

This programme is designed, assessed and quality assured by Middlesex University.

# Middlesex University Application Form

OFFICE USE ONLY

Regional ID/Agency Code:

MISIS Student Number:

Application No.: \_\_\_\_\_

This form is to be used for Direct applications only

Full Time Undergraduate applications should be submitted through UCAS. PGCE applications must be submitted through the GTTR.

## Personal Details (As it appears on your passport/driver's licence or other official ID)

Family Name: \_\_\_\_\_ Previous Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Date Of Birth: (DD/MM/YY) \_\_\_\_\_

Middle Name(s): \_\_\_\_\_ Gender: Male  Female

Title: (Mr/Ms etc) \_\_\_\_\_ HK ID Card No.: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Correspondence Address: (If different from permanent)

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Country: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant who is a current or former staff of HKMU LiPACE, please put "Y" in the box below and state the year of join and job title. Otherwise, please put "N".

\_\_\_\_\_

## Course(s) Applied For

Campus: Hong Kong Metropolitan University

Intake Year: \_\_\_\_\_ Month: \_\_\_\_\_

Please tick "✓" the appropriate box

Programme Code and Title	Mode of Study	Admission Year Applied For
PUGOSH Bachelor of Science with Honours in Occupational Safety and Health Management	Part Time	<input type="checkbox"/> Year 1

## Disabilities/Special Needs

The University encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help Middlesex University provide appropriate support. Please tick all that apply.

- |                                 |                          |   |                                  |                          |   |
|---------------------------------|--------------------------|---|----------------------------------|--------------------------|---|
| No Disability                   | <input type="checkbox"/> | 0 | Learning Difficulty              | <input type="checkbox"/> | 1 |
| Blind/Serious Visual Impairment | <input type="checkbox"/> | 2 | Deaf/Serious Hearing Impairment  | <input type="checkbox"/> | 3 |
| Wheelchair User/Mobility Issues | <input type="checkbox"/> | 4 | Personal Care Support            | <input type="checkbox"/> | 5 |
| Mental Health Condition         | <input type="checkbox"/> | 6 | Unseen Disability: e.g. Diabetes | <input type="checkbox"/> | 7 |
| Autistic Spectrum/Asperger's    | <input type="checkbox"/> | T | Other disability not listed here | <input type="checkbox"/> | 9 |

Please detail other disability or additional support needs:

## Residential Information/Visas

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

**Country of permanent residence:**

If UK, please give County/Borough: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Nationality (as on passport): \_\_\_\_\_

**If you are a non EEA/UK national please answer the following questions:**

Passport number (include copy of photo page with ADP): \_\_\_\_\_

Have you ever lived outside the UK/EU? Yes  No

If Yes, please indicate date of entry to the UK/EU: \_\_\_\_\_

Do you currently have a UK Visa? Yes  No

If Yes, enter type, expiry date and Visa number: \_\_\_\_\_

Have you been granted indefinite leave to remain? If Yes, enter date: \_\_\_\_\_

Do you require a Tier 4 Visa to study in the UK? Yes  No

Have you ever studied in the UK on a Student Visa? Yes  No

If Yes, please give details:

## Fee Payment

Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

Who will pay your tuition fees? Self-Funded: Yes

Employer (please specify): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

If you intend to apply for a Middlesex University Scholarship/Award (for full-time programmes), please specify:

\_\_\_\_\_

## Highest Qualification

If you previously studied at Middlesex, please enter Student ID:

Please enter your highest level of education, e.g. BSc/MSc: \_\_\_\_\_

If this award was taken in the UK enter institution name: \_\_\_\_\_

If taken elsewhere please enter name and country: \_\_\_\_\_

## Academic Qualifications

If you are a non EEA national, you must give ALL details of previous study undertaken in the UK.

Please list all qualifications in chronological order with the most recent first. Provide copies of certificates and transcripts where appropriate. If not accompanying this form, please ensure any documentation is submitted to the Admissions Office, clearly stating the programme you are applying for.

**Note:** Printouts from self-service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

Qualifications Pending				
Award Type & Subject	Award Date	Grade (Including Predicted)	Institution & Address	Dates From – To

Qualifications Achieved Including Professional Qualifications				
Award Type & Subject	Award Date	Grade Achieved	Institution & Address	Dates From – To

### **English Language Qualifications**

Entry is conditional on the achievement of a standard level of English. If your first language is not English, please give details of the most recent English Proficiency course you have taken.

If you require a Tier 4 Visa, please note that you must also be able to demonstrate English ability to the minimum level required by UKBA.

Qualification Name	Grade Achieved	Award Date

### **Employment And Work Experience** (Most recent first)

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Number of years of full time work experience\* (at 1 September prior to start of programme)

\*Please do not include part time work, internships or summer jobs.

## **Personal Statement**

You are advised to complete this section as fully as possible and with particular care. In many cases this may be the only contact you have with the admissions tutors and your statement will be assessed as part of the admissions process.

As a guide your personal statement should cover topics such as your reasons for applying to your desired programme(s), your previous educational and employment experiences, personal qualities, future goals and career aspirations.

Please provide a one-page personal statement. Separate sheets can be used if necessary.

### *Guidance on writing the personal statement.*

*The personal statement is your opportunity to tell the University about your suitability for the course(s) that you wish to study. You need to demonstrate your enthusiasm and commitment, ensure that you stand out from the crowd. Below are the suggestions of what to include in your personal statement. These are guidelines only so don't worry if some of the suggestions do not apply to you.*

- 1. Why you're applying for the course that you've chosen*
- 2. Why you're suitable for the course*
- 3. How your current or previous studies relate to the course(s) that you have chosen*
- 4. Any activities that demonstrate your interest in the course(s)*
- 5. Skills and achievements – Any achievements that you are proud of*
- 6. Hobbies and Interests*
- 7. Work experience (if any)*
- 8. Your future plans*

## Declaration Of Criminal Record

In an effort to help the University reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a 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 (**however, see next paragraph**).

**If you are applying for a programme in health or social work which may involve work with children or vulnerable adults, you MUST tell us about any criminal convictions, including spent sentences, cautions (including verbal cautions) and bind-over orders. Due to the nature of these programmes they are exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.**

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment?

Yes

If Yes, please state the date and reference number: \_\_\_\_\_

Do you have a relevant unspent criminal conviction?

Yes

Applicants who have a previous conviction will not be automatically excluded from the application process. However, if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The University may request further disclosure from you and your offence may affect your application.

## References

For **Undergraduate** applications please submit a single academic reference. For **Postgraduate** applications please submit two references. The first reference should be academic and the second character reference can be from an employer or other source. Any reference received must be signed and on headed paper.

If not accompanying this form, references should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.

**References from friends and family members will not be accepted**

### First Referee

### Second Referee

Full name: \_\_\_\_\_

Full name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

\*Private email address not acceptable

## Personal Data (Privacy Policy) Statement

The personal data collected about you will be used for processing your application for enrollment, registration, academic, alumni management, research, statistical, and all administrative purposes. For details of the Personal Data (Privacy Policy) statement, please refer to the "Admission Information" section on our website.

### Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore, if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I accept and grant permission for my employer/sponsor to be informed of any relevant information relating to the progression of my programme, including any record of attendance.

I confirm that the information given in this form is true, complete and accurate: no information requested or other material information has been omitted. I consent to the processing of this data by Middlesex University for the purposes of processing this application under the provisions of the General Data Protection Regulation and the Data Protection Act 2018. For more detailed information as to how we process your personal data please see the following link: <https://www.mdx.ac.uk/about-us/policies/privacy/privacy-policy-for-prospective-students>

I declare that I am a permanent resident of Hong Kong; or have the right of residence and permission of receiving education in Hong Kong. I have noted the contents of the "Personal Data (Privacy Policy) Statement".

I consent that if registered, I will conform to the Statutes and Regulations (e.g. anti-COVID-19 measures, campus access control etc.) of Hong Kong Metropolitan University/School and Middlesex University for the time being in force.

I acknowledge that Hong Kong Metropolitan University/School has the right to cancel any programme or make any alternations about the programme (e.g. delivery mode, changes in teaching venues, content, time, Instructors or tuition fee etc.) without prior consultation.

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

### Consent of the Use of Personal Data

The University intends to use your personal data (i.e. your name, staff/student/alumni link number, contact details, and other relevant information) for promotion of our education and training programmes, activities and services including but not limited to awards, scholarship, bursary, grants, loans, banking/insurance/credit card, discount, benefits, privileges, fundraising, celebration events, talks, conferences, seminars and publications, but we will not use the data unless we have received your consent. In any circumstances, the University will not transfer your personal data to a third party for direct marketing purpose.

Please tick the box to indicate your consent.

- I **AGREE** that the University uses my personal data for the purpose of promotion of the University's education and training programmes, activities and services as mentioned above.

If later you decide you do not wish to receive any promotional materials, you may inform us by email at [dpo2@hkmu.edu.hk](mailto:dpo2@hkmu.edu.hk) with your full name, student number/Alumni Link number (if applicable) and contact information (e.g. phone, email, address). No fee will be charged for this arrangement. For any enquiries, please contact the University Data Protection Officer by email at [dpo2@hkmu.edu.hk](mailto:dpo2@hkmu.edu.hk)

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

## Notes

1. Applicant is required to pay an application fee of HK\$300 which is non-refundable and non-transferable unless the programme chosen has been cancelled by the School.
2. Applicant can pay the application fee by:
  - (i) direct deposit or ATM transfer at any branch of the Hang Seng Bank (Account number: 024-262-269269-002); or
  - (ii) a cheque payable to "Hong Kong Metropolitan University"

Applicant is required to mark his/her full name on the original customer copy of the Deposit Slip or the ATM advice or the cheque and stick it onto the application form. He/She is also advised to keep a photocopy of it as proof of payment. The application will only be processed when the application fee is paid.

3. **The completed application form with a set of photocopies of academic qualifications and copy of HKID card should be sent to the following address by mail or in person.**

**Li Ka Shing School of Professional and Continuing Education Kwai Hing Campus  
11/F, Tower 2, Kowloon Commerce Centre 51-53  
Kwai Cheong Road,  
Kwai Chung**

**(Attention: The Registry Unit)**

4. Except for unsuccessful applications and programme/course cancellation, programme/course fees paid are not refundable.
5. The deposit/ tuition fee paid is non-refundable. The deposit will only be refunded after receiving your payment of first installment of tuition fee.
6. All applications (including advanced standing) will be considered by Middlesex University based on their individual merits. The admission decision of Middlesex University is final.

## Checklist

**Before submitting this application form**, please ensure that all sections of the form have been completed and where appropriate the following items have been attached. Failure to include these items may slow the processing of your application. Do not send original documentation at this stage. The University will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner. Please be prepared to present original copies of all documentation to the University at enrolment for verification.

- Copies of all academic documentation including transcripts, certificates, etc. (If the copies are not yet certified, they will be verified at the time of application at LiPACE)
- Syllabus of Higher Education level programme (for applicants requesting credit transfer/top up)
- Personal Statement
- References as applicable
- Photocopies of HKID card
- Resume/Curriculum Vitae if applicable
- The application fee payment (e.g. the original customer copy of the Deposit Slip or the ATM advice or the cheque)
- Photocopies of IELTS/TOEFL or other approved English qualification if applicable
- CD Portfolio for Art & Design programmes
- If documentation is not yet certified, original copies of all documentation must be presented to LiPACE at the time of application or before programme commencement for verification.



## Marketing Monitoring

Please indicate how you heard about Middlesex University:

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> British Council/Education | <input type="checkbox"/> Direct Mail From Middlesex | <input type="checkbox"/> Employer                 | <input type="checkbox"/> MBA Fair                |
| <input type="checkbox"/> UCAS Website              | <input type="checkbox"/> Middlesex Website          | <input type="checkbox"/> Middlesex Student/Alumni | <input type="checkbox"/> AMBA                    |
| <input type="checkbox"/> Middlesex Regional Office | <input type="checkbox"/> Tube Station               | <input type="checkbox"/> Prospects.ac.uk          | <input type="checkbox"/> Social Networking Site  |
| <input type="checkbox"/> Google                    | <input type="checkbox"/> Careers Adviser/Tutor      | <input type="checkbox"/> Push                     | <input type="checkbox"/> Other: (please specify) |
| <input type="checkbox"/> Newspaper/Magazine        | <input type="checkbox"/> Friend/Family              | <input type="checkbox"/> Whatuni                  |  |

## Ethnic Origin/Equal Opportunities Monitoring

The University is committed to providing equal opportunities for all. To assist us with our monitoring please choose one selection from the bold options A–F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background.

This form will be separated from your application and the information supplied will be recorded on our computer system for statistical monitoring purposes. This information will not be considered as part of the admissions process.

A) White		B) Black or Black British		C) Asian or Asian British	
British	<input type="checkbox"/> 11	Caribbean	<input type="checkbox"/> 21	Indian	<input type="checkbox"/> 31
Irish	<input type="checkbox"/> 12	African	<input type="checkbox"/> 22	Pakistani	<input type="checkbox"/> 32
Scottish	<input type="checkbox"/> 13	Other Black Background	<input type="checkbox"/> 29	Bangladeshi	<input type="checkbox"/> 33
Welsh	<input type="checkbox"/> 14			Other Asian Background	<input type="checkbox"/> 39
Other White Background	<input type="checkbox"/> 19				

D) Chinese		E) Mixed		F) Other Ethnic Background	
Chinese	<input type="checkbox"/> 34	White & Black Caribbean	<input type="checkbox"/> 41	Not Known	<input type="checkbox"/> 90
		White & Black African	<input type="checkbox"/> 42	Information Refused	<input type="checkbox"/> 98
		White & Asian	<input type="checkbox"/> 43		
		Other Mixed Background	<input type="checkbox"/> 49		