

# Application Pack

## 2010 International Summer School



**UNIVERSITY OF  
STIRLING**

Welcome to the International Summer School (ISS) at the University of Stirling! This Application Form should be completed by you in as much detail as possible. When completing the personal details section of this form, please refer to the enclosed notes for guidance. Use **BLOCK CAPITALS** and complete the form in black ink. If you have any problems completing the application please contact the ISS Coordinator at [iss@stir.ac.uk](mailto:iss@stir.ac.uk) or +44 1786 466052 (from outside of UK).

Block 1 Saturday, 12 June – Saturday, 10 July 2010

Block 2 Saturday, 10 July – Saturday, 7 August 2010

### **Application Form**

*Please complete in BLOCK CAPITALS*

*Please refer to 'Instructions for Applicants' below'*

1. HOME UNIVERSITY / COLLEGE:

2. CURRENT YEAR / LEVEL OF STUDY:

(eg. Sophomore / 2<sup>nd</sup> year)

3. Forename(s):

4. Family/last/surname:

5. Home or permanent address:

6. Post/Zip Code:

7. Country:

8. Home telephone (with country code):

9. Email address (please print):

10. Date of Birth (DAY): (MONTH): (YEAR):

11. Gender: M  F

12. Nationality:

13. Ethnicity:

14. Occupational background:

15. Current address (if different from above):

16. Post/Zip Code:

17. Valid until:

### **18. Disabilities / Special Needs**

Please indicate any disabilities, special needs, arrangements or facilities you may require during the ISS, using codes where possible.

### **19. Criminal Convictions**

Do you have any criminal convictions?

Yes  No

If yes, please detail:

20. What is your major/degree programme at your home university / college?

21. I would like to apply to ISS:

Block 1  2 modules total (6 US credits equivalent)  
 Block 2  2 modules total (6 US credits)

Blocks 1 & 2  3 modules total (9 US credits)  
 Blocks 1 & 2  4 modules total (12 US credits)

Indicate which modules from the ISS brochure to which you would like to apply. Please look at the modules carefully and only select modules for which you have the appropriate academic background, as indicated by your academic transcript. For each module, enter the ISS MODULE CODE (eg. ISS9RC), BLOCK 1 or 2 and TITLE (eg. Religion & Conflict). The maximum course load per block is *two* modules. As space in each module is limited, please select two preferred and one reserve module for each block. Students will automatically be assigned reserve modules if their preferred modules are not available or are fully subscribed. Students should indicate with an asterisk (\*) those modules which are compulsory for their degree programme at their host university. The ISS Prospectus with full module descriptors is available online at: [www.stir.ac.uk/iss](http://www.stir.ac.uk/iss)

22. ISS MODULE CODE (see ISS Prospectus for codes, eg. ISS9RC)	BLOCK 1 or 2	ISS MODULE TITLE
1		
2		
3 (if applicable)		
4 (if applicable)		
Reserve for block 1 (if applicable)		
Reserve for block 2 (if applicable)		

Please list those courses you are currently taking which do not appear on the academic record (transcript) which you are sending:

23. If you are not a native English speaker, list your English Language Qualifications (see "Instructions for Applicants"). Your qualifications, if different to those listed on the sheet, must be at least equivalent to them. Please also provide a copy of the qualification certificate, where applicable.

24. Your completed ISS Application Pack includes:

- this completed Application Form;
- a copy of your academic transcript;
- a suitable academic reference or recommendation;
- evidence of English language competence (non-native speakers only); and
- two passport photos – *please write your name on the back of each photo*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

25. ISS Programme Guarantee

I understand that if I withdraw from the 2010 ISS after 3<sup>rd</sup> May 2010, I will be liable to pay a withdrawal penalty of £200. If I withdraw, the credit card provided below will be charged. If I do not withdraw, this card will not be charged and I will be given instructions for paying my full ISS programme fees before the start of the ISS.

I wish to guarantee my place on the ISS programme by  Visa  MasterCard

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Security Code \_\_\_\_\_

Signature \_\_\_\_\_

Completed ISS Application Packs should be sent to: International Summer School Coordinator, International & Study Abroad Office, University of Stirling, Stirling FK9 4LA, Scotland, UK OR faxed to: +44 1786 466800

## What Happens Next?

1. Confirm you have completed your ISS Application Pack and that it includes:

- this completed Application Form;
- an official transcript from your home university (this MUST be in English or your application cannot be processed);
- a suitable academic reference or recommendation (from someone who has taught you at University or College or a reference provided by your exchange or study abroad coordinator); and
- evidence of English language competence (non-native speakers only)
- two passport photos – *please write your name on the back of each photo*

2. Send the full application to:

International Summer School Coordinator  
International & Study Abroad Office  
Student Recruitment and Admissions Service  
University of Stirling  
Stirling  
FK9 4LA  
Scotland, UK

3. When we receive your completed set of application materials, we ask academic departments to approve your course choices.

4. Following this review we will send you a decision letter. If you are offered admission you will receive a list of modules for which you have been pre-approved and an Acceptance Form, which should be approved and returned to the ISS office by email, mail or fax.

5. **You will not be registered for the ISS programme until the ISS office has received your signed Acceptance Form.**

6. We will confirm receipt of your Acceptance Form upon receipt, via email.

7. Further details about airport pick up, the ISS orientation programme, social events and excursions and other useful information will be emailed to students in welcome packs to be sent in the lead up to the ISS

Questions? [iss@stir.ac.uk](mailto:iss@stir.ac.uk)



*Incomplete applications will not be processed.*

## The Data Protection Act 1998 and your privacy

The University processes for educational purposes the personal information which you provide on your application form. By giving this information you consent to all such personal information being made available for official purposes to academic and support staff of the University. Except where disclosure is required by law, or where you have separately agreed to disclosure to organisations providing you with financial support, such information will be kept confidential within the University. You will be asked to sign a statement to this effect as and when you enrol at the University.

## 9. Email address

All students must provide a valid email address. We rely heavily on email to communicate with students throughout the application process.

## 13. Ethnicity

Please insert the applicable code from the table below onto the Application Form. The University uses this information to monitor application rates and equal opportunities only, not for admission purposes. It is confidential and protected from misuse.

White		Mixed		Black or Black British		Asian or Asian British	
British	11	White & Black Caribbean	41	Caribbean	21	Indian	31
Irish	12	White & Black African	42	African	22	Pakistani	32
Other White	19	White & Asian	43	Other Black	29	Bangladeshi	33
		Other Mixed Background	49			Chinese	34
		Other Ethnic	80			Other Asian	39
		Information Refused	98				

## 14. Occupational Background

If you are under 21, please give the occupation of your parent, step-parent or guardian, spouse/partner who earns the most. If he or she is retired or unemployed, give their most recent occupation. If you are over 21, please give your own occupation. Please note that we use this information to monitor application rates and equal opportunities only, not for admissions purposes. It is confidential and protected from misuse.

## 18. Disabilities / Special Needs

Please insert the most applicable code on the Application Form and then expand upon any special arrangements or facilities you may require. We will forward this information to our Student Support Services office.

Dyslexia	1
Blind / partially sighted	2
Deaf / hearing impairment	3
Wheelchair user / mobility difficulties	4
Personal care support	5
Mental Health difficulties	6
An unseen disability (eg. diabetes, asthma, epilepsy)	7
Multiple disabilities	8
A disability which is not registered above	9

## 19. Criminal Convictions

You must check the 'Yes' box if you have a conviction, not including:

- A motoring offence that you received a fine or similar penalty for; or
- A spent sentence (as defined by the UK Rehabilitation of Offenders Act 1974), except for certain courses (please contact the International and Study Abroad Office for more information).

If you have not been convicted of a criminal offence, you must check the 'No' box.

If you check the 'Yes' box, we shall ask you to send more details.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens Advice Bureau or probation service, or from NACRO (National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but may have to pay for legal advice.

We cannot process this form unless either the 'Yes' or 'No' box is checked.

We will contact you to get the information, but this will delay your application. If you are convicted of a criminal offence after you have applied you must inform the University.

## Instructions for Applicants (cont.)

### 23. English Language Requirements

Applicants should note that all students, at the time of their admission to the University, are required to be sufficiently fluent in the English Language to be able to derive maximum benefit from course modules taught in that language. It is therefore necessary, for those whose first language is not English, to demonstrate a measure of English-language ability by having passes in certain recognised tests and examinations. One of the following qualifications will be acceptable.

For students on certain recognised exchange programmes, there may be an inter-university agreement for the recognition of a student's English language ability which may mean that admission is possible without the student having to sit or hold one of the following tests. In this case, a student's academic reference would have to attest to their ability to attend classes and complete assignments in English. Students should check with their exchange co-ordinator, where applicable.

- AEB Test for Educational Purposes: Grade III or better in listening, reading and writing.
- British Council International English Language Testing System (IELTS): Average score of 6.0 or above, and 5.5 in Listening and Writing.
- Cambridge Certificate in Advanced English: Grade B.
- Cambridge Certificate of Proficiency in English: Grade C or better.
- Cambridge Certificates in Communication Skills in English: Level 3 or above in reading, listening and oral interaction plus level 4 in writing.
- English Language Skills Assessment (ELSA): Score of 383, minimum of 199 in Listening/183 in Reading plus Writing II, score of 4 and Speaking, Intermediate High
- Eurocert: see TOEFL
- Hong Kong Use of English Examination: Grade E or better
- International GCSE English as a Second Language (Cambridge): Grade C or better, based on Extended Curriculum.
- London Chamber of Commerce English for Business Examination (LCCI): Third level.
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- NEAB Test in English for Speakers of Other Languages (UETESOL) from March 1990: Pass.
- Oxford – ARELS Examination (Higher Level): Credit or Distinction.
- Oxford International Business English Certificate (OIBEC): Pass.
- Scottish Qualifications Authority Higher in ESOL: Grade C.
- TOEFL: Academic Test of English as a Foreign Language: Minimum score of 80/213/550 or above; 100/250/600 and over for a degree with literary content.
- TOEIC: all 4 components required; 800 overall, with at least 750 in each component.
- University of London GCE 'O' Level syllabus B in English Language: Grade C or better.
- University of London Certificate of Attainment in English (Graded Test): Levels 5 and 6.