

Postgraduate Non-Standard Application Form - ULBS

Please use this form to provide Admissions with details of your work experience that will be used to consider your application via our non-standard routes for applicable programmes.

Our two non-standard entry routes are detailed below. Please ensure that you fit one of the two routes before completing the form. All applications for non-standard entry must be accompanied by a full CV and two professional references. A guide to how references should be provided is contained at the end of this document.

ROUTE A:

- You possess an undergraduate degree with a grade below that of a 2:2 (3rd or Ordinary);

AND EITHER

- A professional qualification at level 6 or above from a business professional body, e.g. CIM, CMI, ACCA, CIMA, CIPD, etc.

OR

- At least two years of proven professional work experience with two professional references;

ROUTE B:

You possess no formal qualifications. You will need to provide 5 years of proven professional managerial work experience along with two professional references. You will also be required to attend a formal interview.

SECTION ONE: Personal details

Name

SECTION TWO: Assessment of competencies

- Complete each section on pages 2-8 in as much detail as possible providing a minimum of 2 examples per competence as evidence as to how your work experience demonstrates you have that skill.
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Self-management:

Please provide evidence of where you have shown readiness to accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management, and readiness to improve your own performance based on feedback/reflective learning.

Communication & Team Working:

Please provide evidence of respecting others, co-operating, negotiating/persuading, contributing to discussions, and awareness of interdependence with others. Please include evidence of your application of literacy, ability to produce clear, structural written work and oral literacy including listening and questioning.

Business and Consumer Awareness:

Please provide evidence of your basic understanding of the key drivers for business success including the importance of innovation and taking calculated risks, and the need to provide customer satisfaction and build customer loyalty.

A large, empty rectangular box with a thin black border, intended for the user to provide evidence of their understanding of business success drivers.

Problem Solving & Critical Thinking:

Please provide evidence of your experience in analysing facts and situations and applying creative thinking to develop appropriate solutions.

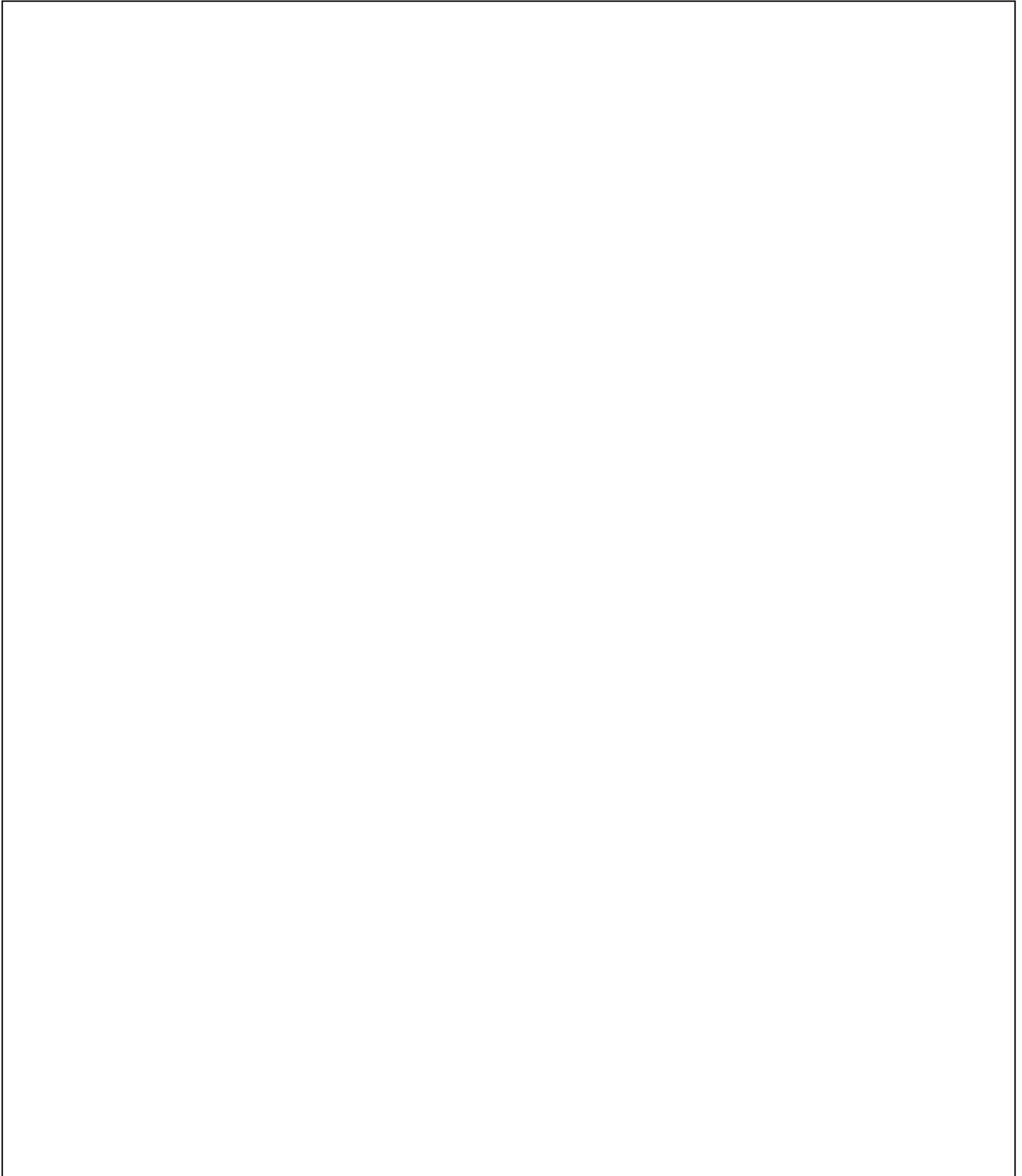
A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide evidence of their experience in problem solving and critical thinking.

Application of numeracy:

Please provide evidence of your experience in the manipulation of numbers, general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimating and applying formulae).

Application of IT:

Please provide evidence of your basic IT Skills, including familiarity with word processing, spreadsheets, file management and use of internet search engines.

A large, empty rectangular box with a thin black border, intended for the user to provide evidence of their basic IT skills. The box is currently blank.

Entrepreneurship/enterprise:

Please provide evidence of your ability to demonstrate an innovative approach, creativity, collaboration and risk taking.

Once complete please return your form to admissions@law.ac.uk. Please ensure that in every box above, you have listed at least 2 examples of how your work experience demonstrates that you have that particular skill. Thank you once again for your interest in studying with us.

SECTION THREE: A guide to providing references

The reference can be sent by you to Admissions along with this non-standard application form completed. The reference will need to be signed by the referee and on official paper (i.e. stamped or on headed paper).

Please advise your referee to include the following information:

- How long they have known you and in what capacity
 - What they consider to be your main strengths and weaknesses
 - Any additional information they feel is relevant regarding your application for your chosen course.
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