confirm that I have (or will obtain) the computer software and hardware required for this programme as specified in the prospectus.
- I agree to the University of London processing my personal data contained in this form and other personal data that the University may obtain from me or from other people connected with my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.

Signature Date

The purpose of this questionnaire is to help us establish a picture of our potential student body. All the information you give will be treated as confidential. None of the information that you provide will impact on your application. If you complete the following four questions as fully as possible, it will help us to plan our marketing strategy more effectively.

1. Age range (Please ✓)

Under 21 21–26 27–34 35–39 40–44
 45–49 50–54 55–59 60–65 Over 65

2. Nationality

3. Country in which you will be resident for your studies

4. How did you first hear about the University of London External System programme in International Primary Health Care? (Please ✓ as many as apply)

I found it in an online educational directory (e.g. Studylink, Hotcourses, Gradschools).....

I found out at an exhibition

I found out from my university.....

I knew about it from reputation

I saw an advertisement / article about the University of London in a newspaper / magazine

I searched the Internet

From an education agent

A family member or friend

Through the British Council

My employer told me

University College London (UCL) referred me

If you would be prepared to answer further questions about your involvement with the External System, please write your name and address here.

Name

Address.....

.....

.....

Postgraduate study in International Primary Health Care

How to apply and register

Stage 1

Complete the application form and submit it by post (not by fax), together with all the documentation listed on page 5 of the form, to:

Postgraduate Admissions Office
University of London
Ground floor
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom
Tel: +44 (0)20 7862 8376
Fax: +44 (0)20 7862 8363
Email: postgraduate_admissions@london.ac.uk

If you are unable to send all the documentation with your application form, please enclose a letter with the form giving the reasons. You can apply at any time of year, although we would strongly encourage you to apply as early as possible. We **must** receive your application plus *all* documentary evidence *and* references in London **by 31 May** if you intend to take your first examination in May/June (of the following year). If your application form or documentary evidence/references are received after this date, we may not be able to consider your application in time for you to register by the deadline for the next examination. You might have to postpone your first examination until the next sitting.

Stage 2

We will acknowledge receipt of your application form and send you a student number to use as a reference whenever you contact the University. Everyone who applies is allocated a number. You should receive an acknowledgement **within three weeks** of posting your application, but if you do not please contact the Postgraduate Admissions Office at the above address. Please give your full name, the programme for which you have applied and the date you posted your form to help us identify your application.

Stage 3

Your application will be considered only when we have received all your documentary evidence and both references. After due consideration you will be told if your application has been successful or not. You are asked to note that if there is a delay in sending in any of the documentation or your references, we will have to wait to receive them before we can begin considering your application. This is because we need to have as much information about you as possible before we can reach a final decision.

Stage 4

If your application has been successful we will send you:

- a conditional offer of registration for your chosen programme*. Please note that the offer will be valid only for the study year specified in the offer letter (please see note below)
- a fee slip for the registration and course fees
- a registration form on which you indicate your choice of courses
- a copy of the MSc/Postgraduate Diploma/Postgraduate Certificate regulations.

*You are asked to note that there is a limit to the number of students who can be registered for this programme, therefore registration will only be confirmed on payment of the appropriate fee and if there is still a place available for that study year. A student whose registration is not confirmed will be made an offer to register for the following academic year instead.

Stage 5

To register, complete the registration form, fee slip and the form confirming you have completed the induction module. Return them, as soon as possible, together with the registration fee and the course fees for the courses you will be taking at your first examination, to:

Postgraduate External System Registry
University of London
Ground floor
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom
Tel: +44 (0) 20 7862 8314
Fax: +44 (0) 20 7862 8238
Email: postgraduate.registry@london.ac.uk

Although you can register at any time of year, fees must be received **by 31 July** if you intend to take your first examinations in May/June (of the following year).

Stage 6

When you register, we will send you details of how to access the Virtual Learning Environment and other study materials by courier, as soon as possible after we receive the appropriate fees.

Entrance requirements

Academic

A second class honours degree, or the equivalent, in an appropriate subject from a university or other institution acceptable to the University.

AND English language

All students whose first language is not English must be able to provide recent evidence that their spoken and written command of the English language is adequate for the programme of study. The required level for this course is advanced level. This requirement is specified in order to ensure that the academic progress of students is not hindered by language difficulties. The required evidence which you must submit with your application may take the form of either:

1. Substantial education (minimum one year) or work experience (minimum eighteen months) conducted in English and undertaken no more than three years prior to the proposed date of enrolment, or
2. A recently obtained acceptable English language qualification or test result. The qualification or test result must have been awarded no more than **three years** prior to the proposed date of enrolment.

Listed below are all the English language qualifications and tests that are recognised.

International English Language Testing System (IELTS)

Overall grade of 7.5 with a minimum of 6.5 in the listening and reading subtests and 6.0 in the writing and speaking subtests.

Test of English as a Foreign Language (TOEFL) and Test of Written English (TWE) or Essay Rating

Computer based version

Score of 267, plus 5 in essay rating.

Paper based version

Score of 630, plus 5 in TWE.

Internet based version

Score of 109, plus 24/30 in the reading and writing subtests and 20/30 in the listening and speaking subtests.

Cambridge Certificate of Proficiency in English

Pass at grade B.

AND Computing requirements

As this degree is entirely online you must have regular access to a computer with an Internet connection.

A printer and CD-ROM drive are recommended but are not essential.

To test your machine you can take the taster module at: www.londonexternal.ac.uk/iphc/taster.shtml

AND Work experience

At least one year's relevant work experience in primary health care.

Note: Applicants who do not hold the qualifications listed opposite will still be considered, but we will require evidence of your ability to undertake an advanced course of study.

Financial assistance

No financial assistance is available from the University. Some employers in both the public and the private sector may be willing to consider offering financial assistance to their employees.

Students who are resident in the UK can get information on financial assistance to support your learning, contact 0800 100 900 or visit: www.direct.gov.uk/adultlearning

Disabled students who are resident in the UK may also be able to apply for a Disabled Student Allowance (DSA). For a copy of the information leaflet, which answers most of the questions commonly asked about DSA's, please contact either your LEA or the DIUS Information Line on 0800 731 9133 or on textphone 0800 210 280. The information is also available on audio tape or in braille. The guide is available on the DIUS website:

www.dius.gov.uk/studentsupport

Students who are members of the UK Armed Forces should note that the University of London has been approved by the Ministry of Defence in support of the Enhanced Learning Credits (ELC) Scheme (ELC Provider Reference Number 1284). The Scheme provides financial support to eligible Service personnel who wish to enhance their educational or vocational achievements. The ELC administration Service website can be found at: www.enhancedlearningcredits.co.uk

Scholarships

In 2011, the Commonwealth Scholarships scheme is offering 15 scholarships for this programme for students in developing Commonwealth countries. For further information and the application forms please see:

www.londonexternal.ac.uk/iphc/scholarships

Please note: the application deadline for scholarships is **30 April**.

If you have any further questions after visiting the scholarships web page, please email: p.boynton@ucl.ac.uk

Fees

The fees given below refer to the 2010-2011 academic year only and are subject to annual review.

Fees include all core study materials but are exclusive of the cost of sitting examinations outside of London. The cost varies and is payable to your local examination authority.

Flexible payment – pay upfront or pay as go: you choose.

MSc	£7,060
Postgraduate Diploma	£4,595
Postgraduate Certificate	£2,240

These fees are made up of: a registration fee (which is on a sliding scale of £700 for the MSc, £355 for the Postgraduate Diploma and £120 for the Postgraduate Certificate), plus £530 per 15 credits.

Students taking a single module for professional development pay a total fee of £1,159.

Information for students with a disability and/or special needs

The University has a panel that considers applications for special examination arrangements. The aim of the panel is to ensure that a student with a disability is not advantaged or disadvantaged when compared with other students. If you have a disability/special need and may need special examination arrangements (such as extra time or special aids), or as a result of your condition/circumstances, you may wish to apply for your study materials to be provided in an alternative format (e.g. large print), you should complete the relevant section of the application form. You should also write to the Special Needs Coordinator at the following address enclosing medical or other supporting evidence:

Special Needs Coordinator
The External System
University of London
Ground floor, Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom
Fax: +44 (0)20 7862 8349
Email: specialneeds@london.ac.uk

You can request a copy of the University of London's full disability statement. Please refer to the Admissions contact details on page 7, or download it from our website: www.londonexternal.ac.uk/dissn