

Registry



Leading education
and social research
Institute of Education
University of London

20 Bedford Way
London WC1H 0AL
Tel +44 (0)20 7612 6000
Fax +44 (0)20 7612 6126
Email info@ioe.ac.uk
www.ioe.ac.uk

Date as Postmark

Dear Applicant

Thank you for your enquiry about admission to one of our advanced courses of study. A copy of the Institute's prospectus and the appropriate application forms are enclosed.

You will see that the Institute offers a number of advanced courses, including an unrivalled range of taught Master's degree programmes, Graduate Diploma/Certificate courses and short and special courses of study. The prospectus should answer most of your queries about entry requirements, course content and application procedures. However, should you have further queries regarding entry requirements or application procedures please contact us here in the Registry, either by telephone 020 7612 6100/6101, by email at fpd.enquiries@ioe.ac.uk, by letter or in person. The Course Leaders named in the prospectus may be contacted for further information on course content: they can be reached by telephone through our central number (020 7612 6000), or by email using the following formula: initial.surname@ioe.ac.uk

Thank you for your interest in the Institute. We hope you will decide to apply to join one of our courses, and we look forward to hearing from you.

Yours faithfully

A handwritten signature in black ink, appearing to be 'R.D.' or similar, written in a cursive style.

Further Professional Development Section
Registry

Institute of Education University of London

Notes of Guidance for Applicants
for admission to an Advanced Course of Study

1. **Advice.** Details of the Institute's course provision may be found in the Prospectus. If you would like to discuss your eligibility for admission, you are welcome to contact the Registry by telephone, letter, email or in person.
2. **Completion and Submission of Application.** Please complete two copies of the application form and return them to the Registry, together with the Equal Opportunities Monitoring form.
 - (a) Please attach a recent, passport-type photograph to one copy of the application form.
 - (b) To help the academic staff in considering your application please give as much information as possible and, in particular, full details of any current or previous studies relevant to your proposed area of specialisation. Of special interest are the subjects studied, grades (if known) and method of examination. If you wish any additional information to be considered in support of your application, please give details on a separate sheet and enclose two copies with your application.
 - (c) Graduates of the Open University and applicants who have academic qualifications awarded by institutions outside the UK must submit full academic transcripts with the application, or arrange for these to be sent direct to the Registry.
 - (d) The Institute welcomes applications from students with a disability and such applicants are invited to draw this to the attention of the Institute authorities by setting out the details on a separate sheet which may be enclosed in a sealed envelope with the application forms. Such information will be treated in confidence and is requested only in order that the Institute may offer advice on what facilities are available for students with any kind of disability and to enable appropriate safety measures to be taken in the case of an emergency.
3. **References.** Please complete Section A of the two white Reference Report forms and then send a form to each of the two referees named in your application. At least one of your referees should normally be your tutor at the University or College at which you have studied most recently, or, if this is not possible (e.g. if you are taking up studies again after several years of teaching), a person of sound professional standing who has knowledge of your academic record and potential. Applicants who have been registered at the Institute of Education during the last three years need not arrange for academic references to be provided at this stage. We will let you know if we would like you to take further action in relation to your references.
4. **Timing of Application.** Taught Masters's and Graduate Diploma/Certificate courses normally start at the beginning of the autumn term in October, although it may be possible to start an MA under the 180 credit scheme in January or April.
5. For taught Master's courses please apply as early as possible in the academic year preceding the October in which you hope to start (see note 4 above).
6. **Qualifying Requirements.** Where qualifying requirements are laid down as a condition of entry to the course, these can take the form of unseen written papers, essays, review or a portfolio.
7. **Acknowledgment and Progress of Application.** If you would like your application to be acknowledged please enclose a self-addressed envelope (if you are a UK applicant please attach a stamp to cover postage).

The Institute aims to let applicants know the outcome of their application as soon as possible after its receipt. Unfortunately it may not be possible for the Registry to keep you informed of the progress of your application, but please contact us if you have any queries.
8. **Method of Study.** A part-time student is normally expected to be in full-time employment while a full-time student is not permitted to undertake more than twenty hours of paid employment per week.
9. **Finance.** You are asked to indicate your proposed method of financing the course. If you have applied for a secondment or for a grant or some other form of scholarship, please do not await the outcome of this before sending in your application for admission to a course of study at the Institute. If you have already obtained an award, please send written evidence of this with your application. Please indicate on the form if you would be willing to study on a part-time basis if unable to obtain financial assistance for a full-time course. (See note 8 above.)
10. **Proficiency in English.** Overseas students whose first language is not English should note the need to enclose with their application a certificate of competence in English. Further details of the Institute's English language requirements may be obtained from the Prospectus, or from the Registry.



Advanced Course Application

Starting (month and year) _____

Please complete two copies of this form in accordance with **Notes of Guidance for Applicants** and return them together with the Equal Opportunities Monitoring form to:

Registry (FPD Section), Institute of Education, 20 Bedford Way, London WC1H 0AL

Name (give full name as it is to appear in the Institute of Education records and underline surname or family name)

Mr : Miss : Mrs : Ms

Address for correspondence

Telephone No:
 email address:

Permanent address if different from above

Telephone No:
 email address:

Age	Date of birth			Nationality	Country of birth	Country of domicile	Maiden or previous name
	Day	Month	Year				

ACADEMIC QUALIFICATIONS OBTAINED OR TO BE OBTAINED a) University Degrees

University/College and name of awarding body	Degree	Hons or Pass	Class/ Division	Subject(s) give full details of options if relevant	Dates of attendance, give month and year	Full- or Part-time	Date of Award
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I attach/have arranged for you to receive* a transcript of my degree course(s) *delete as necessary (Open University graduates and overseas graduates only)

b) Other Academic qualifications relevant to this application

University/College and name of awarding body	Name of Award	Subject(s) give full details of options if relevant	Dates of attendance, give month and year	Full- or Part-time	Date of Award
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Give the names and addresses of the two people to whom you have passed the reference forms
 (1) (2)

Employment

Details of present or most recent employment

Dates From To	Address of Institution	Telephone No.	Nature of Work

Details of previous employment including dates. Continue on a separate sheet if necessary.

Please indicate below the course or courses for which you wish to be considered, giving full title of the programme/award (eg. MA in Art and Design in Education). Applications for more than one course are normally considered concurrently, but, if possible, please indicate an order of preference (please do not list more than three courses).

MA/MSc Graduate Diploma/Certificate Special Course*

Full title of the course/award/module(s)

1st choice _____

2nd choice _____

3rd choice _____

**Candidates for admission as a Special Course student are asked to indicate the modules they wish to take, if relevant.*

If you have discussed your application with a staff member of the Institute of Education, please give the name:

Tick proposed method of study Full-time Part-time

Finance

1) Please state how you intend to finance the course (e.g. personal savings; LEA study award or secondment; scholarship). Indicate if the award has already been obtained and attach evidence. Overseas students should state if their application is officially sponsored.

2) Do you wish to be considered for a part-time course if for financial reasons you are unable to study full-time? (NB: See note 8) YES/NO

Give details of any previous applications for admission to an advanced course at the Institute of Education (with dates)

Give details of any other course at the Institute of Education for which you are currently applying:—

Please state how you heard of the above course(s)

DECLARATION BY APPLICANT

I declare the information given above to be correct, and agree, if admitted to the course, to comply with the regulations of the University of London and of the Institute of Education.

Signature

Date

EQUAL OPPORTUNITIES

The Institute of Education is committed to equal opportunities for all. It aims to ensure that no present or prospective student or member of staff receives less favourable treatment than another on grounds of any condition or status not directly affecting study or work. **To help us monitor the operation of this policy** we record certain information about applicants for admission to Institute courses. We should therefore be very grateful if you would answer the following questions:

Surname

Forename(s)

**Course of study
for which applying**

Gender and Ethnicity

Please answer the questions below by placing a ✓ in the appropriate box.

Gender

Male **Female**

Ethnicity

I would describe myself as the following:

- | | |
|--|--|
| 11 <input type="checkbox"/> White British | 33 <input type="checkbox"/> Bangladeshi or Asian British-Bangladeshi |
| 12 <input type="checkbox"/> White Irish | 34 <input type="checkbox"/> Chinese |
| 13 <input type="checkbox"/> White Scottish | 39 <input type="checkbox"/> Asian other |
| 19 <input type="checkbox"/> White other | 41 <input type="checkbox"/> White and Black Caribbean |
| 21 <input type="checkbox"/> Black Caribbean or Black British-Caribbean | 42 <input type="checkbox"/> White and Black African |
| 22 <input type="checkbox"/> Black African or Black British-African | 43 <input type="checkbox"/> White and Asian |
| 29 <input type="checkbox"/> Black Other | 49 <input type="checkbox"/> Other mixed background |
| 31 <input type="checkbox"/> Indian or Asian British-Indian | 80 <input type="checkbox"/> Other ethnic background |
| 32 <input type="checkbox"/> Pakistani or Asian British-Pakistani | |

If you have ticked box 49 or 80 above, please specify your ethnic origin here: _____

Disability, special needs or medical condition

Any information provided in this section will be held by Registry staff. If you wish it to be released to other staff, please tick this box.

Do you consider yourself to have a disability? If so, please indicate the nature of the disability by ticking the appropriate box below:

- | | |
|--|--|
| 00 <input type="checkbox"/> No disability | 06 <input type="checkbox"/> Mental health difficulties |
| 01 <input type="checkbox"/> Specific learning disabilities | 07 <input type="checkbox"/> Unseen disability, e.g. diabetes, epilepsy, asthma |
| 02 <input type="checkbox"/> Visually impaired or blind | 08 <input type="checkbox"/> Multiple disabilities |
| 03 <input type="checkbox"/> Hearing impairment or deaf | 09 <input type="checkbox"/> Other disability, special need or medical condition that is not listed above |
| 04 <input type="checkbox"/> Mobility difficulties or wheelchair user | |
| 05 <input type="checkbox"/> (Code no longer used) | 10 <input type="checkbox"/> Autistic spectrum |

Please use this space to provide any further information if you wish.

Please return this form to the Registry along with your application for admission.

Thank you very much for your assistance.

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Dear Colleague

The person named overleaf is applying for admission to an advanced course at this Institute and has been asked to pass the form to you as one of the referees named in the application. I should be very grateful if you would comment on the suitability of the candidate to study for the award he/she has named and give any other information which you feel might assist the academic staff considering the application. If English is not the candidate's first language, it would be appreciated if you would comment on his/her command of the language.

Thank you in advance for your help, which will be most useful to the academic staff concerned. It would be appreciated if you could return the report to the Further Professional Development Section of the Registry under confidential cover.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'R. D.', written in a cursive style.

Further Professional Development Section
Registry

Institute of Education University of London
Application for Admission to an Advanced Course

Section A To be completed by candidate and passed to the referee named.	Full name of candidate _____ Qualifications _____ Course(s) for which application is being made _____ Name of Referee _____	FOR OFFICE USE From: Registry To: Date:
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Section B
To be completed by referee

Please comment below on the suitability of the candidate for admission to an Advanced Course at the Institute of Education. If the candidate is completing a course of study this year, please give an estimate of the likely result.

Name _____

Title and Institution _____

Address _____

_____ Tel No _____

Signature _____ Date _____