

National Centre For Project Management Application Form



OFFICE USE ONLY

Date received:

Academic staff signature:

Fee:

MISIS Student Number:

This form is to be used for applications for all Postgraduate Project Management programmes only.

Personal Details

Family Name:

First Name(s):

Previous Name:

Gender:

Male:

Female:

Date Of Birth: (DD/MM/YY)

Title: (Mr/Ms etc)

Address:

Postcode:

Country:

Tel No:

Mobile:

Email:

Course Applied For

Programme Title:

Programme Code:

Start Date:

Mode Of Study:

Full Time

Part Time

Other: (specify)

Fee Payment

Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

Self Funded:

Yes

Who Will Pay
Your Tuition
Fees?

Sponsor (please specify):

Employer (please specify):

Discuss your application with your employer to confirm that they are prepared to pay all or part of your costs. Enclose a letter from your employer (on headed paper) confirming that they will pay your fees, and giving contact details for invoicing.

Disabilities/Special Needs

The University encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on **academic grounds only** and the information you provide will be used to help Middlesex University provide appropriate support. Please tick all that apply.

No Disability

0

Dyslexia

1

Blind/Partially Sighted

2

Deaf/Hearing Impairment

3

Wheelchair User/Mobility Issues

4

Personal Care Support

5

Mental Health Difficulties

6

Unseen Disability: e.g. Diabetes

7

Autistic Spectrum/Asperger's

T

Other Disability Not Listed Here

9

Please Detail Other Disability Or Additional Support Needs:

Residential Information

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

Country Of Permanent Residence:

If UK Please Give County/Borough:

Country Of Birth:

Nationality (as on passport):

If You Are A Non UK National Please Enter Your Passport Number Below And Include A Copy Of Your Passport Photo Page With Your Application:

Have You Ever Lived Outside The UK/EU?

Yes

No

If Yes, Please State Location & Duration:

Have You Entered The UK On A Visa?

Yes

No

If Yes Enter Expiry Date & Visa Number:

Have You Been Granted Indefinite Leave To Remain? If Yes Enter Date:

Please Indicate Your Last Date Of Entry Into The UK/EU:

Highest Qualification

If You Previously Studied At Middlesex, please Enter Student ID:

Please Enter Your Highest Level Of Education. e.g. BSc/MSc:

If This Award Was Taken In The UK Enter Institution Name:

If Taken Elsewhere Please Enter Name & Country:

Academic Qualifications

Please list your qualifications in chronological order with the most recent first. Submit copies of certificates and transcripts where possible.

Note: Printouts from self service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

DO NOT SEND ORIGINAL DOCUMENTATION AT THIS STAGE

Qualifications Achieved

Award Type & Subject	Grade	Institution	Exam Date

Qualifications Pending

Award Type & Subject	Grade Achieved	Institution	Exam Date

English Language Qualifications

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English Proficiency course you have taken.

Qualification Name	Grade Achieved	Exam Date

Employment And Work Experience

Employer's Name & Address	Role & Brief Description Of Duties	Full or Part Time	Dates Employed

Personal Statement

Please ensure that you enclose a personal statement with your application which should outline why you wish to apply for this course. Your statement should be typed and should include:

- Your reasons for choosing the programme of study
- The knowledge and skills you have obtained through your work and/or education (whether paid, voluntary or domestic) which might be relevant to the programme of study
- The work experiences and/or personal developments which have been most important to you
- The challenges facing you in your studies, work and personal career development
- Your future career plans

You **MUST** submit a personal statement for your application to be considered

Declaration Of Criminal Record

In an effort to help the University reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a person, whether of a violent or sexual nature and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent, (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (**however see next paragraph**).

If you are applying for a programme in health or social work which may involve work with children or vulnerable adults, you MUST tell us about any criminal convictions, including spent sentences, cautions (including verbal cautions) and bind-over orders. Due to the nature of these programmes they are exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.

By virtue of the Rehabilitation of the Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment?

Yes

If yes, please state the date and reference number:

Do you have a relevant unspent criminal conviction?

Yes

Applicants who have a previous conviction will not be automatically excluded from the application process. However if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The University may request further disclosure from you and your offence may affect your application.

References

Please submit details of two referees which can be academic or work related.

References from friends and family members will not be accepted

First Referee

Full Name:

Occupation:

Relationship:

Address:

Postcode:

Tel No:

Email:

Second Referee

Full Name:

Occupation:

Relationship:

Address:

Postcode:

Tel No:

Email:

Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by Middlesex University under the provision of the 1998 Data Protection Act.

Signed:

Date:

Forms which are incorrectly completed will delay the decision making process. All applicants must carefully review the form, in particular checking that all required information has been completed in full, and all required attachments included, before sending the form back to the National Centre for Project Management. You are advised to keep a copy of your application for your own records.

The University will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner. Please be prepared to present original copies of all documentation to the University at enrolment for verification.

PLEASE RETURN THIS COMPLETED FORM TO

**National Centre for Project Management
Middlesex University
College House
Bramley Road
London
N14 4YZ
United Kingdom**

Tel: +44 (0)20 8411 2299

Fax: +44 (0)20 8411 5133

Email: ncpm@mdx.ac.uk

Web: www.cs.mdx.ac.uk/ncpm

Checklist

Please verify that all applicable components of your application have been completed and included with your application

- Complete the application form in full, sign and date the declaration above
- Attach copies of all academic documentation including transcripts, certificates, etc (**do not send originals**)
- Personal Statement
- Details of referees
- Photocopies of Home Office documentation and passport to include photograph and personal detail pages
- Discuss your application with your employer to confirm that they are prepared to pay all or part of your costs
- Enclose a letter from your employer (on headed paper) confirming that they will pay your fees and giving contact details for invoicing. Include a purchase order if your company requires this.

Ethnic Origin/Equal Opportunities Monitoring

The University is committed to providing equal opportunities for all. To assist us with our monitoring please choose one selection from the bold options A-F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background.

This form will be separated from your application and the information supplied will be recorded on our computer system for statistical monitoring purposes. This information will not be considered as part of the admissions process.

A) White		B) Black or Black British		C) Asian or Asian British	
British	<input type="checkbox"/> 11	Caribbean	<input type="checkbox"/> 21	Indian	<input type="checkbox"/> 31
Irish	<input type="checkbox"/> 12	African	<input type="checkbox"/> 22	Pakistani	<input type="checkbox"/> 32
Scottish	<input type="checkbox"/> 13	Other Black Background	<input type="checkbox"/> 29	Bangladeshi	<input type="checkbox"/> 33
Welsh	<input type="checkbox"/> 14			Other Asian Background	<input type="checkbox"/> 39
Other White Background	<input type="checkbox"/> 19				

D) Chinese		E) Mixed		F) Other Ethnic Background	
Chinese	<input type="checkbox"/> 34	White & Black Caribbean	<input type="checkbox"/> 41	Not Known	<input type="checkbox"/> 90
		White & Black African	<input type="checkbox"/> 42	Information Refused	<input type="checkbox"/> 98
		White & Asian	<input type="checkbox"/> 43		
		Other Mixed Background	<input type="checkbox"/> 49		