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1001
Application Form

**Postgraduate qualifications in
Organizational Psychology and
Human Resource Management**

Please complete and return this **original** application form, along with the appropriate documentary evidence (see over), by post, to the Postgraduate Admissions Office, The External System, 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 **1 October** in order for the registration to be completed in time for the start of the course in February.

1–8. Personal details (PLEASE WRITE CLEARLY AND 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.			
<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"/> <input type="text"/> day / month / year	
6. Home address (PLEASE WRITE CLEARLY AND IN BLOCK CAPITALS)		7. Home contact	
<input type="text"/>		Telephone number:.....	
<input type="text"/>		Fax:.....	
<input type="text"/>		Email:.....	
<input type="text"/>		8. Work contact	
<input type="text"/>		Telephone number:.....	
<input type="text"/>		Fax:.....	
<input type="text"/>		Email:.....	
Postal/Zip code.....			
Country.....			

9–10. Programme for which you wish to apply Please tick (✓) one

9. a) Human Resource Management:

MSc Postgraduate Diploma Short course(s)

b) Organizational Psychology:

MSc Postgraduate Diploma Short course(s)

10. If you are applying as a short course student please indicate below which module(s) you wish to study (up to a maximum of three). *Note: you will **not** be permitted to register for 'Organizational analysis', 'Organizational research' or the Research project.*

11. 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 classification	Subject(s)	Date
.....
.....
.....

12. English language proficiency

A. Is English your first language/mother tongue? Yes No

If 'No' which language do you normally speak

– at home.....

– at work

– what was your language of secondary education?.....

B. Have you passed an examination in English language (for example GCSE/GCE 'O'level, TOEFL or IELTS)?

No (Go to Question 13) Yes If 'yes' please give full details below.

Examination or test	Grade or score	Subject	Date
.....
.....
.....

13. Other qualifications obtained since leaving school

(e.g. diplomas, certificates, professional qualifications, etc.)

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

14. Current employment

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

15. Previous employment

List up to three previous jobs.

Job title	Employer	From	To
.....
.....
.....
.....
.....
.....
.....
.....

16. Fees

If someone other than yourself will be responsible for paying your fees, please tell us the name and address of your sponsor.

Name.....
 Address.....

 Postal/Zip code
 Country.....

17. Referees

You must ask two referees to send **confidential letters of reference direct to the University** (address at top of page 1 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	Name of referee
.....
In what capacity do you know this person?	In what capacity do you know this person?
.....
.....
Address.....	Address.....
.....
.....
.....
Postal/Zip code.....	Postal/Zip code.....
Country.....	Country.....

18. Supporting statement – why do you wish to study for this programme?

You should include any details about your education and work experience, and your current responsibilities which you consider relevant to this application. Please complete this question **in your own handwriting and in a minimum of 100 words.**

A large rectangular area with horizontal dotted lines for handwriting.

20. Submitting your application

Documentary evidence of all your qualifications is needed in order for your application to be considered. This evidence must be posted to the University together with the **original** of this application form.

Please indicate, by a tick (✓) in the relevant box, what 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).....
2. a. Your **original** academic certificate showing the class of award obtained (where applicable).....
 - b. **OR** a photocopy of your original academic certificate 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 evidence specified in either 2a or 2c.).....
 - c. **OR** an **original** statement/transcript of your academic studies that has been **certified by the institution at which your qualification was obtained**.....
- 3 Your **original** TOEFL/IELTS or GCSE/GCE O Level English language certificate (or similar).....

OR a photocopy of your original certificate 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 registered mail after your application has been processed. However, the University will keep **all** photocopies unless you request otherwise.

Please note that 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 question 17).....

For office use only
Documents returned
(if applicable)

Date _____

/ /

DECLARATION TO BE SIGNED BY THE APPLICANT

All applicants must sign the following declarations

- a) I declare that the information I have given and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b) I confirm that I have (or will obtain) the computer software and hardware required for this programme as specified in the leaflet before registering for this programme.
- c) I agree to the University of London processing my personal data contained in this form and other personal data that this 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 _____

Questionnaire on enquiry source

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? *(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..... **1001**
- A family member or friend
- Through the British Council
- My employer told me
- Birkbeck 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.....

.....

How to apply and register

Postgraduate qualifications in Organizational Psychology and Human Resource Management

You can **either** apply online (www.londonexternal.ac.uk/prospective_students/postgraduate/birkbeck/org_psy/apply.shtml) **or** by post, using this application form. Do **not** submit an online application and one by post. If you do, this will inevitably delay **both** applications.

If you decide to apply online, please ensure you print off (or refer to the 'Guidance notes for applications (Postgraduate) (www.londonexternal.ac.uk/forms/online_application_forms/guidance_notes.pdf) **before** you complete the online application.

If you prefer to submit your application by post (not by fax), please follow the instructions below.

Stage 1

Complete the application form and, together with all the documentation listed on page 6 of the form, submit it by post **as soon as possible** but to be received no later than **1 November** to:

Postgraduate Admissions Office
External System
University of London
Ground floor
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom

Tel: +44 (0)20 7862 8376

Email: postgraduate_admissions@london.ac.uk

Notes:

- If you cannot send all the required documentation with your application form, please enclose a letter with the form giving the reasons.
- Please note that faxed applications are not accepted.
- At its discretion, the University may sometimes consider applications received after 1 October. All such enquiries should be made direct to the Postgraduate Admissions Office at the address given above.

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. Please note that we allocate a student number to everyone who applies – it does not mean that you have been accepted for the programme. If you have not received an acknowledgement within **three weeks** of sending in your form, please contact the Postgraduate Admissions Office with details of your full name, the programme for which you have applied, and the date you posted your form/submitted your online 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. Please note that if there is a delay in sending in any of the documentation or references we will have to wait to receive them before we can begin considering your application. This is because we need as much information about you as possible before we can reach a decision.

Stage 4

If your application has been successful, we will send you:

- an offer of registration
- a fee slip
- a registration form
- a copy of the Regulations.

Stage 5

To register, complete the registration form and fee slip and return these, along with the appropriate fee, by **8 January**, to:

Postgraduate Registry
External System
University of London
Ground floor
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom

Tel: +44 (0)20 7862 8377

Fax: +44 (0)20 7862 8238

Email: postgraduate.registry@london.ac.uk

Stage 6

Study will commence in February. We will send you study materials and details of how to log on to the Virtual Learning Environment.

Note:

- Study materials are sent to students once a year (usually by courier) in January. Materials are not normally dispatched at any other time.

Questions about your application

If you have any questions about your application **after** you have applied to us, please contact the Postgraduate Admissions Office at the address given under section 1.

Please note: you can now apply for this programme online. For more information visit: www.londonexternal.ac.uk/ophrm

Academic requirements

A good honours degree or equivalent, in any subject, from an institution acceptable to the University of London.

English language

For all applicants an advanced level of English is required. Applicants may be required to pass, or to have passed within the last three years, at the appropriate level, a test of proficiency in English acceptable to the University of London (e.g. TOEFL, IELTS, GCSE/GCE 'O' Level in English).

Minimum computer specification

You will need to have an IBM-compatible computer with access to the Internet* and meet the following minimum computer specification.

Processor: Pentium 266

Operating System: Windows 98

RAM Memory: 64Mb

Screen resolution: 800 x 600 colour

CD-ROM drive

Modem speed: 56kbps

Free space on hard disk: 100Mb

Browser: Internet Explorer version 5.5

If you already own a PC, check that it meets the minimum specifications above. On older machines it may be possible to increase the memory (RAM) and size of the hard disk to meet these requirements. If you are buying a new PC it will almost certainly meet these specifications. Although the computer software is not compatible with Macintosh computers, you can buy PC emulation software to enable you to run PC applications on a Mac.

*Please ensure that the computer you intend to use when accessing the VLE can accept cookies (students using a corporate or other network should check with their network administrator). Students who wish to use the VLE's offline capability must be able to install software on their computer.

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 may be able to apply for a *Career Development Loan*. Information can be obtained from the CDL Information Line on 0800 585 505 or from their website www.lifelonglearning.dfes.gov.uk/cdl

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 DSAs, please contact **either** your LEA **or** the DfES 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 DfES website:

www.dfes.gov.uk/studentssupport

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

Fees

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

Registration fee	£1,690
Fee per module	£855
Dissertation	£1,710
Fee per module (short course)	£1,022
TOTAL	
Postgraduate Diploma	£6,820
MSc	£10,240

You can choose to pay the fees in one of two ways:

EITHER

Pay the total amount upfront when you register

OR

Pay as you go (a one-off registration fee plus a fee for each module).

SHORT COURSE STUDENTS

Pay a composite fee of £1,022 per module in 2010.

Note: the University reserves the right to make additional charges for issuing revised or replacement study materials. In addition to the University's fees given above, if you are sitting examinations outside London you will have to pay a fee to your local examination centre to cover their costs.

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 8, or download it from our website: www.londonexternal.ac.uk/dissn