

# POSTGRADUATE APPLICATION FORM



**UCB**  
University College Birmingham

A College Accredited by the University of Birmingham  
Summer Row, Birmingham B3 1JB



**University College Birmingham**  
Asia Pacific Representative Office

Application to read for a Pre-Masters Programme, Masters Degree, Postgraduate Certificate or Postgraduate Diploma.  
Before completing this application, please ensure that you read the Postgraduate Prospectus, which gives full details of each programme. Your choice of programme should reflect your previous qualifications and experience.

If you require further guidance before completing the application form please contact:

Postgraduate Admissions: Tel: 0121 604 1040 Fax: 0121 604 1166 email: [admissions@ucb.ac.uk](mailto:admissions@ucb.ac.uk)

International callers: Tel: +44 (0) 121 604 1040 Fax: +44 (0) 121 604 1166 email: [international@ucb.ac.uk](mailto:international@ucb.ac.uk)

## TITLE OF PROGRAMME FOR WHICH YOU ARE APPLYING

(see Notes for Guidance )

## STATE MODE OF STUDY

Full-time  Part-time  Block Distance Mode  (Please tick as appropriate)

## PERSONAL DETAILS

(Please complete in BLOCK CAPITALS)

Family Name

Forename(s)

Date of Birth

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Day

Month

Year

Male (M)

Female (F)

(Please tick as appropriate)

Nationality

Country of Birth

Permanent Home Address

Postcode/Zip code

Telephone number

Fax

Email

Temporary Address

UCB - Asia Pacific Representative Office  
c/o UK EduNet Sdn Bhd  
B-3A-2 Megan Avenue 1  
189 Jalan Tun Razak  
Kuala Lumpur  
Malaysia

Postcode/Zip code 50400

Telephone number +60-3-2780 7288

Fax +60-3-2780 7299

Email [ucb.asia@ukedunet.com](mailto:ucb.asia@ukedunet.com)

## PROPOSED STARTING DATE (Please tick as appropriate)

September

February

Year

**DISABILITIES**

If you have any disabilities or medical conditions we should know about, please give details:

**LEARNING REQUIREMENTS**

If you have any specific learning requirements, please give details:

**EXAMINATIONS TAKEN AND QUALIFICATIONS OBTAINED**

For qualifications obtained at overseas institutions it is essential that a certified transcript of your complete academic record is provided, preferably with this application. Otherwise please confirm by ticking the following box that you are arranging for the transcript to be sent to us

a) **Academic qualifications** – also include in this section details of any courses that you are CURRENTLY taking.

University or College	Dates of attendance (state full or part-time)	Degree or other qualifications obtained	Class or Honours (if any)/Grade Point Average (GPA)	Subject	Date of completion/to be completed

b) **Other qualifications** (except those obtained at school), which you have already achieved.

Title of Qualification	Results	Date of Award	Awarding Body

**DETAILS OF PREVIOUS AND PRESENT EMPLOYMENT**

From Month      Year	To Month      Year	Employer	Job Title	Full-time/Part-time

**FOR APPLICANTS WHOSE FIRST LANGUAGE IS NOT ENGLISH**

Any one of the following tests is acceptable as evidence of your ability in the English language.  
Please indicate whether documentary proof is enclosed or will be sent later.

	Certificate Enclosed	To Follow	Score/Grade
IELTS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
TOEFL _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
GCSE English _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Cambridge Certificate (which level) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Warwick English Language Test _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Other Qualification _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Other evidence may be acceptable. If you think you have a satisfactory level of English, please give information here:

**WHAT DO YOU HOPE TO ACHIEVE BY UNDERTAKING THIS PROGRAMME?**

Please give any additional information, which you wish to be considered in support of this application. Please use additional sheets of paper if required.

## REFERENCES

Please give below the names and addresses of two referees (in most cases these should be academic referees or, where appropriate, your employer). Please make sure you note the title of the programme you have applied for on the reverse of the reference forms, enclosed with this form and hand or send the reference sheets directly to your referees, together with the enclosed notes for guidance, and ask them to return the reference to the University College. Please use Block Capitals.

Name	Name
Position	Position
Address	Address
Postcode	Postcode
Telephone	Telephone
Fax	Fax
Email	Email

## FINANCE

Please indicate how you will be financing the cost of the programme.

## CRIMINAL CONVICTIONS

Do you have any criminal convictions?

Yes  No

If yes, please outline details here, including dates of conviction.

## APPLICATION CHECKLIST

Please ensure you have completed all the required sections on the form and check that you are submitting and enclosing the relevant documents before you send off your application:

Please tick

- A photocopy of your previous qualifications and examination results
- A photocopy of your English qualification if applicable (ie: IELTS, TOEFL or equivalent)
- Names of 2 Referees.

## HOW DID YOU HEAR ABOUT OUR POSTGRADUATE PROGRAMMES?

British Council

Website

Exhibition

Friend/Relation

## DECLARATION

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

I undertake to be bound by the University College's General Student Regulations (a copy of which can be viewed on the University College's website at [www.ucb.ac.uk](http://www.ucb.ac.uk)) and I also give consent to the University College processing my data as required for administrative purposes (in accordance with the Data Protection Act 1998). I accept that if I do not comply with these requirements the University College has the right to cancel my application and I shall have no claim against the University College.

Signature of Applicant

Date

Please return this form to:

**University College Birmingham - Asia Pacific Representative Office**

UK EduNet Sdn Bhd, B-3A-2 Megan Avenue 1, 189 Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia

T : +60-(0)3-2780 7288 F : +60-(0)3-2780 7299 E : [ucb.asia@ukedunet.com](mailto:ucb.asia@ukedunet.com)

# REFERENCE REQUEST



*A College Accredited by the University of Birmingham*

Summer Row, Birmingham B3 1JB  
Telephone: 0121 604 1040 Fax: 0121 604 1166  
email: [admissions@ucb.ac.uk](mailto:admissions@ucb.ac.uk)

This is a request for a reference for the person named below who is applying to study on a postgraduate or a professional development programme in the Management and Professional Development Centre at University College Birmingham.

We understand you have agreed to be a Referee for this applicant and would be grateful if you could give us, as far as you are able, your opinion on their suitability for the programme they have applied for.

**Please prepare a reference letter on official company/university letter headed paper or if you would like to use this reference sheet, please authenticate the document with your company/university stamp.**

The candidate's application cannot be considered until we have received your reference, so we will be pleased to have your reply as soon as possible.

When you have completed this form, please send it to:

**Postgraduate Admissions Department  
University College Birmingham  
Summer Row  
Birmingham  
B3 1JB  
UK**

**Tel: +44 (0) 121 604 1040 Fax: + 44 (0) 121 604 1166**

**Email: [admissions@ucb.ac.uk](mailto:admissions@ucb.ac.uk)**

Thank you in advance for supplying this reference.

Name of Applicant
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Programme applied for
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## THIS SECTION TO BE COMPLETED BY REFEREE

Name of Referee
Position
Organisation
Capacity in which you provide this reference (Tutor, Head of Department, Employer etc)

Address (where we can contact Referee, if required)
Postcode
Telephone
Fax
Email

Please complete reference overleaf



# NOTES FOR GUIDANCE

## Please forward to your referee



*A College Accredited by the University of Birmingham*

Summer Row, Birmingham B3 1JB  
Telephone: 0121 604 1000 Fax: 0121 608 7100  
email: [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

### Postgraduate and Professional Development Programmes offered by the Management and Professional Development Centre

#### All Programmes

As you can appreciate, study involves a high level of academic reading and writing and requires that the student is capable of using a library effectively, has the ability to write balanced and thoughtful essays, is a good note taker, is receptive to new ideas and is not afraid to give or receive constructive criticism.

- **MSc/Postgraduate Diploma in Hospitality with Tourism Management**

This programme is generally appropriate for students who do not have a background or qualifications in the hotel or broader hospitality industry. Students follow a 1 year full-time or 2 year part-time programme. There are normally a number of essays, one/two examinations and a dissertation of 12-14,000 words (Master's) plus an optional 6 month industrial placement.

- **MA Hospitality Management**  
**MA Tourism Business Administration**  
**MA Adventure Tourism Management**

These programmes are generally appropriate for students who have experience or qualifications in the area being studied. The one year full-time (or up to 6 years part-time) programmes normally include a number of essays and one/two examinations. Students also complete a dissertation of 12-14,000 words for the Master's degree in the final stage of the programme.

- **Postgraduate Diploma Hospitality Management**  
**Postgraduate Diploma Tourism Business Administration**  
**Postgraduate Diploma Adventure Tourism Management**

As with the MA programme, these are generally appropriate for students who have experience or qualifications in the area being studied. The 1 year full-time (or up to 6 years part-time) programmes normally include a number of essays and one/two examinations. It is possible to progress to a Master's award from this programme.

- **Postgraduate Certificate Hospitality Management**  
**Postgraduate Certificate Tourism Business Administration**  
**Postgraduate Certificate Adventure Tourism Management**

As with the MA programmes, these are generally appropriate for students who have experience or qualifications in the area being studied. The programme takes 6 months of full-time study, or students can take up to 4 years to complete if part-time. Assessment normally involves a number of essays and one examination. They are particularly useful for updating knowledge of an industry. The certificate may be accepted as part fulfilment of a Master's programme.

- **Professional MA in Hospitality & Tourism Management – (Block study mode)**

This part-time postgraduate programme is offered on a **BLOCK STUDY BASIS ONLY** to applicants with appropriate qualifications and industrial experience. Each of the six modules is delivered over an intensive one week, block study period, with three modules being offered each year. The programme assessment regime offers the opportunity to apply work-based experience through a range of reports, essays and case study problem solving scenarios.

- **Pre-Masters Programme**

This one year, full-time programme is appropriate for those whose previous degree studies have been in a different discipline to hospitality or tourism management or whose level of English is currently below that required for entry onto the University College's postgraduate programmes. The programme combines studies in hospitality and tourism with academic English and would involve an array of different assessment types, including essays, reports and formal tests.

For further information on all programmes offered at the University College, please contact:

**The Marketing Unit**  
University College Birmingham  
Summer Row, Birmingham B3 1JB, UK  
Tel: + 44 (0) 121 693 5959 Fax: + 44 (0) 121 608 7100  
email: [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

