

ATP Distance Learning Application Guidance Notes

The ATP registration form is used to register you as a full or part-time student for any of the ATP distance learning elements provided by Aberystwyth or Bangor Universities. Acceptance on this programme registers you EITHER: as a part-time postgraduate student for five years; or as a full-time postgraduate student for eighteen months.

Please be aware that two **references** are required with the initial application and it is up to **you** to get these. Waiting for references, fees and certificates are the main causes of delayed registration and it is well worth contacting your referees as early as possible.

- 1. Your personal details** Name – Please state all of your official names as they appear on your official documents such as examination certificates and passport.
 - Date of birth – please enter as day, month and year (e.g. for 29 September 1982 please write 29/09/1982).
 - Permanent home address – we use this address to contact you unless you have specified a correspondence address.
 - Correspondence address – our primary contact address for you.

2. Nationality and Permanent Residence

If you are applying from overseas, please give us details of your residency.

- 3. International Students** must show that they have an English language level appropriate to the degree scheme that they will follow. This course requires applicants to have IELTS 6.5 or equivalent, see <http://www.aber.ac.uk/en/international-english/elr/> for full guidance. Please also note that as this course is via distance learning it does not enable you to receive a CAS number or assistance with a visa.

4. Proposed study on ATP Distance Learning

The ATP provides a flexible programme and you are not required to decide on the qualification that you are aiming for at the outset. If you are only intending to take one or two modules, please tick **NQPG**. For any taught postgraduate qualification, please tick **MSc** (this will also allow you to exit with PG Certificate or PG Diploma).

- 4.1. Part-time** students should enter the full title of your initial module as it appears in official ATP publications.
- 4.2. Full-time** students should enter the three modules that they wish to take in their first semester, ensuring that these modules occur in the same

5. Funding and Finance

Fees may be paid per module or for a number of modules. Fees are required to be paid in full before training commences. If you are being funded by your employer you must supply an invoice address.

6. Your qualifications

Candidates must hold at least a Second Class honours degree in biological science, chemistry or a closely related discipline. However applications from mature non-graduates with relevant experience will be considered on a case by case basis: please see the Guidance Notes below to check the eligibility criteria. If possible, please enclose original certificates/transcripts or copies authenticated by the awarding body for all University-level qualifications that you have obtained. An authenticated copy is a photocopy marked with the stamp or seal of the awarding institution, attested as a true copy of the original and signed by an appropriate officer of that institution.

Non Graduates must be:

- Educated to at least GCSE 'A' level
- Have at least 24 months of relevant full-time work experience in a biotechnology industry.

Relevant experience will be determined by the university.

7. Personal Statement

This is particularly important for non-graduates to complete. If you have employment experience which you consider may be equivalent to a degree, please give details of positions held, dates of employment, responsibilities within the position held and employer contact details on a separate sheet.

8. References

We will not consider your application until we have received two references. **You** must obtain the references from your referees, **we will not contact referees on your behalf**. Delays in communicating decisions to applicants are often caused by failure of referees to respond to requests for information. Please nominate referees who are in a position to reply to such requests. **We will require at least one professional reference i.e. work based reference.**

Please ensure all references:

- Are written on letterhead paper: emailed references will only be considered if they are sent directly from the referee's official work email. We do not accept references from personal accounts such as: *yahoo, gmail or hotmail*.
- Are signed and dated by the referee (unless emailed)
- Contain the contact details and position of the referee.
- State your name, address and the course you have applied for.
- State how long the referee has known you and in what capacity.
- Address the issue of your suitability for the training you have applied for

Academic referees are only necessary if you have recently been in education. They should be able to comment on your academic background (cont.).

References for non-graduates: a work based reference may be submitted from your current or previous employer.

Please note that at least **two references** are required for all applications.

9. Disability/ Medical Conditions/ Additional Requirements

Even if you have previously been assessed by the University, please declare your condition on your postgraduate application.

We are collecting this information to ensure that support needs are identified and assess what support the University can provide. This information does not form part of the selection process, and will be treated confidentially. Please enter the code most relevant to you in the box in Section 10. If appropriate please give details of any special requirements or additional support needs you may have.

- 51 Dyslexia
- 53 Autism
- 55 You have mental health difficulties
- 56 Wheelchair user/ mobility difficulties
- 57 Deaf/ hearing difficulty
- 58 Blind/partially sighted
- 05 You require personal care support
- 07 You have an unseen disability e.g. diabetes, epilepsy, asthma
- 08 You have two or more of the above disabilities/ special needs
- 96 You have a disability not listed above

10. Criminal Convictions

In order to protect our trainees and staff we are required to ask if you have any relevant unspent criminal convictions.

What is a relevant conviction?

‘Relevant’ means: offences against the person, whether of a violent or sexual nature; offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking; offences involving firearms, arson or terrorist acts.

What is a spent conviction?

Convictions that are ‘spent’ (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. However certain programmes, for example teaching, are exempt from the Rehabilitation of Offenders Act and different rules apply with regards to criminal convictions. The University may ask you to agree to a criminal records check as a condition of an offer.

Convictions (for offences similar to those set out above) made by courts **outside Great Britain** are considered unspent. If this applies to you, tick the box “yes.”

How will the university handle my application if I declare a relevant criminal conviction?

- If you tick the box “yes” you will not be automatically excluded from the application process.
- The information concerning criminal convictions will be passed on to appointed persons at the University. In line with best admissions practice, they will consider your application separately from your academic merits. During this consideration, they may ask you to provide further information about your conviction. If they are satisfied, your application will proceed in the normal way although they may add certain conditions to any offer they make. Otherwise they will notify you of their decision.
- Failure to declare a relevant criminal conviction may result in expulsion from the ATP programme.

All information concerning criminal convictions is treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998.

The application process may take between 2-4 weeks, depending on how quickly we receive your information. So please call if you have any queries or require help completing your application form: 01970 823224.

Check List

To avoid delays in processing your application, please ensure that the following are included:

Application form	
References	
Personal Statement	
Copies of Degree Certificates	
IELTS certificate (if needed)	