



## GUIDANCE NOTES

### *Applications to the BA (Hons) in Islamic Studies*

#### 1. PERSONAL DETAILS

*Correspondence Address* – if you would prefer that we write to you at an address different from your permanent address, please give it here. You must be able to receive correspondence at that address until the beginning of September.

#### 4./5. CURRENT & PREVIOUS EDUCATION & EMPLOYMENT

*Institution(s) Attended* – list all the institutions at which you have studied from secondary school age (11 years old) onwards, including your current institution if applicable.

*Qualification(s)* – list all your academic and professional qualifications here, the grades attained (if pass/fail only please indicate so) and the organisation or institution that awarded them.

*Employment* – list all positions of employment, including a brief description of the role and its responsibilities.

#### 6. OTHER EXPERIENCE

You may list here any other experience you consider relevant that is not included elsewhere on the form. This might include, but is not limited to, voluntary work, extra-curricular activities or education and training for which you have not received a formal qualification.

#### 7. PERSONAL STATEMENT

Your personal statement should explain why you want to attend this course, how you think you would benefit from it and what qualities you have that would enable you to be successful in it. You may also include what you intend to do after the course, if you consider it relevant. Do not exceed 1,000 words. If you need to continue your statement on a separate sheet, make sure that it includes your name and that it is secured firmly to the rest of your application.

## 8. REFEREES

Provide details here of two referees who can support your application. At least one of these should be in a position to comment on your academic ability and record; the second may also be an academic referee, or someone who has known you in another capacity for at least a year. The referees should be able to comment on your qualities and achievements and your suitability for this course.

Give a copy of the supplied Referee Form & Guidance Notes to each of your referees. They should return their completed references to the College directly. **It is your responsibility to make sure this is done in time to meet the deadline for the receipt of references.**

## 10. OTHER LANGUAGES

You should include here all the languages with which you are familiar, including your first language(s). Indicate the level of your competence in each language using the categories **Advanced, Intermediate** or **Basic**. List qualifications in each language where appropriate even if you have already mentioned them above.

## 11. ARABIC LANGUAGE EXEMPTION

You may apply for exemption from the prerequisite Arabic Intensive. Please supply details here of your study of Arabic, including books used, institutions attended etc., and any relevant qualifications – NB any offer of a place with exemption from the Arabic Intensive will be dependent on completion of a written assessment at the College during the interview stage.

## 12. FUNDING ARRANGEMENTS

Admission to the College is granted purely on merit, and requests for financial support will not impact applications in any way. For further details of the costs of studying, please refer to the Fees & Finance section on the website.

Please provide details of who or how you will be supported during the course of studying, including your own savings or any family or secondary support.

## APPENDIX 1

Please supply any relevant information here to allow the College to meet your needs as best as possible during the application and interview stage, and during your studies if you are granted and take up a place to study. Any information you supply here will be kept private and confidential and treated properly according to the principles of data protection as specified in the Data Protection Act 2018.