

# POSTGRADUATE APPLICATION FORM

Please complete this form by entering the information in the boxes provided or marking the relevant the check box.

Full instructions are provided on Page 8 of this form.

## Course Details

| Course Title: |  |
| --- | --- |
| Mode of Study: | Full time  Part time |

## Personal Details

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| Title: | ☐ Mr ☐ Miss ☐ Mx ☐ Mrs ☐ Ms ☐ Other: |
| First Name(s): |  |
| Last Name: |  |
| Previous Last Name (if applicable): |  |
| Date of Birth: |  |
| Gender: | ☐ Female ☐ Male ☐ Non-Binary ☐ Other |
| Nationality: |  |
| Country of Birth: |  |
| What is your immigration status? | ☐ I am a UK National  EU National with settled or pre-settled status  I will need a Student Visa to study  Other (please provide more information): |

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| --- | --- |
| Contact Address: |  |
| Postcode: |  |
| Country: |  |
| Telephone no: |  |

|  |  |
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| Home Address (if different to contact address): |  |
| Postcode: |  |
| Country: |  |
| Telephone no: |  |

|  |  |
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| Mobile no: |  |
| Email address: |  |

## Education and Employment

Please include all education courses (including Higher Education and Secondary Education) with the most recent first, including your current course if appropriate.

| Level e.g. BA / A Level | Subject | Grade | Name of institution/school | Dates (From/To) |
| --- | --- | --- | --- | --- |
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## Current Occupation (if applicable)

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| Job Title: |  |
| Employer Name and Address: |  |

## Personal Statement

Please provide a 500-word commentary that outlines:

a) your reasons for applying for an MA course at Norwich University of the Arts,

b) a statement about your current practice,

c) the proposed direction of your MA study (including potential research ideas or themes you might consider)

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## Professional Activities

Please briefly list relevant professional activities including work experience, exhibitions, grants, scholarships, bursaries, prizes, commissions, and publications, with dates. If you do not meet our standard academic entry requirements of a BA (Hons)/BSc Degree of 2:1 or above (or equivalent) in a subject related to your proposed course of study, please highlight your equivalent professional experience here.

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## Reference

For applicants who have/will have an undergraduate degree from Norwich University of the Arts obtained within the last 3 years, we will automatically request a reference from your Course Team. Please indicate below if you would like us to contact a specific member of staff.

If you have not studied with us previously or would like to provide an alternate referee, please provide their details below and send them Page 7 of this form.

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| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Email: |  |
| Telephone no: |  |

## Declaration

I understand that by signing this form I certify that the information I have provided is complete and accurate.

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| Signature: |  | Date: |  |

## Equality and Diversity Information

Any information about a disability/medical condition that you disclose will be treated in the strictest confidence. It is important for us to collect this information for the following reasons:

* To enable staff to support your application and learning, as appropriate
* Your own health and safety
* The health and safety of staff and other students

Please choose the option below that best describes your disability status:

|  |
| --- |
| ☐ No disability  ☐ A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder  ☐ Blind or a serious visual impairment uncorrected by glasses  ☐ Deaf or a serious hearing impairment  ☐ A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy  ☐ A mental health condition, such as depression, schizophrenia, or anxiety disorder  ☐ A specific learning difficulty such as dyslexia, dyspraxia, or AD(H)D  ☐ A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches  ☐ A disability, impairment or medical condition that is not listed above  ☐ Two or more impairments and/or disabling medical conditions |

|  |  |
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| Are you in receipt of Disabled Student’s Allowance? | ☐ Yes ☐ No |

To help monitor equal opportunities in the higher education sector and support higher education institutions in  
meeting their obligations under the Equality Act 2010, you are invited to select the category that most adequately describes your ethnic group. This information will be kept confidential, and you are not obliged to answer and may  
choose ‘Prefer not to say’:

|  |  |
| --- | --- |
| ☐ Arab  Asian - Bangladeshi or Bangladeshi British  Asian - Chinese or Chinese British  Asian - Filipino  Asian - Indian or Indian British  Asian - Pakistani or Pakistani British  Any other Asian background  Black - African or African British  Black - Caribbean or Caribbean British  Any other Black background  White - English, Scottish, Welsh, Northern Irish or British  White - Gypsy or Irish Traveller  White - Irish | White - Polish  White - Roma  White - Showman / Showwoman  Any other White background  Mixed or multiple ethnic groups - White or White British and Asian or Asian British  Mixed or multiple ethnic groups - White or White British and Black African or Black African British  Mixed or multiple ethnic groups - White or White British and Black Caribbean or Black Caribbean British  Any other Mixed or Multiple ethnic background  Any other ethnic background  Prefer not to say |

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Description automatically generated with medium confidence

## Confidential Reference

Applicants should complete the below personal details and forward this page of the application form to their chosen referee.

|  |  |
| --- | --- |
| Applicant Name: |  |
| Course Applied for: |  |
| Referee Name: |  |
| Referee Position: |  |
| Referee Organisation: |  |
| Referee Email: |  |
| Referee Telephone No: |  |

Please indicate how long and in what capacity you have known the applicant; give your candid opinion of the applicant and their suitability to undertake the proposed course of study. More details of MA study at Norwich University of the Arts may be found on our website at <https://norwichuni.ac.uk/study-at-norwich/postgraduate-apply/>

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| Referee Signature: |  | Date: |  |

Please send your reference in confidence to [admissions@norwichuni.ac.uk](mailto:admissions@nua.ac.uk)

## Postgraduate Application Guidance Notes

### Application Process

1. Complete the application form, including a well-prepared and considered 500-word statement indicating your intentions for MA study. The form should be word-processed, not hand-written.
2. Forward the Reference Form to your chosen referee with a request to complete and return it to [admissions@norwichuni.ac.uk](mailto:admissions@nua.ac.uk)
3. For MArch Architecture send your completed application form to [admissions@norwichuni.ac.uk](mailto:admissions@norwichuni.ac.uk) and we will endeavour to contact you within two weeks to arrange an interview.

For all other courses, prepare an online portfolio of your work or create a PDF portfolio (no larger than 10MB) and send a web link or the PDF, along with your completed application form to [admissions@norwichuni.ac.uk](mailto:admissions@nua.ac.uk)

### Interview Process

If you are invited to interview, you will be interviewed by one or more members of the MA course team, either in person or online. You will ask you to provide a portfolio of recent work either digital or physical. The interviewer(s) will ask you about your work, your applicant statement, and your preparedness for postgraduate study. You will be given an opportunity to ask the course team questions. The interview normally lasts around thirty minutes.

### Deadline for Applications

Applications are taken throughout the academic year but will need to be received by 25 August 2024 for applicants to begin the course in September 2024. Applications after this date may be considered, provided there is availability on the course.

Please return your signed and completed form to [admissions@norwichuni.ac.uk](mailto:admissions@norwichuni.ac.uk)