**WORLDWIDE EXCHANGE**

**APPLICATION FORM**

**Please submit your application to:**

Student Mobility Team, International Office **Deadlines: 1st May for September entry**

Manchester Metropolitan University **16th October for January entry**

All Saints Campus, Manchester M15 6BH

Email: [exchanges@mmu.ac.uk](mailto:exchanges@mmu.ac.uk)

PLEASE TYPE ELECTRONICALLY OR COMPLETE IN CAPITAL LETTERS IN BLACK INK

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| **SECTION ONE – PERSONAL DETAILS** | | | | | | | |
| **Surname:** |  | | |  | **First name:** |  |  |
| **Date of birth** *e.g. 19/Jan/95:* | | |  |  | **Gender:** |  |  |
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| **Home Address:**  Please provide us with your FULL address details and write them as clearly as possible. | |  | | | | |  |
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| **Telephone Number:** | |  | | | | |  |
| **E-mail:** | |  | | | | |  |
| Please state your email clearly in block capitals, as we will send correspondence to you via email, including any offer letters | | | | | | |  |

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| **SECTION TWO – NATIONALITY AND RESIDENCE DETAILS** | | | | | | | | | | |
| **Country of Birth:** |  | | |  | **Nationality:** | |  | | |  |
| **Country of Permanent Residence:** | | |  | | | | | | |  |
| **If you need a visa to study in the UK, please provide your passport number:** | | | | | | | |  | |  |
| **If you do not need a visa, under what immigration category will you enter the UK :** | | | | | | | |  | |  |
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| If you need a Tier 4 visa to enter the UK and English is not your first language you will need to enter details of your English language qualification. You should include a copy of your certificate / test report with your application. For the Tier 4 visa there are specific minimum English language requirements. Further details can be found here: <http://www2.mmu.ac.uk/international/courses/english-language-requirements/> | | | | | | | | | | |
| Name of English language qualification | | Awarding body / College / University | | | | Date qualification obtained / date you are taking the qualification | | | Result | |
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| **SECTION THREE - HOME UNIVERSITY** | | | | |
| **Name of home university/college:** |  | | |  |
| **Intended subject major/minor** |  | | |  |
| **Current year of study:** |  | |  |  |
| **Intended year of graduation:** |  | | |  |
| **Year/level of study intending to enter at Manchester Met:** | |  | |  |
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| **SECTION FOUR - PROPOSED PROGRAMME OF STUDY AT MANCHESTER METROPOLITAN UNIVERSITY** | | | |
| Please state clearly the names of the degree courses you wish to enter during your exchange in order of preference. Do not write the names of units/modules within a degree course, please write degree course titles, e.g. *Events Management*, *Sociology, Fine Art, Geography etc.* The online prospectus can be found here: [www.mmu.ac.uk/study](http://www2.mmu.ac.uk/study).  Course offerings will be subject to suitability and availability. Not all degree courses at Manchester Met are able to accept Exchange and Study Abroad students. Please be advised that you will be considered for approval for the courses you state below in order of preference and you will be offered a maximum of two courses to study at Manchester Met, e.g. *Psychology* and *History*. We will assume that you are happy to study any of the courses you state.  Your offer letter will state which courses we have allocated to you. Changes to courses upon arrival cannot be guaranteed so please ensure you check that the courses available to you are agreed by your home university before you commit to studying at Manchester Met. | | | |
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| If you are applying to a programme in the School of Art, you will need to submit a digital portfolio. More information can be found here: [www.artdes.mmu.ac.uk/digitalportfolio](http://www.artdes.mmu.ac.uk/digitalportfolio) | | | |
| Guidance on making unit selections will be included in your offer of admission. You do not need to include unit selections with this application, however, the information below will be useful to you.  You can select units from the course(s) we allocate to you in your offer of admission. A full-time study load at Manchester Met is usually four units, or 60 MMU credits per term.  **Students studying at Manchester Met for one term** (autumn or spring term) can choose from the semester programmes in their allocated course(s). Detailed specifications for the semester programmes in most departments will be available on our website from April 2016 here: [www.mmu.ac.uk/exchange](http://www.mmu.ac.uk/exchange). Each semester programme is worth 15 MMU credits, unless otherwise stated in the unit title.  **Students studying at Manchester Met for the full academic year** (September to June) can choose from the units available to Exchange and Study Abroad student that run for the full academic year. The unit options for each degree course can be found by clicking on the *Course in depth* tab after searching for a course on the online prospectus here: [www.mmu.ac.uk/study](http://www2.mmu.ac.uk/study). Please be aware that not all the units listed on the online prospectus will be available to Exchange And Study Abroad students. Each full-year unit is worth 30 MMU credits. | | | |
| **Duration of stay** (please tick as appropriate): | | If you are joining Manchester Met outside of the standard term dates, please state your start and end dates and explain the reason(s) for these dates: | |
| Autumn term (September – December)  Spring term (January – March/April)  Full academic year (September – June) | |
| Manchester Met term dates can be found here: [www.mmu.ac.uk/about/termdates](http://www2.mmu.ac.uk/about/termdates/) | |

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| **SECTION FIVE - HOME INSTITUTION APPROVAL** | | | | | | |
| **Recommendation, testifying your academic qualities and suitability for study at Manchester Metropolitan University:**  This section must be signed by a member of staff at your home institution (references may be attached to the application but are not compulsory) | | | | | | |
| **Full name:** |  | | | | |  |
| **Signature:** |  | |  | **Date:** |  |  |
| **Role at home institution:** | |  | | | |  |
| If you are completing this form electronically, please type your full name into the signature space. | | | | | |  |

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| **SECTION SIX - DECLARATION** | | | | | |
| I declare that the information on this form is correct.  I understand that any offer of a place is subject to my acceptance of the University’s terms and conditions.  I accept that if I do not fully comply with these requirements Manchester Metropolitan University reserves the right to cancel my application.  I agree that Manchester Metropolitan University may share my details with my home institution, including, but not limited to, attendance records, assessment results and visa information.  I agree that Manchester Metropolitan University may record and process the information contained in this form and the Self-declaration form for statistical and administrative reasons in accordance with the Data Protection Act 1998. | | | | | |
| **Applicant signature**: |  |  | **Date**: |  |  |
| If you are completing this form electronically, please type your full name into the signature space. | | | | |  |

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| **SECTION SEVEN – APPLICATION CHECKLIST** | |
| **Application checklist:** |  |
| Academic transcript  Copy of passport photo page (if you are a non-EU national)  English language certificate (if applicable – see section two)  Self-declaration form (section nine) |
| Without the relevant documents, we will not be in a position to issue you with an offer. | |

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| **SECTION EIGHT – MANCHESTER MET ADMISSION APPROVAL** | | | | | | | |
| The above-mentioned student is:  Provisionally accepted at Manchester Met  Not accepted at Manchester Met | | | | | | | |
| **Departmental co-ordinator’s signature:** | | | | **Institutional co-ordinator’s signature:** | | | |
|  |  | |  |  |  | |  |
| **Date:** | |  |  | **Date**: | |  |  |
| If you are completing this form electronically, please type your full name into the signature space. | | | | | | | |

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| **SECTION NINE – SELF-DECLARATION FORM** |
| This section of the application form will **not** be used for selection purposes, but it must be submitted. |
| **9.1 Disability / Learning Support Needs**  Please enter the appropriate code if you have a disability, which may in some way affect your studies or may require special facilities or treatment.   |  | | --- | |  |   08 Two or more impairments and/or medical conditions  51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D  53 A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder  54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy  55 A mental health condition, such as depression, schizophrenia or anxiety disorder  56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches  57 Deaf or a serious hearing impairment  58 Blind or a serious visual impairment uncorrected by glasses  96 A disability, impairment or medical condition that is not listed above |
| **If you require Learning Support, before applying for or accepting a place, you are strongly advised to:**   * Read this page in full: <http://www.mmu.ac.uk/sas/studentservices/learner-development/funding-international-students.php> * Obtain the *International / EU students - Information requested from Disabled Students* document which you will find in the Useful Documents section on the right side of the page * Complete the document * Follow the checklist at the end of the document   Providing this information will enable the Learner Development Service to engage with you in order to assess your study related support needs.  If you intend to apply for university accommodation please telephone +44 (0)161 247 2958 or email [accommodation@mmu.ac.uk](mailto:accommodation@mmu.ac.uk) to discuss availability / requirements. |
| **9.2 Criminal Convictions**  **Please read the Guidelines for Applicants before replying to this question.**  If you have a relevant conviction that is not spent please tick the box, otherwise leave it blank. |

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| **GUIDELINES FOR APPLICANTS** |
| This section does not need to be submitted with your application. |
| Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below.  The information you give us on your application form will be used in accordance with the University’s Data Protection Policy: [www.mmu.ac.uk/policy](http://www.mmu.ac.uk/policy)  **6. Declaration**  Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement.  The full notice ‘Conditions Applicable to the Provision of the Manchester Metropolitan University’s (‘MMU’) Education Services’ is available on the University website - <http://www.mmu.ac.uk/studenthandbook/>  Should you become a student of the University, this notice shall be the term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.  **9. Self-declaration Form**  This section of the application form will not be used for selection purposes.  **9.1. Disability, learning support needs or medical condition codes**  We aim to create an environment that enables all students to participate fully in university life. To help us make any reasonable adjustments that may be necessary, please use the codes listed in section 11a to indicate your specific needs.  **9.2. Declaration of a criminal conviction**  To help us reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Please read the following carefully.  **If you have a relevant criminal conviction that is not spent, you should tick the box, otherwise leave it blank.**  If you tick the box, you will not be automatically excluded from the application process.  **What does ‘spent’ mean?**  If a person does not re-offend during their rehabilitation period, their conviction becomes ‘spent’ (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.  You should be aware that certain professions or occupations such as (but not limited to) teaching, healthcare, law, accountancy, social work and courses involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act 1974 and different rules apply with regard to the disclosure of information about criminal convictions.  More information on offences and rehabilitation periods can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  **What is a relevant criminal conviction?**  Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:   * Any kind of violence (including but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm. * Offences listed in the Sex Offences Act 2003. * The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. * Offences involving firearms. * Offences involving arson. * Offences listed in the Terrorism Act 2006.   If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.  Warning, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.  **How will the University handle my application if I declare a relevant criminal conviction?**  If you tick the box you will not be automatically excluded from the application process.  The information concerning criminal convictions will be passed to the appointed persons at the University. In line with best admission practice, they will consider your application separately from your academic and achievement merits. During this consideration, the University may ask you to provide further information about your conviction. If the University is satisfied, your application will proceed in the normal way although it may add certain conditions to any offer it makes. Otherwise, the University will notify you of its decision.  Failure to declare a relevant criminal conviction may result in expulsion from the University.  All information concerning criminal convictions will be treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998.  **What if I receive a relevant criminal conviction after I have applied?**  If you are convicted of a relevant criminal offence after you have applied, you must tell the University by contacting the Admissions Office. |