

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THE FORM, USE BLACK INK AND BLOCK CAPITALS. YOU SHOULD ALSO REFER TO THE GUIDANCE NOTES FOR DETAILS OF THE ADMINISTRATION FEE WHICH IS PAYABLE.

PERSONAL DETAILS

1. Surname/Family Name (as in passport)

2. First Names (as in passport)

3. Title (Mr/Mrs etc.)

4. NRIC/Passport Number*

*for non Singaporean/Permanent Residents, a copy of their employment pass or S-Pass/PR documents must be submitted with the application

5. Employment Pass/S-Pass Number

(delete where appropriate)

7. Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

8. Sex (✓)

Male
 Female

9. Nationality

9a. Singapore PR (✓)

Yes
 No

10. Country of Ordinary Residence

11. Home Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Mobile
Tel
Fax
Email

12. Correspondence Address (if different)

<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
Mobile		
Tel		
Fax		
Email		
Dates when address is valid	From:	To:

FOR OFFICE USE

Applic. No.

Date of Receipt

H/O/E/X

Initials

PROGRAMME OF STUDY FOR WHICH YOU WISH TO APPLY

13. UCL Department/Institute

14. Proposed Starting Date

Sept	<input type="text"/>
Month	Year

15. Taught Programme Title

TO BE COMPLETED BY THE GRADUATE ADVISER/ADMISSIONS TUTOR AND RETURNED TO ADMISSIONS, UCL REGISTRY

Name of Tutor _____ Signature _____ Date _____

Departmental Action (✓)

Accept (Please complete boxes below)

Admissions to send standard rejection letter? (✓)

Reject

Yes

No

Withdrawn

1. Taught Programme Title

2. Start Date

Sept	<input type="text"/>
Month	Year

3. If Dean of Students (Academic) approval is required, please include a statement of support (see overleaf)

5. Other information, e.g. any studentships or scholarships allocated/nominated to be detailed on offer letter

4. Conditions of Admission

EDUCATION – QUALIFICATIONS ALREADY OBTAINED

16a. Detail your education since age 18. Start with the most recent qualifications. Where appropriate include professional qualifications.

Name of College/University/ Awarding Body (state country if outside the UK)	Start date (Month/Year)	End date (Month/Year)	Qualification (e.g. BA, BSc)	Overall class/ grade/GPA	Degree Title: Subjects studied and grades obtained

EDUCATION – QUALIFICATIONS CURRENTLY BEING TAKEN

16b. Detail qualifications yet to be awarded. Where appropriate include professional qualifications.

Name of College/University/ Awarding Body (state country if outside the UK)	Start date (Month/Year)	End date (Month/Year)	Qualification (e.g. BA, BSc)	Overall class/ grade/GPA	Degree Title: Subjects studied and grades obtained so far

ENGLISH LANGUAGE

17. Is English your first language? (✓)

Yes No

If “NO” detail any work experience or education that you have undertaken in English. Provide the date and grade(s) of any English language test taken. Any work experience, education or test must have been within three years of your proposed start date at UCL. A copy of the test certificate should be enclosed with this application.

FOR OFFICE USE. ADMISSIONS ADVICE FOR THE GRADUATE ADVISER/DEPARTMENTAL ADMISSIONS TUTOR

<p>1. Academically qualified? (✓)</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> Not yet </p> <p> <input type="checkbox"/> No Dean of Students (Academic) Approval </p>	<p>2. Academic equivalences</p> <p>UK 2.2 (or overseas equivalent)</p> <p>UK 2.1 (or overseas equivalent)</p> <p>Standard of applicant</p> <p>4. Comments</p>	<p>3. Met UCL English proficiency requirement? (✓)</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
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EMPLOYMENT

18. List your employment to date. You may include a copy of your curriculum vitae if this is more convenient.

Name and Address of Employer (state country if outside the UK)	Start date (Month/Year)	End date (Month/Year)	Position held and main duties

SUPPLEMENTARY SUPPORTING STATEMENT

19. Describe your academic interests and reasons for applying. Applicants for the programme, should indicate, where appropriate, the options/courses in which they are likely to be interested. Detail your career objectives and any relevant non-academic achievements as well as any publications. Outline any other relevant experience including attendance at specialist workshops or short courses. Continue on a separate sheet if required.

PROGRAMME FEE SUBSIDY

19. Are you applying for a programme fee subsidy made available through BCA? (✓) If "YES", please submit the application form for the MSc (FEM) programme fee subsidy separately.

Yes

No

KNOWLEDGE OF PROGRAMME

20. Where did you learn about the programme applied for? Please (✓) or write in one or more boxes.

<input type="checkbox"/> UCL website	<input type="checkbox"/> BCA e-news	<input type="checkbox"/> CORENET	<input type="checkbox"/> BCA/BCA Academy website
<input type="checkbox"/> Other academic staff	<input type="checkbox"/> Employer	<input type="checkbox"/> Former UCL graduate	<input type="checkbox"/> British Council

Newspaper/recruitment guide/magazine advertisement in Singapore (please specify)

Other (please specify)

DISABILITY/SPECIAL NEEDS

21. Do you have a disability? (✓) Please also complete the disability and ethnic origin monitoring form enclosed. Any information on disability will be passed (in confidence) to UCL's Disability Co-ordinator. If you have a disability that may require reasonable adjustments to be put in place, you must independently contact the Disability Co-ordinator to discuss your needs.

Yes

No

REFEREES

22. State the details of the two people who have provided references in the envelopes that you are returning with this application.

Name
Position
Address
Tel
Fax
Email

Name
Position
Address
Tel
Fax
Email

EQUAL OPPORTUNITIES POLICY

At UCL our principal concern when considering applications is to recruit and select students who are likely to complete the programme successfully and derive benefit from it. Once these requirements are met, we regard other issues such as disability, ethnic origin, sex, marital status, number of children, beliefs relating to religion, politics and sexual orientation as irrelevant.

APPLICANT'S DECLARATION

I agree that by completing and submitting this application form, the details within it can be used by UCL and BCA for processing my application and for the other purposes set out below. I agree that UCL may liaise with BCA as necessary to deal with this application and any subsequent offer of a student place.

I note that, in accordance with UK legislation, UCL will process my personal data as a data controller for the following purposes in accordance with the Data Protection Act 1998: considering and evaluating my application to become a student of UCL and to deal with any queries I may have; should my application be successful, to administer, manage and record my academic progress as a student; the compilation of statutory statistical and personal returns that UCL is obliged to make to the UK government and/or other organisations; other legitimate and proportionate processing purposes relating to my studies.

By submitting this application I confirm that, to the best of my knowledge, the information provided is accurate and complete. I note that UCL reserves the right to refuse admission or to terminate a student's attendance should it be discovered that he/she has made a false statement or has omitted significant information. If I am offered a place, I note that I will be required to provide evidence of my qualifications.

Signature

Date

Administration Fee attached? (✓)

Yes

Please refer to the Question 16 in the **Guidance Notes** for details of the Administration Fee.

Cheque No. Dated

Please return this form, together with two letters of reference, transcripts/diploma supplements (please refer to guidance notes), the disability and ethnic origin monitoring form, administration fee and, where appropriate, an English language test certificate to:

ENROLMENT OFFICE, BCA ACADEMY, 200 BRADDELL ROAD, SINGAPORE 579700



REFERENCE FORM FOR GRADUATE STUDY

APPLICANT'S NAME:

PROGRAMME OF STUDY: MSc Facility and Environment Management Singapore (Part-time)

The above student is applying to UCL for admission to a graduate programme of study. To assist us in the selection process, we should be most grateful if you could complete the four sections of this form.

1. (a) How long have you known the applicant?

(b) In what capacity do you know the applicant?

(c) If you are an academic referee, please indicate the cohort against whom you are measuring the applicant (e.g. number of students/all students in current year/all students you have ever taught):

2. Please assess the applicant on a scale of 1 (lowest) to 10 (highest) in relation to the following criteria by circling the appropriate number:

Intellectual ability	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Motivation	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Written communication skills	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Oral communication skills	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Ability to organise workload	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Originality	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Overall assessment of applicant	1	2	3	4	5	6	7	8	9	10	Unable to Comment

3. We would be grateful if you would comment in writing on the applicant including if they have not yet graduated, what final degree classification or grade he/she is expected to obtain and any further relevant information, for example performance in the workplace or suitability for the programme applied for. (Continue overleaf or include a separate signed letter on headed paper if preferred.)

4. Recommendation (✓)

I strongly recommend this applicant for the above programme of study.

I recommend this applicant for the above programme of study.

I do not recommend this applicant for the above programme of study.

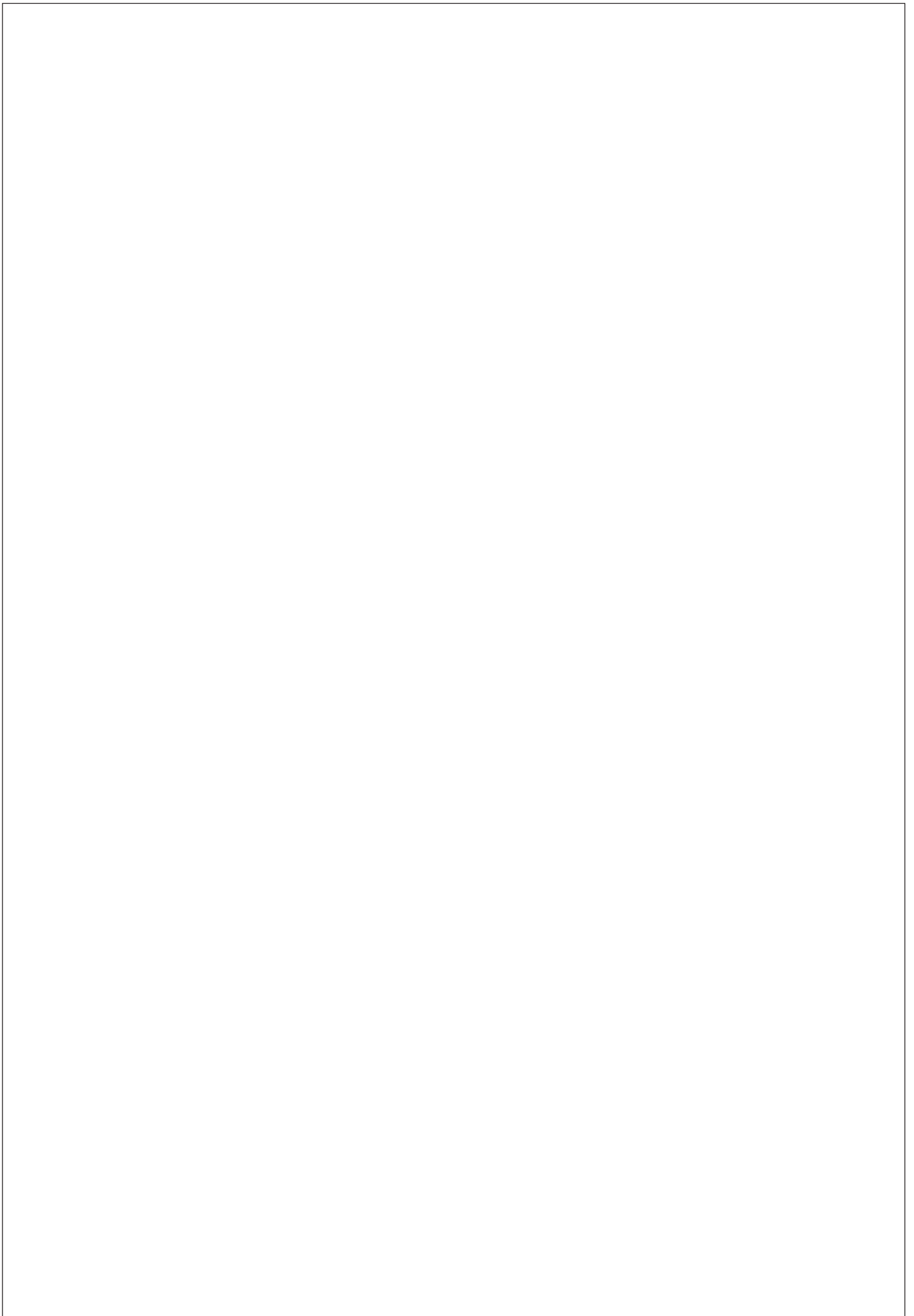
I am unable to comment.

CONTACT DETAILS

Name Signature Position

Tel Email Date

Thank you for your co-operation in completing this form. Please enclose this form and each letter in an envelope and sign across the seal before returning it to the applicant. Under the terms of the 1998 Data Protection Act, an applicant has the right to access any reference submitted to UCL. Please tick this box if you do not wish the applicant to have access to this reference.





REFERENCE FORM FOR GRADUATE STUDY

APPLICANT'S NAME: _____

PROGRAMME OF STUDY: MSc Facility and Environment Management Singapore (Part-time)

The above student is applying to UCL for admission to a graduate programme of study. To assist us in the selection process, we should be most grateful if you could complete the four sections of this form.

1. (a) How long have you known the applicant?

(b) In what capacity do you know the applicant?

(c) If you are an academic referee, please indicate the cohort against whom you are measuring the applicant (e.g. number of students/all students in current year/all students you have ever taught):

2. Please assess the applicant on a scale of 1 (lowest) to 10 (highest) in relation to the following criteria by circling the appropriate number:

Intellectual ability	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Motivation	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Written communication skills	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Oral communication skills	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Ability to organise workload	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Originality	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Overall assessment of applicant	1	2	3	4	5	6	7	8	9	10	Unable to Comment

3. We would be grateful if you would comment in writing on the applicant including if they have not yet graduated, what final degree classification or grade he/she is expected to obtain and any further relevant information, for example performance in the workplace or suitability for the programme applied for. (Continue overleaf or include a separate signed letter on headed paper if preferred.)

4. Recommendation (✓)

I strongly recommend this applicant for the above programme of study.

I recommend this applicant for the above programme of study.

I do not recommend this applicant for the above programme of study.

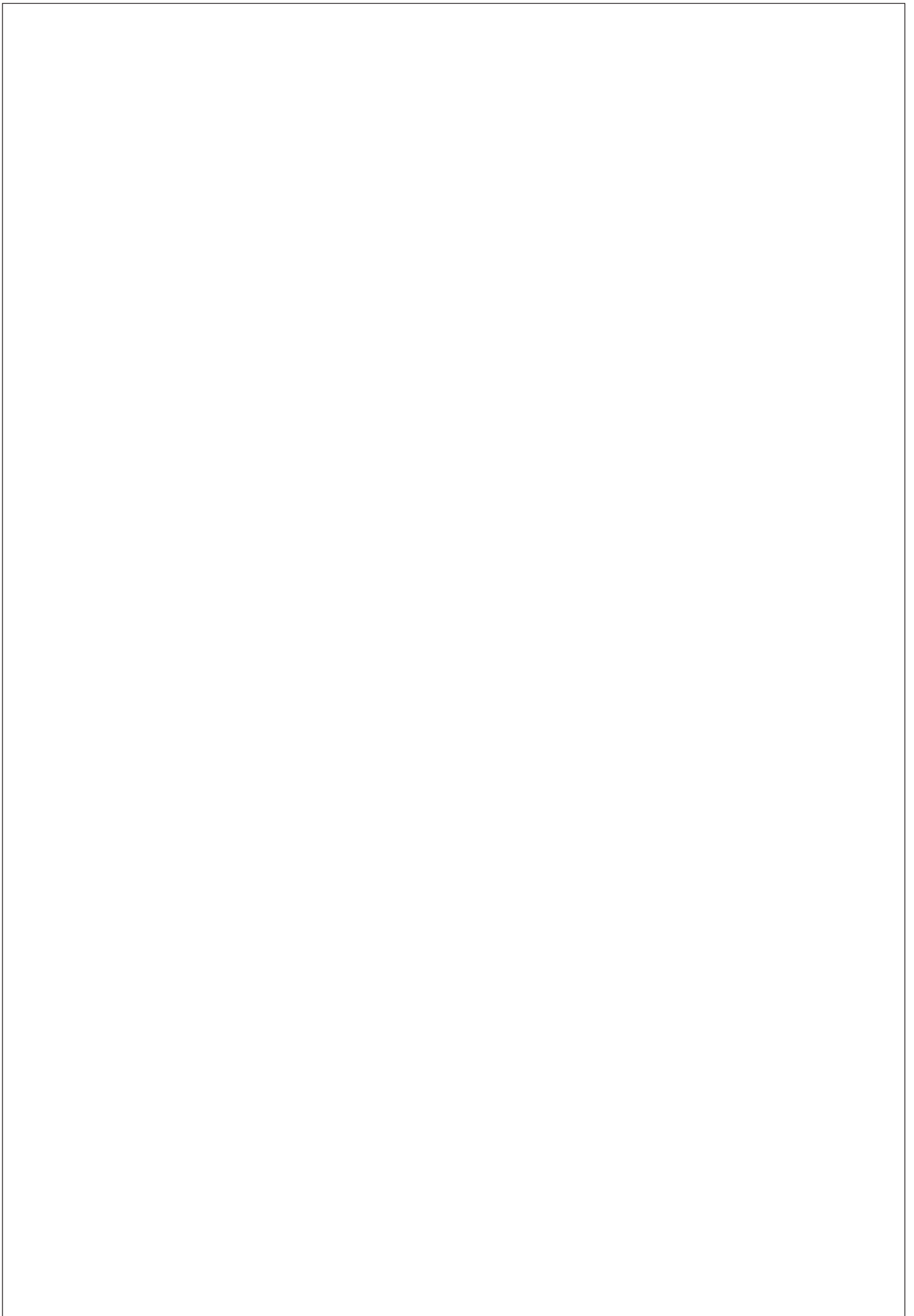
I am unable to comment.

CONTACT DETAILS

Name _____ Signature _____ Position _____

Tel _____ Email _____ Date _____

Thank you for your co-operation in completing this form. Please enclose this form and each letter in an envelope and sign across the seal before returning it to the applicant. Under the terms of the 1998 Data Protection Act, an applicant has the right to access any reference submitted to UCL. Please tick this box if you do not wish the applicant to have access to this reference.





DISABILITY AND ETHNIC ORIGIN MONITORING FORM

Please note that this form will not be passed to any admissions tutor. UCL is required to supply this personal information to the Higher Education Statistics Agency. By completing this form you are giving your consent to the collection and retention by UCL and BCA of the ethnicity and disability data provided, and the disclosure of this data to appropriate regulatory bodies.

If you have a disability that may require adjustments to be put in place, you must contact UCL's Disability Co-ordinator, email: disability@ucl.ac.uk; fax: +44 (0)20 7916 8530; address: UCL Registry, University College London, Gower Street, London WC1E 6BT.

SURNAME

FIRST NAMES

DISABILITY Please (✓) one box

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| A <input type="checkbox"/> No disability | G <input type="checkbox"/> You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |
| B <input type="checkbox"/> You have a social/communication impairment such as asperger's syndrome/other autistic spectrum disorder | H <input type="checkbox"/> You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches |
| C <input type="checkbox"/> You are blind or have a serious visual impairment uncorrected by glasses | I <input type="checkbox"/> You have a disability, impairment or medical condition that is not listed above |
| D <input type="checkbox"/> You are deaf or have a serious hearing impairment | J <input type="checkbox"/> You have two or more impairments/and or disabling medical conditions |
| E <input type="checkbox"/> You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy | 97 <input type="checkbox"/> Information refused |
| F <input type="checkbox"/> You have a mental health condition such as depression, schizophrenia or anxiety disorder | |

ETHNICITY Please (✓) one box

- | | |
|------------------------------------------------------------------|---------------------------------------------------------------|
| 10 <input type="checkbox"/> White | 34 <input type="checkbox"/> Chinese |
| 14 <input type="checkbox"/> Irish Traveller | 39 <input type="checkbox"/> Other Asian background |
| 21 <input type="checkbox"/> Black or Black British – Caribbean | 41 <input type="checkbox"/> Mixed – White and Black Caribbean |
| 22 <input type="checkbox"/> Black or Black British – African | 42 <input type="checkbox"/> Mixed – White and Black African |
| 29 <input type="checkbox"/> Other Black background | 43 <input type="checkbox"/> Mixed – White and Asian |
| 31 <input type="checkbox"/> Asian or Asian British – Indian | 49 <input type="checkbox"/> Other Mixed background |
| 32 <input type="checkbox"/> Asian or Asian British – Pakistani | 80 <input type="checkbox"/> Other Ethnic background |
| 33 <input type="checkbox"/> Asian or Asian British – Bangladeshi | 98 <input type="checkbox"/> Information refused |

Please return this form with the rest of your application to:

ENROLMENT OFFICE, BCA ACADEMY, 200 BRADDELL ROAD, SINGAPORE 579700