



SHORT or TASTER STUDENT APPLICATION FORM

Please complete ALL sections of the form in BLOCK CAPITALS

PERSONAL DETAILS

Surname	First Name	Title
Date of Birth	Sex	Nationality
		Do you require a visa Yes ☐ No ☐
Address		
		Postcode
Tel (Home)		Tel (Work)
Email (home)		

PROGRAMME OF STUDY FOR WHICH YOU WISH TO APPLY

UCL Department/Institute

GOS Institute of Child Health

Title of course on which you wish to enrol and module code (if applicable)

Which type of course would you like to apply for? (Please tick where appropriate. See "Notes for Applicants" at the end of this form.)

Short course: not assessed ☐

Taster course: assessed ☐

Title of undergraduate/graduate degree, diploma, certificate of which course is part (if applicable)

Departmental contact

Name Physio Courses Administrator

Tel 020 7905 2768

Email ich.physio-courses@ucl.ac.uk

Total fee

Start date

Finish date

CREDIT

Is the course credit bearing (eg a module from a modular masters programme)? (3)

Yes ☒

No ☐

CREDIT CANNOT BE CLAIMED FOR SHORT COURSES

If you are considering doing a postgraduate programme at UCL in the future, you may wish to consider doing a Taster Course instead. Please see: <http://www.ucl.ac.uk/advanced-physiotherapy/shortcourses> for details.

ENGLISH LANGUAGE

Is English your first language

Yes ☐

No ☐

If no, please state in which language you have had the majority of your education

Note: If your first language is not English, you will need to have evidence of an English language qualification. Accepted qualifications can be found using the link below and this course requires the 'good' level.

<http://www.ucl.ac.uk/prospective-students/graduate-study/application/taught/english-language>

PREVIOUS STUDY

Have you studied in Higher Education before

Yes ☐

No ☐

If yes, please state course(s) followed, and degree classification (e.g. 2:1, 2:2). If no, please state other qualifications relevant to this course.

Have you attended a course at UCL before

Yes ☐

No ☐

If yes, please state course(s) followed

ADDITIONAL INFORMATION

Please use this space to provide any additional information that is relevant to your application, including other qualifications and reasons for applying.

PAYMENT INFORMATION

How will you be paying for the course

Online store ☐

This should be paid through UCL Online store once your application form has been processed

Cheque ☐

Please make cheques payable to University College London

BACS payment ☐

If paying by BACS, please notify the course administrator who will send you the relevant information

We prefer payment via the above methods where possible, if you need to pay via your Trust (Invoice)

Please ensure that you provide us with the following information:

For Invoice Payment, please provide Full Invoicing Billing Address, Purchase Order Number, any other References for invoice approval together with your Application form

APPLICANT SIGNATURE

To the best of my knowledge the information on this application is accurate and complete.

Data Protection Act 1998: I agree to UCL processing personal data contained on this form or any other data which UCL may obtain from me or other people or organizations whilst I am applying for admission. I agree to the processing of such data for any purpose connected with my studies or my health and safety whilst on UCL premises or for any other legitimate purpose.

Name:

Signature..... Date.....

Please note that if you cancel your confirmed place on the course, a £50 cancellation fee will apply.

Please send completed forms to:

Physiotherapy Short/Taster Courses
6th floor, WTB
UCL GOS Institute of Child Health
30 Guilford Street
London WC1N 1EH

Email: ich.physio-courses@ucl.ac.uk

NOTES FOR APPLICANTS

What is the difference between short and taster?

Short Course students are not assessed and are not eligible for the award of UCL Credits. Upon the successful completion of the course, they will receive a Certificate of Attendance. Taster Course students take the same assessment as students who are taking the module as part of a full postgraduate programme at UCL (e.g. MSc, Postgraduate Diploma, Postgraduate Certificate). The assessment might take the form of a written exam, practical exam and/or an essay. Details of the assessment for each Taster Course can be found on that course's webpage. Students who successfully complete the Taster Course assessment will be awarded UCL Credits. These can be counted towards a subsequent full Physiotherapy degree at UCL.

All students, whether Short Course or Taster Course will take the same lectures and tutorials, and will have the same access to the virtual learning environment as those enrolled on full UCL degree programmes.

Can I convert my course from taster to short, or vice versa?

If you enrol as a Short Course student and wish to be assessed you should contact Short and Taster Courses Administrator no later than 4 weeks before the exam date. You will have to pay the difference between the short course and the taster course fee.

If you have already taken a Short Course, it is not possible to return and take the assessment in a subsequent year. You would need to re-enrol on a new Taster Course or take the module as part of a full degree at UCL.

If you enrol as a taster course student but later decide not to be assessed, please notify the Short and Taster Courses Administrator no later than 4 weeks before the exam date. A refund for the difference between the taster course and the short course fee will be arranged. Please note that we will not be able to issue a refund if you notify us of this change after the 4-week deadline.

When will I get access to the course virtual learning environment?

The Short and Taster Courses Administrator will send you a welcome e-mail with all the access information, times, dates, and a confirmed timetable of lectures no later than 2 weeks before the start of the course. If you do not receive this information you should contact the Short and Taster Courses Administrator at the email address given below.

Will I get full access to UCL libraries?

Taster and Short Course students will only have access to UCL Libraries while present on Campus. You will not be able to borrow any books, only consult them within the library. You will not gain electronic or remote access to UCL libraries including access to electronic journals. This is due to copyright legislation which is strictly monitored and enforced. We strongly encourage these students to make arrangements to gain access to all of the resources they may need before the start of the course.

What are the dates of the assessment?

If the course is assessed through a written or practical exam, this will usually take place 6 weeks after the end of the course. If it is assessed through an essay, the submission deadline is typically 6-8 weeks after the exam. The Short and Taster Courses Administrator will provide you with these details in the welcome e-mail. To find out the assessment dates for your course, please visit <http://www.ucl.ac.uk/ich/education/taught-programmes/physiotherapy/cpd-tasters-shortcourses>.

As a taster student, what do I do if I am sick before or during the exam, I cannot make it to the exam, or I need an extension?

Taster Course students will be subject to all UCL Academic Regulations for the assessment, including regulations on plagiarism, absence/late submission and extenuating circumstances. If you are sick or are otherwise unable to attend the assessment you must inform the MSc Course Administrator as soon as these circumstances arise. You will be required to present supporting documentation (e.g. a medical certificate). Taster Course students must avail themselves of the UCL Academic Manual, particularly Section 7, Chapter 4 (<http://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/sum>) so you will be advised to submit an Extenuating Circumstances application no later than 1 week after the assessment date.

What happens if I fail the assessment?

If you fail the assessment you will have the opportunity to re-take the assessment at a second and final attempt. You will be advised of the date of the resit by the Course Administrator. An administrative fee will be charged for the resit. If you fail at the second attempt you will not be permitted to take the assessment for that module again irrespective of whether you subsequently re-enroll on the Taster Module. You will not be permitted to take that module as part of a full degree at UCL.

How do I count my Taster Course towards a full degree?

You will need to apply for the Accreditation of Prior Learning (APL). This must be done as soon as you first enrol on the full degree at UCL and will be subject to formal approval. You must apply for APL no later than five years after the date of the first day of the Taster Course.

Please note that UCL reserves the right to change the content and availability of the full degrees that are offered. We cannot guarantee that a specific Module / Taster Course or its "home" degree programme will continue to be available or will retain the same syllabus as when a student took it as a Taster Course.

What are the contact details of the Short and Taster Courses Administrator and the MSc Course Administrator?

The Short and Taster Courses Administrator is Mrs Patricia John, ich.physio-courses@ucl.ac.uk. Phone Number: 0207 905 2768.

The MSc Course Administrator is Ms Sarah Bathie, advancedphysio@ucl.ac.uk.

By ticking the box below, I confirm that I have read and understood the notes and frequently asked questions above.

☐

Name:

Date: