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| *HNDPR2*  **University Of Central Lancashire Application To Move On From Foundation Degree/ HND Courses To Degree Programmes** | **S:\Partners\PARTNERSHIP\MARKETING\UCLan Logo\Logo.jpg** |

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| **PLEASE READ THE NOTES ON PAGES 4 & 5 BEFORE COMPLETING THIS FORM** | |
| FOR OFFICE USE ONLY  DECISION: | OFFICE USE    UCLan ID No: |

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| **Personal Information** |

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| Partner Institution currently studying at: |  | Current UCLan ID No: |
| Full Name: |  | Date of Birth *(dd/mm/yyyy)*: |
| Term Address: |  | Age: |
| Postcode: |  | Home Address: |
| Telephone No: |  | Postcode: |
| Email: |  | Telephone No: |
| Country of Birth: |  | Current Course *(E.g. FD Business):* |
| Will you need a visa to continue studying? |  | Country of Permanent Residence: |

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| **Application to Move On** |
| *I wish to apply for the following course(s):* |

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| **Choice**  **Order** | **Course Title**  *(E.g. BA (Hons) Business Administration)* | **Subjects**  *(Where appropriate)* | **Campus to Move On to**  *(Please enter X to confirm)* |
| **1** |  |  | Burnley  Preston  Partner Institution: |
| **2** |  |  | Burnley  Preston  Partner Institution: |
| **3** |  |  | Burnley  Preston  Partner Institution: |

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| Year of Entry: |  |  | Mode of Study: |  |

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| Disability Code  *(Please refer to Guidance Notes on page 3)*  Brief description of disability: |  | I have a relevant criminal conviction  *(Please refer to Guidance Notes on page 3)*  *(Please enter X to confirm)* |

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| **Qualifications** |

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|  |  | GCSE/O Level/CSE/A level/AS level/BTEC/GNVQ/Others | | | | | | | |
| Level of Award | Month | Year | Subject | Grade | Level of Award | Month | Year | Subject | Grade |
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| **Current FD/HND Programme** |

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| **Results** *(Please list module titles in full and insert Year 1 results)* | | | *FOR OFFICE*  *USE ONLY* | |
| **Year One** |  | **Year Two** |  |  |
| **Module** | **Grade** | **Module** | **Interim Grade** | **Final**  **Grade** |
| ***Core*** |  | ***Core*** |  |  |
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| ***Options*** |  | ***Options*** |  |  |
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*Signed:*       *Date:*

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| **Distance Selling Regulations**  I do not want to be contacted by the University with details of courses or of its other services and products *(Please enter X to confirm)* |

**PLEASE EMAIL TO:** [**UADMISSIONS@UCLAN.AC.UK**](mailto:UADMISSIONS@UCLAN.AC.UK)

**OR POST TO: ADMISSIONS OFFICE, UNIVERSITY OF CENTRAL LANCASHIRE, PRESTON, PR1 2HE**

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| **Guidance Notes for Students** |

**PLEASE COMPLETE THE FORM IN FULL**

Students who can demonstrate that they have the ability to benefit from Degree level study will be allowed to move on to a suitable Degree programme. This **DOES NOT** mean that students have the automatic right to move on to a programme of their choice. The decision to allow a student to take up a place on a Degree programme is an academic judgement that will be made by Course/Subject leaders in the light of the student’s performance to date and reports from Foundation Degree/HND tutors.

The Moving on Application form should be emailed to the Admissions Office: [uadmissions@uclan.ac.uk](mailto:uadmissions@uclan.ac.uk).

Alternately, the form may be posted to Admissions Office, University of Central Lancashire, Preston, PR1 2HE.

**Disability, special needs or medical condition codes**

Please fill in the disability code, so we can assess the level of support you may require:

1. Learning Difficulties
2. Blind or visual impairment
3. Deaf/hearing impaired
4. Wheelchair user/mobility difficulties
5. Personal care
6. Mental health
7. Unseen disability
8. Two or more disabilities
9. Other disabilities not noted above

0 No disability

T Autistic Disorder

**Criminal Convictions**

To help the University reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplied 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 (but see next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these courses, you will need an ‘enhanced disclosure document’ from the Criminal Records Bureau and we will send you the appropriate documents to fill in.

You may find the details below useful:

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| **Courses in teaching, health, social work and courses involving work with children or vulnerable adults** | **All other courses** |
| For these courses, you must enter  if any of the following statements apply to you.  A - I have a criminal conviction  B - I have a spent criminal conviction  C - I have a caution (including a verbal caution)  D - I have a bind-over order | For these courses, you must enter  if the following statement applies to you  I have a relevant criminal conviction that is not spent |

Applicants who enter  will not be automatically excluded from the application process. However, the Head of Admissions will ask for more information before making a decision.

**Qualifications**

In order to give your application full consideration we will require all your academic qualifications to date. You should indicate the Foundation Degree/HND subject that you are on (if applicable), list the modules studied and grades obtained during the last academic session, and list the modules currently being studied.

**Course Choice**

You should indicate strictly in order of preference, your requested Degree route(s).

**Direct Selling Regulations**

The information provided on this form will be used by the University for the administration of your application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also supply this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or detect fraud.

You agree that the University may hold and use the information which you supply to it, for the purposes to which this form relates. Unless you tell us that you object you also agree that the University may retain such information for marketing purposes and may contact you by post, telephone, e-mail and short messaging service with details of and relating to courses and of its other products and services. If you do not want to receive this information please enter an X in the box under your signature.

**Timetable of Events**

Once applications have been received in the Admissions Office and any queries resolved, applications will be passed to the relevant Course/Subject leader for consideration. You may be asked to attend for an interview. It is anticipated that decisions will be made and conveyed to students by the beginning of the summer term. All offers are likely to be conditional at this stage. Along with your offer letter, you will receive an examination results pro-forma.