

## Application Form for Postgraduate Study 2018/19

Schumacher College is licensed under Dartington Hall Trust as a Tier 4 Sponsor. To comply with our duties as a Tier 4 sponsor, we are required to check other aspects of your application in addition to your academic achievements. That means we'll look at previous studies in the UK and other aspects outlined in UK Visas and Immigration (UKVI) guidance for sponsors. Information you provide on your application form will be passed on to the UKVI once you have been offered a place and Schumacher College agrees to sponsor you.

You may complete this form on-screen or by hand. If you complete it by hand please use black ink and ensure your handwriting is clearly legible, printing (block capitals) where requested.

Please send this completed form and supporting documents to:

**Postgraduate Admissions,  
Schumacher College, The Old Postern,  
Dartington, Totnes TQ9 6EA UK**

[www.schumachercollege.org.uk](http://www.schumachercollege.org.uk)

## Dartington

Schumacher College is an initiative of  
The Dartington Hall Trust, a registered charity.

**IMPORTANT:** If you are from outside the EEA and applying to study one of these programmes you may need to obtain Tier 4 (G) student entry clearance.

For further information please visit the UK Government website at:

<https://www.gov.uk/tier-4-general-visa>

Please note: The visa application process cannot be started until we agree to act as your sponsor and provide you with a Confirmation of Acceptance for Studies (CAS) number.

# Application For Entry 2018/19

**PLEASE PRINT CLEARLY IN BLACK INK**

Please continue on separate paper where necessary and ensure that any additional sheets have your name on them.

## 1. Your chosen programme of study

**Which postgraduate programme are you applying to?**

*Holistic Science*

*Economics for Transition*

*Ecological Design Thinking (EcoDT)*

**What qualification do you want to study for?**

*Masters  
(180 credits)*

*Postgraduate Diploma  
(120 credits)  
EcoDT only*

*Postgraduate Certificate  
(60 credits)  
All programmes*

Economics for Transition and Ecological Design Thinking may be studied over 1, 2 or 3 years. Holistic Science may be studied over 1 or 2 years. The Postgraduate Diploma and Certificate must be taken in a single academic year.

Please indicate your choice:

*Full Time (1 year)*

*Part-time (2 years)*

*Part-time (3 years)*

If you have chosen part-time, you have a choice of pathway models, shown in the below table.

	Pathway 1 (2 years)	Pathway 2 (3 years)
<b>MA Economics for Transition</b>	Yr 1: Core Modules Yr 2: Electives & Dissertation	Yr 1: Core Modules Yr 2: Electives Yr3: Dissertation
<b>MSc Holistic Science</b>	Yr 1: Core Modules Yr 2: Electives & Dissertation	
<b>MA Ecological Design Thinking</b>	Yr 1: Core Modules Yr 2: Studio Modules & Dissertation	Yr 1: Core Modules Yr 2: Studio Modules Yr3: Dissertation

Please tick your choice of part-time pathway:

*Pathway 1 (2 years)*

*Pathway 2 (3 years)*

## 2. Your personal details

**Family Name** (exactly as written in passport):

**First Name(s)** (exactly as written in passport):

*Please  
attach a  
passport  
photograph  
here*

**Title:** (Mr/Ms/Mrs/Miss/Other)

**Gender:**

Male

Female

**Date of birth** (dd / mm / yyyy):

/ /

**Country of birth:**

**Nationality:**

**If you hold more than one nationality please give details:**

**What is your country of permanent residence?**

## 3. Your contact information

**Correspondence address** (If applying via an agent please put agency stamp / address here):

**Postcode:**

**Home address** (if different from correspondence address):

**Postcode:**

**Personal email:**

**Agent email** (if applicable):

**Personal telephone** (home):

**Personal telephone** (mobile):

**Agent telephone** (if applicable):

#### 4. UKVI / Visa information

**Do you require a Tier 4 (G) visa to study in the UK?**

If not sure please see: <https://www.gov.uk/check-uk-visa> and the International page on the College website.

Y N

**Have you studied in the UK previously on a Tier 4 or other type of visa**

(including all studies, whether completed or not)?

Y N

**If answered Yes to above, please give details in full below:** (continue on a separate sheet if necessary)

Name of University / College	Course Title	Qualification and NQF level if known	Type of Visa held	Dates of study	
				From	To

Please note that, due to UKVI regulations, there is a time limit on studies in the UK on Tier 4 or pre-Tier 4 visas. If the period of your studies at Schumacher College would mean you will exceed this time limit we will not be able to offer you a place.

Please see <https://www.gov.uk/tier-4-general-visa> for details or ask for further clarification during the admission process.

## 5. English Language Qualifications

Please refer to the website information for English language entry requirements. This is particularly important if you would need a Tier 4 (G) visa to study here, if accepted.

**Is English your first language?** Yes / No

*If Yes, please go to section 6.*

**If No, please list any formal English or degree-equivalent qualifications below. For a degree-equivalent qualification please include the institution where you studied.**

Please supply your English qualification with your application, or indicate below when your test date will be. We can only accept original or certified copies of test scores/score reports/degree certificates, or you may supply your username and password for IELTS so we may verify your result online.

Academic English language test taken	IELTS	PTE	Other (Please specify)	
Date taken or due to be taken				
Scores	Reading: Writing: Listening: Speaking: <b>Total:</b>	Reading: Writing: Listening: Speaking: <b>Total:</b>	Reading: Writing: Listening: Speaking: <b>Total:</b>	Reading: Writing: Listening: Speaking: <b>Total:</b>
Degree equivalent qualification, taught in English	Institution studied at: Country of above institution:			

Please detail any other English language qualifications here:

## 6. Educational Qualifications

Please give details of your main qualifications to be considered for entry (BSc, BA, etc). List in reverse chronological order giving the most recent first. Please enclose **original** or **certified** copies of transcripts and/or certificates together with this application form, or indicate when you are expecting these if currently studying. We cannot accept photocopies unless they are certified. **Where your qualifications documentation is not in English you must please provide a certified English translation.** Detailed information can be found at: <https://www.schumachercollege.org.uk/courses/postgraduate-courses/supporting-documentation>

Name of institution	Level/qualification studied. Include NQF level if known	Course title	Grade/result obtained	Date completed

## 7. Professional and other qualifications

Please give details of any professional qualifications held and specify whether obtained by examination, exemption from examination, or by other means. List in reverse chronological order giving the most recent first. Please attach original or certified copies of certificates with this application form. If you have attended any Schumacher College short courses or other programmes, please give details.

Qualification Title	Awarding Body	Date of Award
Schumacher College course/programme attendance	Date of Attendance	

## 8. Employment

**Please give details of employment including previous positions held with present employer.**  
List in reverse chronological order giving most recent first.

If you prefer to  
attach your CV  
please mark ✓ here:

Name and address of employer	Title and duties of post	From / To



## 9. Supporting statement

**Please give any additional information in support of your application, including your reasons for applying and giving examples of relevant experience.** Please ensure that any additional sheets have your name on them.  
**You may choose to attach your statement to your application as a Word Document.**

**If your statement fills the text box, please continue on the next page.**

**9. Supporting statement** *continued*

If your statement fills the text box, please continue on the next page.

**9. Supporting statement** *continued*

If you have run out of space, please attach your statement as a Word document to your application.

## 10. Funding information

Please give **full details** below of how you will pay your fees.

Funding source	Details including amount £

*We may wish to see evidence of your funding before offering you a place.*

## 11. Criminal Convictions

All applicants to our programmes are asked to declare whether or not they have a relevant criminal conviction that is not 'spent'. For full details please read the guidance notes (Appendix A) found at the end of this application form.

Do you have an unspent criminal conviction? :      **Yes**      **No**

## 12. Referees

**Please submit two references, at least one from an academic who has taught you.**

We will accept an employer's reference where you have not been recently engaged in academic study. Please submit your references as original documents on headed paper in sealed envelopes signed across the seal by the referee, with your application. Alternatively, your referees may scan and email the letter on headed paper directly to the College from their official work email address.

**Please provide details of your two referees below:**

<b>Referee 1</b> (academic/employer):	<b>Referee 2</b> (personal):
Name:	Name:
Position:	Position:
Company/Organisation:	Company/Organisation:
Address:	Address:
Postcode:	Postcode:
Country:	Country:
Telephone:	Telephone:
E-mail:	E-mail:

### 13. Accommodation

Please refer to the College website for full details of the college's accommodation options.

#### College Accommodation

Accommodation will be allocated to you at either The Old Postern or Higher Close. Further information about Accommodation can be found on our website here:

[www.schumachercollege.org.uk/courses/postgraduate-courses/food-and-accommodation](http://www.schumachercollege.org.uk/courses/postgraduate-courses/food-and-accommodation).

If you have any queries or concerns please e-mail [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk).

I would like to stay in an accommodation block at The Old Postern. *Rooms at The Old Postern are limited and are allocated on a first-come-first-serve basis.*

I understand that where accommodation at The Old Postern is fully allocated, I will automatically be given a room at Higher Close.

I would like to live off-campus.

It is our experience that some students who choose to live off-site find it harder to engage as fully in all aspects of College life and community, however we understand there are many reasons you may wish to live independently and will do our best to support you whatever your choice.

### 14.

Please tell us how you first heard about the programme you are applying to?

### 15.

I confirm that, to the best of my knowledge, the information given in this form is correct and complete but that I may be asked to provide additional information in support of my application. I understand that the decision to offer me a place rests solely with Schumacher College and is not subject to appeal. I understand that if I am offered a place on the programme, I agree to abide by the rules and regulations of Schumacher College and Plymouth University.

If applying via an agent, I confirm that the college can correspond with my agent regarding my application as appropriate. I also confirm that this agent is the sole agent I will use to facilitate my application to and preparations for study with Schumacher College.

I understand my information will be dealt with in accordance with the provisions of the Data Protection Act 1998. It will be used for academic and administrative purposes and may be stored outside the European Economic Area.

**Signature of applicant:**

**Date:**

**Please send this completed form and supporting documents to:**

**The Postgraduate Administrator,  
Schumacher College,  
The Old Postern, Dartington,  
Totnes, Devon TQ9 6EA, UK**

The College will acknowledge receipt of all applications via email.

### **Data protection information**

Schumacher College will use the information you have provided here for the course application process. This information will not be disclosed to any other person or organisation. If you have any query about the use we make of your data, please contact us.

If you would like to be added to the Schumacher College mailing list please tick this box:

Schumacher College is an international centre of transformative learning for sustainable living. For information about the College and its courses, see the website [www.schumachercollege.org.uk](http://www.schumachercollege.org.uk) or contact:

**The Postgraduate Administrator,  
Schumacher College,  
The Old Postern, Dartington,  
Totnes, Devon TQ9 6EA, UK  
Tel: +44 (0) 1803 847212  
Email: [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk)**

Schumacher College is an initiative of The Dartington Hall Trust. The Dartington Hall Trust is a company limited by guarantee registered in England as a charity. Company No. 1485560 Vat No. 402196875 Charity No. 279756

Registered Office: The Elmhirst Centre, Dartington, Totnes, Devon TQ9 6EL

Schumacher College welcomes applications from all sections of the community regardless of ethnicity, age, gender, religion or disability. The information you give in the following two sections is used for statistical and monitoring processes only and does not form any part of the selection or admissions process.

## Ethnic Origin

As a requirement of the Race Relations Amendment Act (2000) we need to know your ethnic origin for the purpose of monitoring equality of opportunity to all ethnic groups, highlighting possible inequalities and enabling the implementation of action to remove any barriers and discrimination.

### Ethnic origin:

White	10	
Irish Traveller	14	
Gypsy/Traveller	15	
Black or Black British – Caribbean	21	
Black or Black British –African	22	
Other Black background	29	
Asian or Asian British – Indian	31	
Asian or Asian British – Pakistani	32	
Asian or Asian British Bangladeshi	33	
Chinese	34	
Other Asian background	39	
Mixed – White and Black Caribbean	41	
Mixed – White and Black African	42	
Mixed – White and Asian	43	
Other Mixed background	49	
Arab	50	
Other Ethnic background	80	



## Disability

The information you give below will be used for statistical purposes only. If you have a disability we would encourage you to complete a disclosure form, at which point your support needs can be discussed. Please contact the Postgraduate Administrator at [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk) or by telephone on +44(0)1803 847212 for further information.

Please tick the statement which is most appropriate to you:

No known disability	00	
Two or more impairments and/or disabling medical conditions	08	
A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	51	
A social / communication impairment such as Asperger's syndrome / other autistic spectrum disorder	53	
A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	54	
A mental health condition, such as depression, schizophrenia or anxiety disorder	55	
A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches	56	
Deaf or a serious hearing impairment	57	
Blind or a serious visual impairment uncorrected by glasses	58	
A difficulty not listed above	96	

### Criminal Convictions

All applicants to our programmes are asked to declare whether or not they have a relevant criminal conviction **that is not 'spent'**.

**Please note that the declaration of a criminal conviction does not mean an applicant is automatically ineligible for a programme.**

Please read the guidance notes in full below. If you have any queries these should be addressed to the Postgraduate Administration Staff [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk).

#### Guidance Notes – Criminal Convictions

*It is important that you read these in conjunction with your application form. Please read the following carefully.*

The College's main concerns when considering applicants with criminal convictions are to:

- minimise risk to the safety and well-being of staff, students, visitors, volunteers and others using our services or facilities
- protect Dartington Trust [Schumacher College's] property
- protect Dartington Trust [Schumacher College's] reputation

To help 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<sup>1</sup> unspent criminal convictions** that an applicant has.

At this stage of the application process **'relevant' criminal offences include** convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of those listed below:

- Any kind of violence including (but not limited to) threatening behaviour,
- offences concerning the intention to harm, or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the convictions concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.
- Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction

If you tick the box on our application form declaring that you have an unspent criminal conviction you will not be automatically excluded from the application process.

Applicants with unspent convictions will be considered on a case-by-case basis. Those parties involved in decision making are noted below.

1. Supporting Professionalism in Admissions provide further background and guidance via <http://www.spa.ac.uk/good-practice/criminal-convictions.html>

### **What is a spent conviction?**

A spent conviction is a conviction which, under the terms of Rehabilitation of Offenders Act 1974, can be effectively ignored after a specified amount of time. The amount of time for rehabilitation depends on the sentence imposed, not on the offence. The more serious the conviction, the longer the period of rehabilitation. For example, if you have received a prison sentence of more than four years, the conviction will never become spent, but cautions become spent immediately (apart from conditional cautions which will become spent after three months).

The Act aims to rehabilitate offenders by not making their past mistakes affect the rest of their lives if they have been on the right side of the law for some time.

**For details of the length of time before a conviction becomes spent**, the following website provides further information: <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/disclosing-criminal-records-to-employers/>

Unless applying for particular types of work, a person who has spent convictions and cautions does not have to disclose them to prospective employers, and employers cannot refuse to employ someone on the basis of spent convictions.

### **A conviction that is not spent.**

**It is against the law to fail to disclose a relevant unspent conviction.** Please remember that disclosing convictions does not mean you will automatically be excluded from the application process.

Any admissions decision relating to the disclosure of criminal convictions will be taken in the light of a risk assessment against these criteria.<sup>1</sup>

In addition, Schumacher College will comply with current and future legislation and aims to promote good practice in all aspects of College practice.

This assessment is separate to and will not influence the decision as to whether an applicant is academically suitable for a programme.

### **Process**

Applicants for places on a postgraduate programme will be asked to declare any relevant unspent criminal convictions on the Schumacher College application form.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and should not be revealed.

If an offer of a place is recommended, we will then ask the applicant to provide further details of the nature of the offence(s) in order to assess whether an offer can be made (eg a pre-sentencing report and/or references). Failure to provide this information by the requested deadlines may mean we do not make an offer of a place.

1. Supporting Professionalism in Admissions provide further background and guidance via <http://www.spa.ac.uk/good-practice/criminal-convictions.html>

The College reserves the right to invite applicants with a declared criminal conviction to interview, particularly if further information relating to the offence(s) is not forthcoming.

### **Third Parties**

We may also need to contact third parties (for example, probation officers) regarding the offence(s). We will only contact third parties when we have gained the applicant's written consent to do so. However, if we do not gain consent it may mean we are unable to make an offer of a place. If information is received from a third party (anonymous or otherwise) indicating that an applicant has an undeclared criminal conviction, the College will seek verification as appropriate. This may involve contacting the referees provided by the applicant and/or statutory bodies as appropriate. The applicant will also be notified that an allegation has been made against them, although we will protect the identity of the third party if known. If the information is proved to be correct and relevant, standard procedures for dealing with the cited offence(s) will be followed.

### **Failure to Disclose**

Failure to answer questions on application forms or questions subsequently asked by the College accurately could lead to the withdrawal of any subsequent offer of a place, or to the termination of any subsequent registration.

### **Ongoing Disclosure**

An applicant is also required to disclose details if he/she is convicted of an offence after an application has been submitted, but prior to registration with the College. If an applicant is convicted of an offence after registration with the College he/she should immediately notify the Head of Schumacher College.

### **Confidentiality**

Any information relating to criminal convictions will only be seen by those who need to consider it as part of our admissions process or other Dartington Trust/College staff concerned with the initial and ongoing risk assessment in line with the criteria listed above. We will preserve the anonymity of applicants during these processes wherever possible, and will comply with Data Protection legislation at all times.

### **Decision Making**

Decisions as to whether to offer a place following the declaration of a relevant unspent Criminal conviction will be overseen directly by the Head of Schumacher College and Chief Operating Officer (C.O.O) of Dartington Trust.

The Head of College or C.O.O may nominate Admissions Staff to deal with straightforward cases.

Anonymised records of decisions made will be kept to act as case studies and facilitate consistent decision making.