

ACCREDITED SHORT COURSE APPLICATION FORM

PLEASE READ THE ACCOMPANYING *NOTES OF GUIDANCE FOR APPLICANTS* AND THEN COMPLETE THE APPLICATION FORM CLEARLY AND LEGIBLY IN BLOCK CAPITALS WITH BLACK INK.

FEE ELIGIBILITY (OFFICE USE ONLY)

Y / N

INIT

COURSE NAME: Constructing and Applying High Resolution Climate Scenarios		1. START DATE:	
2. FAMILY NAME		3. TITLE (Mr, Mrs, Ms, Miss etc.)	
4. FIRST NAME		5. GENDER: MALE ☐ FEMALE ☐	
6. MIDDLE NAME(S)		7. DATE OF BIRTH: day __ / month __ / year ____	
8. PREFERRED NAME		9. PREVIOUS NAME (if applicable)	
10. HOME ADDRESS POSTAL/ZIP CODE: COUNTRY:		11. CORRESPONDENCE ADDRESS (if different) POSTAL/ZIP CODE: COUNTRY:	
12. EMPLOYER (If in employment):		13. PRESENT POST (if in employment):	
14. TELEPHONE (if you give more than one, please designate a primary contact number)			
TYPE (mobile/cell phone, daytime, evening, fax)	COUNTRY CODE (if outside UK)	AREA CODE	NUMBER
15. EMAIL (if you give more than one, please designate a primary address)			

16. COUNTRY OF NATIONALITY as specified on your passport (Please give effective dates, if you have not been a national of a given country since birth)

17. COUNTRY OF BIRTH (if different from nationality)

18. COUNTRY OF LEGAL PERMANENT RESIDENCE FOR THE LAST SIX YEARS.

This will be the country in which you normally reside, not the country in which you may be currently studying or working
You **must** refer to the Notes of Guidance for advice before completing this section.

COUNTRY

from (dd/mm/yyyy)

to (dd/mm/yyyy)

If you are not a UK citizen but currently living in the UK, do you have indefinite leave to remain? ☐ YES ☐ NO

19. ENGLISH LANGUAGE

Is English your first language? ☐ YES ☐ NO (If 'no' please refer to the advice given below)

If you have a working knowledge of languages other than English, please specify, and state the level of your competence:

If English is not your first language, you will need to submit proof of your proficiency. See http://www.ox.ac.uk/admissions/postgraduate_courses/apply/internat_students.html. Original certification, in IELTS, TOEFL or the Cambridge CPE, should be provided from within the last 2 years. The requirement to provide documentary proof of proficiency in English may be waived, at the discretion of the University, in cases where a candidate has successfully completed a programme of study at a recognised institution where the medium of instruction was English, or for other similar reasons. If you wish to apply for a waiver of the normal requirement, you should include a letter with your application outlining the reasons why you should be exempted from the requirement.

You **must** refer to the Notes of Guidance for advice before completing this section (Section 19).

Please enter details about any relevant tests that you have taken (i.e. IELTS, TOEFL, Cambridge CPE, GRE and GMAT)

Test type	Date taken	Overall result	Constituent scores where given, e.g. TOEFL

20. PERSONAL STATEMENT (MAXIMUM – one page of A4)

Please address the selection criteria for this course (available from the course web-page).

21. REFERENCE

It is the candidate's responsibility to ensure that a reference is submitted alongside the rest of the application. Please use the form provided. Alternatively, the reference may be emailed direct (by the referee only) to reciprocate@conted.ox.ac.uk.

Please provide the name and contact details of your referee

Name: _____ Address: _____
Position: _____
Email: _____

22. PAYMENT AUTHORISATION (See Notes)

Please give details of person authorising booking (if applicable)

If this is a private, individual booking which is not being paid by your company/organisation please tick here ☐

Name : _____ Job title/position: _____

Address (if different from work address above): _____

Email: _____ Tel no: _____

Signature: _____ Date: _____

23. PAYMENT OPTIONS (See Notes)

Your application will not be considered if this section is not completed; payment must be received in full before the first day of the course.

Course Fee:

Please indicate method of payment below:

- ☐ 1) BACS: Please see payment section for bank details
- ☐ 2) Cheque enclosed payable to "OUDCE" in pounds sterling
- ☐ 3) Credit Card: please complete the Card Authorisation Form
- ☐ 4) Organisation purchase order

Please insert number of order

An invoice will be sent to you – tick relevant box

- ☐ Use correspondence address above (stating section 10 or 11)
- ☐ Use address on purchase order
- ☐ Enter address below if different from above

Address: _____

Postcode: _____

24. SUPPORTING MATERIALS (See Notes)

Enclosed

Current CV (compulsory) ☐

Certificate of proficiency in English
(where applicable) ☐

Academic transcript (optional) ☐

Notes of guidance for applications for accredited short courses

Please read before you apply

I. How to Apply

All applicants should complete all fields of the Application Form and return it together with the required supporting materials to:

EMAIL: reciprocate@conted.ox.ac.uk

POST: Course Administrator, Climate Change Science, Continuing Professional Development Centre, Department for Continuing Education, Suite 1, Littlegate House, 16-17 St Ebbes Street, Oxford OX1 1PT.

Places on the course will be limited, so early application is strongly recommended. If you have any further questions about the application or filling in the form please contact the Course Administrator on Tel: +44 (0) 1865 286953, Fax: +44 (0) 1865 286934 or Email: reciprocate@conted.ox.ac.uk.

II. Eligibility requirements

To apply for the course you should

- be a graduate, holding a qualification equivalent to a first Honours degree (BA BSc), or be able to demonstrate significant experience in the field of climate science.;
- have undertaken the Department's professional development course: An Introduction to the Science of Climate and Climate Change, and have achieved a mark of 90% or more in the final course test..
- have access to a computer and reliable internet connection for the duration of the course.

III. Completing your application form

SECTION 16. NATIONALITY

Please state the nationality (as stated on your passport, if you have one) that best describes your circumstances. N.B. Please do not enter "Irish" unless you are a citizen of the Republic of Ireland.

SECTION 18. DOMICILE

If you have been resident in more than one country in the last 6 years please provide details of the most recent not mentioned above. This should be the country in which you are normally resident not the country in which you are studying. In the case of EU nationals who are currently studying in the UK, please include details of your UK residence here. Please do not give an end date unless you no longer reside in that country.

SECTION 19. ENGLISH AS A SECOND LANGUAGE

English is the language of instruction and students whose native tongue is not English must be sufficiently fluent in English to enable them to work without disadvantage. If your first language is not English, or if your first language is English but you are not a national of the UK, Ireland or a majority English-speaking country recognised by the UKBA, you must supply suitable evidence that you have reached the higher level of English proficiency before any offer of a place can be confirmed. Further details can be found on the University of Oxford website: www.ox.ac.uk/admissions/postgraduate_courses/apply/internat_students.html.

SECTION 20. PERSONAL STATEMENT

Should you wish to be considered for the Bursary Scheme associated with this course, please indicate this within your Personal Statement. Under this Scheme, you are asked to indicate if you are working in a professional capacity or in full-time study where climate science is important for your understanding or decision-making. Please demonstrate how the course will benefit you and others through application of your learning.

SECTION 21. REFERENCE

You should arrange to have a confidential reference sent directly to the Course Administrator. The referee must be qualified to comment on your academic ability, achievement and potential. We can accept a reference by email, direct from the referee (reciprocate@conted.ox.ac.uk). Alternatively, please enter your full name, the title of the course and its start date in Section 1 of the

Reference Form, then send the form to the referee you have named on your application form, with a request that she/he send a confidential reference on your behalf direct to the Department for Continuing Education at the address given.

SECTION 22. PAYMENT AUTHORISATION

All applications funded by an organisation must have this section signed by a person within the organisation authorised to enter into contracts on its behalf.

SECTION 23. PAYMENT OPTIONS

Your ability to finance your study is not one of the criteria for academic acceptance; however, applications can only be considered if they have this selection completed in full.. Please note that no credit card payments are processed until a student has been accepted onto the course. You should read the Terms and Conditions relating to the course, which are available on the course website.

SECTION 24. SUPPORTING MATERIALS

A number of items of supporting material, described on the application form, are required in addition to a completed application form. Your application cannot be considered without these materials, and they should, therefore, be submitted with your application form .Please note that we do not request submission of written. Where candidates choose to submit unsolicited material, we shall be unable to consider such work as part of the selection process.. Please read the following notes carefully to ensure that you understand what additional material is required in your case. You should indicate in section 19 of the application form which items you are enclosing, and which, if any, are not required in your case. Please note that supporting material cannot be returned and you should therefore only submit copies of any original material.

- **Current CV**

This should list work experience, with dates of employment. If you have part-time experience, please list the proportion of time employed for each position (0.2, 0.5 FTE etc). It should also include higher education details, including awarding institution details and dates of attendance at university or recognised training courses.

Certificate of proficiency in English

If English is not your first language, you may be expected to include a certificate of English Language qualification.

IV. Consideration of applications

Applications will be reviewed by the course academic team..

Reference Form

To the referee:

The applicant named below is applying to take a course accredited by the University of Oxford, and is asking you to act as a referee. I would be very grateful if you would let me have your comments on this candidate's academic ability and general suitability for the proposed course of study. If you have knowledge of the candidate's past academic work it would be helpful if you would indicate the level attained. Your comments will be treated in confidence by the University (subject to Data Protection legislation).

Please use section 2 for your comments, or if you prefer to use your own institution's notepaper, please attach this form to the front of your reference.

Please email (reciprocate@conted.ox.ac.uk; fax 01865 286934) or post your reference direct to:

The Course Administrator
Climate Science
Continuing Professional Development Centre
Department for Continuing Education
Suite 1, Littlegate House
16-17 St Ebbes Street
Oxford OX1 1PT.

1. APPLICANT DETAILS *(to be completed by the applicant)*

Name of applicant:.....

Course applied for:.....

Proposed start date:

2. REFERENCE *(to be completed by referee - in confidence, to Data Protection legislation)*

Signature:

Date:

Name (in block letters):

Position:

Institution: