

APPLYING TO STUDY AT SHEFFIELD HALLAM UNIVERSITY

In partnership with the BAC Campus in Botswana

INTRODUCTION

Thank you for your interest in studying at Sheffield Hallam University, in partnership with the Botswana Accountancy College. Contained within this pack is everything you will need to submit your application to us

- An application form
- Two reference forms

You should use this application form to apply for the following programmes:

- Part-time, Postgraduate taught
- Research degrees

Please do not use this form for Undergraduate BA, BSc, HND courses or Bridging course. Applications for these courses should be made through the BAC College Registry Division, on a separate application form.

HOW TO APPLY

In order to study at Sheffield Hallam University, in partnership with the Botswana Accountancy College, you need to submit a completed application form and provide supporting documentation. These notes are intended to help you complete your application form.

Please complete the form by typing, or write clearly using black ink and block capitals. Please make sure that the information you give on the form is clear and easy to read as this will help us process your application as quickly as possible.

We strongly recommend that you keep a copy of your application together with details of when it was submitted and to whom it was addressed.

SUPPORTING DOCUMENTS

In addition to the information required on the form you should also send copies of the following documents with your application:

- 1st degree certificates
- Consolidated mark sheet/degree transcripts
- Certified copy of National ID/Passport

If these certificates/documents are not in English, you must provide a certified translation. If you need to send any additional information later, please be sure to mark each item with your full name, date of birth, address and proposed programme of study.

ENQUIRIES ABOUT YOUR APPLICATION

If you have any enquiries about your application you should use the contact details given below:

The Graduate Office, BAC, Fairground, P/Bag 00319, Gaborone

Email: postgrad@bac.ac.bw;

Office: (+267) 3953062.

WHERE TO SEND YOUR COMPLETED APPLICATION FORM

Please send your complete application form to the

The Graduate Office, BAC, Fairground, P/Bag 00319, Gaborone

Email: postgrad@bac.ac.bw;

Office: (+267) 3953062.

OBTAINING ACADEMIC REFERENCES TO SUPPORT YOUR APPLICATION

You are responsible for:

- Approaching referees and requesting references
- Giving each referee a copy of the reference form with sections 1, 2 and 3 completed
- Explaining about the programme for which you are applying
- Notifying referees of deadlines; you can receive your references from referees in a sealed envelope and return them with your application form.

Completed references should be returned to:
The Graduate Office, BAC, Fairground, P/Bag 00319, Gaborone
Email: postgrad@bac.ac.bw;
Office: (+267) 3953062.

QUERIES AND COMPLAINTS

Queries about the progress of your application should be made to the relevant faculty at BAC. If you have any concerns or complaints relating to the processing of your application, please contact:
The Graduate Office, BAC, Fairground, P/Bag 00319, Gaborone
Email: postgrad@bac.ac.bw;
Office: (+267) 3953062.

Application form

For office use only

Please read the preceding instructions for completing this form.

This form will be photocopied. Please type or write clearly in block capitals in black ink. Tick boxes as appropriate.

1 Your personal and contact details

Title (eg Mr, Ms, Dr etc) Gender Male Female

Last name

First name(s)

Official name (as it appears on your passport/national identity card)

Date of birth day month year Last name on 16th birthday

Address **Home** **Correspondence (if different from home address)**

Line 1

Line 2

Line 3

City

Postcode (UK Only)

Country

Email

Telephone numbers (please include full country and area code)

Daytime Evening Mobile

Applications for nursing and education courses only

Nursing reference number

Teacher ref number (DfES number)

2 Details of your proposed programme of study Complete either taught courses or research programme as appropriate

Taught courses only

Mode of study Full-time Part-time Distance learning Other please specify

Proposed start date month year

Award Cert HE BA, BSc, BEng, BSc MBA, MA, MSc, MEng, PgDip, PgCert

Other please specify

Course title

Year of entry Year 1 Year 2 Year 3

Research programmes only

Mode of study Full-time Part-time Other please specify

Proposed start date month year

Award MPhil PhD DBA, EdD Other please specify

Proposed title/subject/area(s)

Have you confirmed that Sheffield Hallam University caters for your proposed area of research? Yes No

Please provide an outline research proposal (1500 words maximum) – see section 9

3 Nationality

Country of birth (the country where you were born)

Nationality (the country for which you are entitled to hold a passport)

Country of domicile (the country you live in)

4 English language

Do you hold any English language qualifications?

Yes

No

5 Criminal convictions

Do you have any relevant criminal convictions?

Yes No

6 Education

Your application will be considered on the basis of your education. You should therefore give full and accurate details of your education background in this section. For your application to university, you must include details of all relevant qualifications in date order. (Most recent first)

QUALIFICATIONS NOT YET COMPLETED OR CERTIFICATED (Examinations or assessments to be completed, or results not yet published)			
Date of award	Awarding institution	Award and course title	Result Grade Mark or Band

QUALIFICATIONS COMPLETED OR CERTIFICATED (Examinations or assessments for which results are known (including those failed))			
Date of award	Awarding institution	Award and course title	Result Grade Mark or Band

7 Work experience

Your application will be considered on the basis of your work and other relevant experience. You should therefore give full and accurate details of all your relevant previous work experience in this section.

Most recent employment first			
Name and address of organisation	Job title and brief summary of responsibilities/achievements	Dates of employment	
		From	To

8 Membership of professional bodies

Name and address of organisation	Type of membership	Dates of membership	
		From	To

9 Further information in support of application. Please attach additional sheets if necessary.

Taught course applicants – in this section please provide further information in support of your application. You should include a personal statement explaining why you have chosen this course, how your previous education and experience have prepared you for the course, and impact it will have on your future career (if applicable).

Large empty text area for providing further information in support of the application.

Continue on a separate sheet if necessary

10 Referees

	1	2
Name		
Position		
Company/organisation		
Address		
Postcode		
Country		
Email address		
Phone number (including full country and area code)		
Fax number		

11 Financial information

How do you intend to pay for your tuition fees?

Personal/family resources Employer Sponsorship Scholarship Government body Research council

If you are not a self-funding applicant please give the name and address of your sponsor below and enclose a copy of your letter confirming funding.

Name of sponsor

Address

Postcode

Country

Email address

Phone number

(including full country and area code)

Fax number

12 Data protection statement

The information you supply on this form will be used by Sheffield Hallam University in accordance with the Data Protection Act 1998 and other applicable legislation. The University will use the information to process your application and to provide any relevant further information by post, email or text. It will also be used to support the University's marketing and market research activities.

Please tick if you do not wish to receive further information by

Post Text Email Phone

13 Declaration

Please read and sign the declaration statement. I confirm that, to the best of my knowledge, the information given in this form is true, complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by Sheffield Hallam University. I understand that any offer of a place on the above course is subject to my acceptance of the University's terms and conditions, which I have received and read. I understand what they say, and I agree to abide by the conditions set out there. I accept that if I do not fully comply with these requirements, Sheffield Hallam University reserves the right to cancel my application and I shall have no claim against Sheffield Hallam University in relation to this application.

Applicant's
signature

Date

Reference

For office use only

It is the applicant's responsibility to request references, the university will not request references on your behalf.

Please read the instructions below for completing this form.

This form will be photocopied. Please type or write clearly in block capitals in black ink. Tick boxes as appropriate.

Please complete sections 1, 2 and 3 on the reference form before passing to your referee. It is the applicant's responsibility to request references; the university will not request references on your behalf.

1 Applicant's full name

2 Award and title of applicant's proposed programme of study

3 Return address for completed reference

Section 4 to be completed by the referee

4 Referee's details

Name

Position

Company/organisation

Address

Postcode

Country

Email address

Phone number

(including full country and area code)

Fax number

Sections 5, 6 and 7 to be completed by the referee

5 Report on the applicant

How long have you known the applicant?

In what capacity do you know the applicant?

In your opinion is the applicant likely to successfully complete and benefit from the programme of study for which s/he is applying?

Yes

No

Uncertain/don't know

Please explain your response to the previous question and add any further comments

(Please continue on a separate sheet if necessary)

6 Applicant's qualifications

7 Referee's declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete

Referee's signature

Date

Official institutional stamp (if appropriate)

Please return completed forms to the address specified in section 3