

# 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:

- Certified copy of 1<sup>st</sup> degree certificates
- Consolidated mark sheet/degree transcripts
- Certified copy of National ID/Passport
- 2 reference letters (one of which should be from current employer)

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:

School of Postgraduate Studies, BAC, International Fairground, P/Bag 00319, Gaborone

Email: [spgsadmin@bac.ac.bw](mailto:spgsadmin@bac.ac.bw);

Office: (+267) 3953062.

### WHERE TO SEND YOUR COMPLETED APPLICATION FORM

Please send your complete application form to the School of Postgraduate Studies, BAC, International Fairground, P/Bag 00319, Gaborone

Email: [SHUapplications@bac.ac.bw](mailto:SHUapplications@bac.ac.bw);

Office: (+267) 3953062.

### OBTAINING 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.

### 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:

School of Postgraduate Studies, BAC, International Fairground, P/Bag 00319, Gaborone

Email: [spgsadmin@bac.ac.bw](mailto:spgsadmin@bac.ac.bw);

Office: (+267) 3953062

# Application form

**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** ✓

## 1 Your personal and contact details

Title (eg Mr, Ms, Dr etc)	Gender		male <input type="checkbox"/>	female <input type="checkbox"/>
Last name	<input type="text"/>			
First name(s)	<input type="text"/>			
Official name (as it appears on your passport/national identity card)	<input type="text"/>			
Date of birth	day <input type="text"/>	month <input type="text"/>	year <input type="text"/>	Last name on 16 <sup>th</sup> birthday <input type="text"/>
Address	Home	Correspondence (if different from home address)		
	<input type="text"/>		<input type="text"/>	
Postcode	<input type="text"/>		<input type="text"/>	
Country	<input type="text"/>		<input type="text"/>	
E-mail	<input type="text"/>		<input type="text"/>	
<b>Telephone numbers</b> (please include full country and area code)				
Daytime	<input type="text"/>	Evening	<input type="text"/>	
Mobile	<input type="text"/>			
<b>Applications for Nursing and Education courses only</b>				
Nursing reference number	<input type="text"/>			
Teacher Ref Number (DfES number)	<input type="text"/>			

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

<b>Taught courses only</b>				
Mode of study	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Distance learning <input type="checkbox"/>	other <input type="text" value="please specify"/>
Proposed start date	month <input type="text"/>	year <input type="text"/>		
Award	Cert HE <input type="checkbox"/>	BA, BSc, BEng, BSc <input type="checkbox"/>	MBA, MA, MSc, MEng, PgDip, PgCert <input type="checkbox"/>	other <input type="text" value="please specify"/>
Course title	<input type="text"/>			
Year of entry	year 1 <input type="checkbox"/>	year 2 <input type="checkbox"/>	year 3 <input type="checkbox"/>	
<b>Research programmes only</b>				
Mode of study	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	other <input type="text" value="please specify"/>	
Proposed start date	month <input type="text"/>	year <input type="text"/>		
Award	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>	DBA, EdD <input type="checkbox"/>	other <input type="text" value="please specify"/>
Proposed title/subject/area(s)	<input type="text"/>			
Have you confirmed that Sheffield Hallam University caters for your proposed area of research?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

**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

#### English qualification

Awarding organisation

Award and course title

Results (including grade)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date of award or expected award

month

year

#### Applications for postgraduate courses and research degrees only

Was English the language of instruction for your first degree?

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)

<b>QUALIFICATIONS NOT YET COMPLETED OR CERTIFIED</b> (Examinations or assessment to be completed, or results not yet published)			
Date of award	Awarding institution	Award and course title	Result/Grade/Mark/Band

<b>QUALIFICATIONS COMPLETED OR CERTIFIED</b> (Examinations or assessment for which results are known (including those failed))			
Date of award	Awarding institution	Award and course title	Result/Grade/Mark/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, the impact it will have on your future career (if applicable).

Continue on a separate sheet if necessary



## 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, e-mail 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  E-mail  Phone

If at any time you change your mind and you would like the University to stop sending such information, please contact the Department of Marketing, Sheffield Hallam University, Sheffield S1 1WB or e-mail [marketing@shu.ac.uk](mailto:marketing@shu.ac.uk).

If you accept a place at the University and meet the conditions of the offer, the information from your application form will be used to set up a student record on the University's student information (SI) system. Where required this information may be shared with the government or their respective agents to check the accuracy of personal information provided by students against external data sources such as the Higher Education Statistics Agency (HESA), or the Learning Skills Council Individual Learner Record (LSC ILR), returns. The University may also contact other institutions to confirm previous qualifications obtained.

In order to prevent and detect fraud, we reserve the right to, or may be required to, share this information with external organisations such as the police, the Home Office, the Foreign Office, the UK Border Agency and local authorities.

The University does not share the information you have provided with any other third party, except research agencies which assist with or carry out research and service providers who deliver e-mail and text messages on the University's behalf. The University ensures that such agencies will also handle personal data in accordance with the Data Protection Act.

## 13 Declaration

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**

***Please read the instructions below for completing***

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

## The reference process

The person named in Section 1 below has applied for a course at Sheffield Hallam University. They have selected you as their referee. Please complete and return this form to the address given in Section 3.

Unfortunately we cannot consider references submitted by e-mail. If you decide to use this form please remember that it may need to be photocopied and complete the form by typing or writing using black ink and block capitals.

Referees should be aware that under the provisions of the Data Protection Act (1998) applicants may ask the University to disclose references that have been used in the admissions process. References will also be accessible if requested in connection with legal proceedings.

Please tell us if you object to the reference being open to the data subject on request. Please note that the University may decide to disclose the reference without your consent, if it is able to anonymise the information (to protect your identity) or it is considered reasonable to release the reference even though it is possible to identify who wrote the reference. The University will balance the data subject's right of access with your right of privacy.

## The reference report

Please say whether, in your opinion, the applicant is likely to complete successfully and benefit from the programme of study for which s/he is applying and why. Please specify the applicant's general suitability to undertake the course(s) including distinct strengths or areas for improvement. Please specify the nature and grade of qualification, including class of degree, already obtained or expected to be obtained prior to the start of the course.

It would be helpful, if, in addition to any general statement, you would indicate the following in your reference

- how the applicant's achievements compare(d) to those of his/her peers
- for applicants whose first language is not English, their standard of proficiency in written and oral English
- for applicants who hold professional qualifications or have professional experience, how the qualifications and/or experience would contribute to the applicant's suitability

Sections 1, 2 and 3 must be completed by the applicant

### 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	
E-mail address	
Phone number (including full country and area code)	
Fax number	

## 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 Candidate'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

# Reference

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

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There is a PDF version of this form you can download at [www.shu.ac.uk/courses/form.html](http://www.shu.ac.uk/courses/form.html) but you must print off the reference and submit a signed paper copy. Unfortunately we cannot consider references submitted by e-mail. If you decide to use this form please remember that it may need to be photocopied and complete the form by typing or writing using black ink and block capitals.

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Section 4 to be completed by the referee

## 4 Referee's details

Name

Position

Company/organisation

Address

Postcode

Country

E-mail address

Phone number  
(including full country and area code)

Fax number

## 5 Report on the applicant

How long have you known the applicant?

  
  

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Yes

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(Please continue on a separate sheet if necessary)

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Referee's signature

Date

Official institutional stamp (if appropriate)

Please return completed forms to the address specified in Section 3