

City University London LLB in Legal Practice

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:

Data protection statement



CILEx Law School will use the information you supply in this form for the purposes of processing your

application and administering your course. Information may be shared within the CILEx Group (the Chartered Institute of Legal Executives, CILEx Regulation and CILEx Law School).

City University London will use the information in accordance with the University's Data Protection Policy.

The personal data in this form may be used only in conjunction with City University London's notification under the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000.

To comply with statutory and Government requirements, data may be disclosed to external agencies such as (but not exclusively):

Council Tax Registration Officers, Higher Educational Funding Council for England, Higher Educational Statistical Agency, Student Loans Company and Research Councils.

The University will not disclose any personal to any other third parties, except where requirement by law, without the express consent of the Data Subject.

In exceptional circumstances where the public interest outweighs the individual's rights to privacy the information may be released under the auspices of the Freedom of Information Act 2000.

Further information in relation to the use of personal data can be found on the University's website <http://www.city.ac.uk/about/city-information/legal/data-protection>

Any queries concerning Data Protection and Freedom of Information should be addressed to the Head of Information Compliance and Policy. City University London may use your personal

details for marketing purposes or to send you further information about the course(s) you are interested in. If you DO NOT wish to receive any communications, please email pgenquiries@city.ac.uk and provide your full name and the details you wish to be suppressed on our contact database (e.g. email, mobile, mail or all).

SECTION 2 – Personal details previous surname

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

SECTION 4 – 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.

SECTION 5&6 – 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.

SECTION 7 – 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.

SECTION 8 – 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.

SECTION 9 – References

You will be required to provide one letter of reference in support of your application, from someone who is able to comment on your academic suitability for the programme. You may be required to provide a second reference, if requested by the admissions team. Your referee should submit their reference directly to CLS by email to adam.norton@cilexlawschool.ac.uk or by post, using the reference form or headed notepaper to, LLB in Legal Practice Admissions, CILEx Law School, College House, Manor Drive, Kempston, Bedford MK42 7AB. 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 CILEx Law School.

SECTION 11 – Equal opportunities monitoring

Please state your ethnic origin using the codes provided.

The information provided in this section will only be used to monitor the operation of Equal Opportunities policy, and is not considered for selection purposes.

SECTION 12 – Disability/special needs

The information you provide us regarding any special needs or disability will only be used to assist in providing the necessary resources for you to complete your course of study. This sensitive personal data will remain confidential and will only be disclosed to persons authorised by City University London and/or CILEx Law School. Your completion of the application form indicates your consent for us to process this personal data.

- A No known disability
- B Social/communication impairment Aspergers/ Autism
- C Blind or have visual impairment
- D Deaf or have hearing impairment
- E Long standing illness such as cancer, epilepsy
- F Mental health condition
- G Specific learning difficulty such as dyslexia
- H Mobility difficulty or physical impairment
- I Disability not listed
- J Two or more impairments or disabling conditions
- T Autistic disorder

SECTION 13 – Criminal conviction

Applicants are required to declare whether they have any criminal convictions. This excludes motoring offences that received a fine/three penalty points or a spent sentence as defined by the Rehabilitation of Offenders Act 1974. The university has a responsibility and duty of care to ensure that an applicant's criminal conviction will not:

- present a clear and present threat to the safety of other staff and students
- constitute a direct or unacceptable abuse of the subject concerned

If you declare a conviction, you may be contacted by City University London for further details. Consideration of criminal convictions is separate to the assessment of your academic suitability for a course.

Declaration

By agreeing the declaration and submitting the form you agree that the information you have given is complete and accurate. If you are made and accept the offer of a place you agree to abide by the rules and regulations of City University, London. Personal data in this form may be used in accordance with City University's notification under the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000. The university will also provide data to the Higher Education Statistics Agency. Please see the previous data protection statement for further details.