

Exchange/Study Abroad Application

Form: Guidance Notes

PLEASE ENSURE THAT YOU READ THESE GUIDANCE NOTES CAREFULLY.

Nomination (Applies to exchange students only)

Please note that we cannot accept an application from you unless you have been officially nominated to Oxford Brookes University by your home university.

Exclusions

You should not use this form when applying for full-time/part-time degree courses, postgraduate degrees or EU Associate (European fee paying study abroad) programmes.

Completion of the form

Please complete the application form using the Typewriter tool on the top right hand side corner. Then print out the form and sign it. **Hand written forms will not be accepted.**

Duration of stay

Please indicate the semesters you wish to enrol for.

Disability or special needs

In the box, please enter the code, which is most appropriate to you from the list of statements below. Describe your condition in the space provided and where it is not obvious (i.e. with unseen disabilities); indicate whether you have special needs.

Disabilities/support required:

- 0 None.
- 1 You have a specific learning difficulty (for example, dyslexia).
- 2 You are blind or partially sighted.
- 3 You are deaf or hard of hearing.
- 4 You use a wheelchair or have mobility difficulties.
- T You have Autistic Spectrum Disorder or Asperger Syndrome
- 6 You have mental health difficulties.
- 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition.
- 8 You have two or more of the above.
- 9 You have a disability, special need or medical condition that is not listed above.

Criminal convictions

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions you have.

Relevant criminal convictions are only those convictions for offences against the 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 (but see the next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records

Bureau or the Scottish Criminal Record Office Disclosure Service. We will send you the appropriate documents to fill in.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults.

For these courses, you must tick the box if any of the following statements apply to you.

- a I have a criminal conviction.
- b I have a spent criminal conviction.
- c I have a caution (including a verbal caution).
- d I have a bind over order.
- e I am serving a prison sentence for a criminal conviction.

If statement **e** applies to you, you must also give the prison address as your postal address under the personal details section of the application form and a senior prison officer must support your application.

All other courses

For these courses, you must tick the box if either of the following statements applies to you.

- a I have a relevant criminal conviction that is not spent.
- b I am serving a prison sentence for a relevant criminal conviction.

If statement **b** applies to you, you must also give the prison address as your postal address under the personal details section of the application form and senior prison officer must support your application.

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.

If you enter a tick in the box you will not be automatically excluded from the application process. However, we may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence, simply tell us that you have a relevant criminal conviction. We may ask you for further information.

You may find the following website useful: Criminal Records Bureau www.crb.gov.uk

Fee status

If you live outside the UK, please state the country where you are living as the area of permanent residence.

Passport number

To enable us to issue a Certificate of Acceptance for Studies (CAS), please provide a copy of your passport with your application.

Your home university address

Please provide full contact details including university name, post code and country.

Education

Please provide information on the highest **completed** qualification **for example:**

*Qualification: Abitur - Institution/School: Hamburg School
Country: Germany - Duration: 2 years, Date completed: June 2010*

Support documents

You need to submit along with your application form:

- 1 An up to date academic transcript from your home university – applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.
- 2 Passport copy
- 3 Evidence of English proficiency – please ensure that you provide one of the qualifications accepted by the University (see website for full list)
- 4 Personal statement (**International Study Abroad students only**)
- 5 Academic reference (**International Study Abroad students only**)

Module selection

Please indicate the module(s) you wish to study, specifying both the name(s) and number(s) and the semester in which the module runs. Students normally study the equivalent of 4 single modules per semester. To have full time student status, you will need to take a minimum of 3 single modules per semester. The maximum amount of modules per semester is 4 single modules worth of credits unless the 5th module is a language module.

If you are an exchange student, you should select a minimum of 3 modules per semester from your major subject area.

Declaration

Please read the declaration on the application form carefully.

You must sign it or we cannot process your application.

When you sign the form, you agree to follow these conditions:

- a The information you have given is complete and accurate.
- b You have the right to cancel your application through us.
You can do this by writing to us within 10 working days of the date of our official offer letter to you.

Your application will normally be confidential between:

- you, your referees and the appropriate staff at the University;
- your school, college or training organisation and your exam board or awarding body;
- your student support assessment body; and/or The Student Loans Company, if relevant;
- in the case of international applicants, the British Council or appropriate agency.

However, we try to detect and prevent fraud, and have the right to give outside organisations, including the police, the Home Office, local authorities, exam boards or awarding bodies and the Benefits Agency, relevant information from your application form.

If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete.

We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history).

We may use information from your application form to collect statistics. We will not tell any other organisation or

publish any information that could identify you.

If you accept an offer of a place from the University, you must accept the terms and conditions as on Oxford Brookes University website

<http://www.brookes.ac.uk/studying/applications/acceptance>

You must read these terms and conditions carefully.

Completed Applications

Please email a signed and scanned copy of your application form and all support documents to:

International Exchanges and Study Abroad:

studyabroad@brookes.ac.uk

Erasmus Exchanges:

erasmus@brookes.ac.uk

The original hard copy of your application should be sent to:
Oxford Brookes International
Oxford Brookes University
Headington Hill Hall, room G.37,
Headington
Oxford OX3 0BP
UK