



Manchester
Metropolitan
University



LLB (Hons) in Legal Practice

4 years part-time, distance learning

Please complete in **block capitals** where handwritten and return to the following address:
MMU admissions, ILEX Tutorial College, College House, Manor Drive, Bedford MK42 7AB.

1. Personal details

Title (Mr/Mrs/Ms/Miss)	Gender (male/female)	Surname/family name
Previous surname (if applicable)		First name(s)/given name
Date of birth (dd/mm/yyyy)	Email address	
Address		
		Postcode
Mobile no.	Other contact no.	

2. Work history

Give details of your work experience, training and employment.

Nature of work/training	Name and address of employer	Full/part-time
		Start mm/yyyy
		End mm/yyyy
Nature of work/training	Name and address of employer	Full/part-time
		Start mm/yyyy
		End mm/yyyy
Nature of work/training	Name and address of employer	Full/part-time
		Start mm/yyyy
		End mm/yyyy
Nature of work/training	Name and address of employer	Full/part-time
		Start mm/yyyy
		End mm/yyyy
Nature of work/training	Name and address of employer	Full/part-time
		Start mm/yyyy
		End mm/yyyy

3. Qualifications held

Please list all subjects taken, whatever the result, in chronological order. Continue on a separate sheet if necessary. If you are offered a place on the course you will be required to bring the original certificates, plus a copy for the university's retention, with you on enrolment day at the beginning of the induction weekend.

Level*	Subject	Date completed mm/yyyy	Name of college/university and country	Results (grades or bands)	CATS points (if applicable)

* e.g. A levels, HND, degree or professional qualifications)

4. Qualifications pending

Please list qualifications you are currently studying for or in respect of which you are awaiting results, including details of modules being studied this academic session, if applicable. Continue on a separate sheet if necessary.

Level*	Subject	Date completed mm/yyyy	Name of college/university and country	Results (Grades or bands)	CATS points (if applicable)

* e.g. A levels, HND, degree or professional qualifications)

5. English language

All applicants must provide evidence that they meet the minimum English Language requirements which are Key Skills or GCSE English Language at C or above for students whose first language is English and IELTS at 6.5 for overseas students. Please confirm below the qualification you wish to use to support your application. If you are offered a place on the course you will be required to bring the original certificates, plus a copy for the university's retention, with you on enrolment day at the beginning of the induction weekend.

Name of English language qualification. Type of test taken	Date taking/qualified mm/yyyy	Awarding body/college/university	Result

6. Personal statement

Please write a personal statement that sets out your reasons for undertaking the course.

7. References

Please note that it is your responsibility to contact your referees and ensure references reach ITC.

Name	Institution/organisation	Relationship to you

8. Where did you hear about us?

MMU Prospectus MMU website ITC website Other website Friends/relatives British council Google Press ad

Other

9. Disability/special needs

Please enter the appropriate code in the box provided if you have a disability which may in some way affect your studies or may require special facilities or treatment. To help you answer these questions please refer to the **Guidelines for applicants** on the reverse.

Disability code	
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10. Criminal conviction

If you have a relevant criminal conviction, please tick below. To help you answer these questions please refer to the **Guidelines for applicants** on the reverse.

I have a relevant criminal conviction

I declare that the information on this form is correct. I understand that any offer of a place is subject to my acceptance of the University's terms and conditions. I accept that if I do not fully comply with these requirements Manchester Metropolitan University and ILEX Tutorial College reserves the right to cancel my application.

I agree that Manchester Metropolitan University and ILEX Tutorial College may record and process the information contained in this form for statistical and administrative reasons in accordance with the Data Protection Act 1998.

Signature	Date

GUIDELINES FOR APPLICANTS

Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below:

ITC will use the information you supply in this form solely for the purposes of processing your application and administering your course. MMU will use the information in accordance with the University's Data Protection Policy.

1. Personal details previous surname

If you have changed your name by marriage or otherwise, state your previous surname or family name.

2. Work history

Please include all your work experience and training, paid or unpaid, full-time or part-time, in your home or outside. This is particularly helpful in enabling us to assess the information provided in your personal statement.

3&4. Qualifications held/pending

Please check entry requirements.

If you are offered a place on the course you will be required to bring the original certificates, plus a copy for the university's retention, with you on enrolment day at the beginning of the induction session. If your qualifications were obtained in a language other than English please also provide a certified English transcript of each of your qualifications.

5. English language

If English is not your first language you will need to enter details of your English language qualifications.

If you are offered a place on the course you will be required to bring the original certificates, plus a copy for the university's retention, with you on enrolment day at the beginning of the induction session. If your qualifications were obtained in a language other than English please also provide a certified English transcript of each of your qualifications.

6. Personal statement

Enter here any further information you may wish to offer in support of your application. Admissions tutors will be interested in the reasons for your choice of course, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work.

7. References

You will need two references in support of your application, one of which should be from someone who can comment on your academic suitability for the course. The references can accompany your application, or we can accept them directly from the referee by email, or by post using the reference form or headed notepaper. All references sent separately must be clearly marked with the name of the applicant.

Please note that it is your responsibility to contact referees and to ensure that references reach ITC.

9. Disability/special needs

We aim to create an environment which enables all students to participate fully in university life. To help us make any reasonable adjustments which may be necessary, please use the following codes to indicate your specific needs.

- 00 No known disability
- 02 You are blind or partially sighted
- 03 You are deaf or hearing impaired
- 04 You use a wheelchair or have mobility difficulties
- 05 You require personal care support
- 06 You have mental health difficulties
- 07 You have a disability that cannot be seen, for example diabetes, epilepsy, asthma
- 08 You have multiple disabilities
- 10 You have Autistic Spectrum Disorder or Asperger Syndrome
- 11 You have a specific learning difficulty, for example dyslexia
- 96 You have a disability, special need or medical condition that is not listed here

10. Criminal conviction

To help us reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offence involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Consideration of criminal convictions is separate to the assessment of your academic suitability for a course.

Declaration

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement.

The full notice 'Conditions Applicable to the Provision of the Manchester Metropolitan University's ('MMU') Education Services' is available on the University website www.mmu.ac.uk/studenthandbook

Should you become a student of the University, this notice shall be the term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.



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Please complete this application form and submit it to Dawn Gray, Professional Courses Administrator at the address below or complete the online application form available from the relevant course page on ITC's website at **www.ilex-tutorial.ac.uk**. If you have any queries about the course please call Dawn on **01234 844366** or email **d.gray@ilex-tutorial.ac.uk**

MMU admissions, ILEX Tutorial College, College House, Manor Drive, Bedford MK42 7AB.

Telephone 01234 844366
Fax 01234 841373
Email d.gray@ilex-tutorial.ac.uk

ITC website www.ilex-tutorial.ac.uk
MMU website www.mmu.ac.uk/law