

For Office Use Only

App Received: _____ Input: _____ Ref? Y N LD Y N HP Y N OU OC R D WD
 HCA Learner ID: _____ Need IELTS? Y N If Y, what is their current level? _____

Hereford College of Arts

MA - APPLICATION FORM

Please return the completed form to the Registry Office, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT.
 If you require any assistance filling in the form, please contact 01432 273359 or email headmin@hca.ac.uk

There will be no closing date for the receipt of applications, however we strongly advise you to submit your application by 30th April to ensure that you are considered for a place in October.

Course applied for: MA in Fine Art MA in Contemporary Crafts Full Time Part Time

Personal Details

Title: Mr / Mrs / Ms / Miss / Other	Date of Birth:	Gender: Male / Female
Full Name:		Previous names (if any):
Home/Permanent address:	Correspondence/Term-time address (leave blank if same as home address):	
Postcode:	Postcode:	
Telephone number:	Telephone number:	
Mobile number:	Email Address:	

Ethnicity (for statistical purposes only)

English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> 31	Irish <input type="checkbox"/> 32	Gypsy or Irish Traveller <input type="checkbox"/> 33
Any other White background <input type="checkbox"/> 34	White and Black Caribbean <input type="checkbox"/> 35	White and Black African <input type="checkbox"/> 36
White and Asian <input type="checkbox"/> 37	Any other Mixed/multiple ethnic background <input type="checkbox"/> 38	Indian <input type="checkbox"/> 39
Pakistani <input type="checkbox"/> 40	Bangladeshi <input type="checkbox"/> 41	Chinese <input type="checkbox"/> 42
Any other Asian background <input type="checkbox"/> 43	African <input type="checkbox"/> 44	Caribbean <input type="checkbox"/> 45
Any other Black/African/Caribbean background <input type="checkbox"/> 46	Arab <input type="checkbox"/> 47	Any other ethnic group <input type="checkbox"/> 98

Country of permanent domicile _____ Nationality _____

Have you been resident in the UK/EU for the last three years, prior to the start of your learning programme? Yes No

Applicants not born in the European Union please state date of first entry into the EU/UK DD MM YY

Is English your first language? Yes No If no, please state first language _____

If no, please give details of English language course taken/to be taken (e.g. IELTS, TOEFL). Please provide certified copies of certificates and transcripts awarded:

Qualification _____ Date taken & location _____ Reading Score _____ Writing Score _____

Education & Other Professional Qualifications

Please list educational establishments at which you studied:

Name & address of establishment (University/College/etc)	From	To	Qualification/Title	Class of award/Grade

Other relevant qualifications & experience:

Please give details of any other qualifications, short courses attended that are relevant to your application:

Employment/Work History (please include details of current & recent employment, including self-employment)

Employment History		
Employer & Job Title	Brief description of duties	Dates - From & To

Work Experience		
Organisation	Brief description of duties	Dates - From & To

Learning Difficulties and/or Disabilities and/or Health Problem

The governors and staff of the College take their duties under the Disability Discrimination Act 2005 and Single Equality Act 2010 very seriously. If you consider yourself to have a learning difficulty, disability and/or health problem, please ensure that we know your requirements so that we can make all reasonable adjustments to help you succeed. Any information provided below will in no way jeopardise your application.

Health Problem and/or Disability (please tick where appropriate)

No health problem/disability	98	Allergies <small>(please state below)</small>	5
Visual impairment	1	Asthma	5
Colour blindness	1	Diabetes	5
Hearing impairment	2	Epilepsy or other fits	5
Disability affecting mobility	3	Heart disease	5
Other physical disability	4	Back, joint or bone conditions	5
Emotional/behavioural difficulties	6	Myalgic Encephalopathy (M.E.)	5
Mental health difficulty	7	Temporary disability after illness or accident	8
Depression	7	Profound/complex disabilities	9
Schizophrenia	7	Multiple disabilities	90
Asperger's syndrome	10	Other <small>(please give details below)</small>	97

Learning Difficulties (please tick where appropriate)

No learning difficulties	98		
Moderate learning difficulties	1	Dyscalculia	11
Severe learning difficulties	2	Dyslexia	10
Multiple learning difficulties	90	Autism spectrum disorder	20
Other <small>(please give details below)</small>	97	Other specific learning difficulties	19

Are you currently taking any medication or receiving medical treatment? (please tick) Yes No

Please give further details of learning difficulties and/or health problems and/or disabilities and/or medication:

Do you have any criminal convictions? Yes No If yes, please give details _____

References

Please give details of two referees who have known your work professionally or academically.

PLEASE NOTE: it is your responsibility to arrange for your first referee to complete the enclosed reference form (back page of this form) and return it to the Hereford College of Arts. We will contact your second referee if necessary.

	Referee One	Referee Two
Name		
Position/Organisation		
Address/Postcode		
Telephone		
Email		
Relationship to you		

Study Proposal Details

Details of Proposal: Please provide a written statement of approximately 1000 words, describing your current creative practice and the study proposal you intend to pursue if accepted onto the course. Describe how you think you will develop a self-directed programme of practice and related research. Please continue on a separate sheet if you require more space.

Please address the following in your proposal:

- **Your research question:** What are the questions or issues you wish to explore through the MA course?
- **The context:** Who or what are the key figures or developments that are central to your area of interest?
- **Methodology:** How will you go about researching your question? Are there particular means you will use? For example, searching in particular collections. Drawing. Photography.
- **Resources:** Are there particular resources or equipment that you will need access to in order for you to successfully engage in your research?

Declaration - Hereford College of Arts

I wish to apply for a course at Hereford College of Arts and confirm that all information given on this form is true, complete and accurate.

I agree to Hereford College of Arts processing the personal data contained on this form or any other data obtained from me or other people, for any purpose connected with my studies, health and safety or for any other legitimate purpose, under the Data Protection Act (1998). **Please note that further details of the Data Protection Act are available on request.**

Signature (applicant):

Date:

**All completed forms should be returned to: Registry, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT
or handed in at the main College Reception**

Personal Character Reference Form

A personal reference is required for all applications to the College. The reference should be completed by someone who has known you for a minimum of two years and is not a relation. If you are currently at College/University you should supply at least one academic reference. The reference is detachable for your convenience.

All completed reference forms should be returned to: Registry, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT. If you require any assistance filling in the form, please contact 01432 273359 or email headmin@hca.ac.uk.

Please note that the person to whom this reference applies has rights of access to it under the Data Protection Act 1998.

Name of Applicant: _____ **Course Applied For:** _____

Name of Referee: _____ **Position:** _____

Company/School/College: _____ **Tel No:** _____

Address: _____

Email Address: _____

How long have you known the applicant? _____

What was your relationship to the applicant? _____

Referee - please write the reference in the space provided below (please continue on a separate sheet if you require more space). You might like to consider including some, or all of the following points:

- The applicant's suitability to undertake a post graduate course of study.
- The applicant's academic and creative work.
- The nature and extent of the experience on which your judgment is based.
- Any other information that might aid us in evaluating the applicant's suitability for the course.

Signature of Referee: _____ Date: _____

All completed reference forms should be returned to: Registry, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT.