



WELCOME

We are delighted that you are thinking about studying at the University of the Highlands and Islands (UHI). UHI operates a fair and open admissions system committed to equality of opportunity and non-discrimination. We consider all applications on merit and on the basis of ability to achieve, without discrimination on grounds of gender, age, disability, ethnicity and socio-economic background. We welcome applications from all prospective students and aim to provide appropriate and efficient services to students with disabilities.

HOW TO APPLY

Please refer to the UHI prospectus for information on available courses before applying, or search our full course database online: www.uhi.ac.uk/courses.

Once you have found a course you want to study and are ready to apply you can complete this application form or do it online by selecting the Apply tab on the course's web page. There is also more information online on how to apply: www.uhi.ac.uk/apply.

All applications for undergraduate full-time degree study should be made through UCAS and you should use the University of the Highlands and Islands institution code H49. Applications for postgraduate or part-time study should be made directly to the university. You can apply for an HNC or HND directly to the university as long as you are not applying through UCAS to other institutions, where this is the case, your UHI HNC/D application should be included as one of your UCAS options. Please ensure that you also enter the correct campus code for the location at which you wish to study; individual campus codes are listed on the page under 'Where you can study'; for more information about the different campuses please go to: www.uhi.ac.uk/campuses. Visit www.ucas.com for additional help and information on completing your application through UCAS.

If you have any further queries please call our information line on **01463 279190** or email: info@uhi.ac.uk.

COMPLETING THE APPLICATION FORM

Once you have chosen your course, fill in the application form as fully as possible. For course details, including code, location and mode of study, look up the relevant pages in the UHI prospectus, or on the course database: www.uhi.ac.uk/courses.

Some of the information we ask for, including ethnic origin and occupational background, is required for monitoring the fairness and equality of our admissions procedures.

WHAT TO INCLUDE TO SUPPORT YOUR APPLICATION

Please check that you have included the following with your application where applicable.

- Your personal statement on a separate sheet of paper
- A copy of your English language certificate, if English is **not** your first language
- A copy of your transcripts, certificates and work place reference (*if applicable*). These should be in the original language and if not in English they should be translated in full into English by an official translator.
- A copy of your passport or ID card if you are not a UK National

WHERE YOU CAN STUDY (UHI campus codes in brackets)

- (A) Argyll College UHI – www.argyll.uhi.ac.uk
- (H) Highland Theological College UHI – www.htc.uhi.ac.uk
- (I) Inverness College UHI – www.inverness.uhi.ac.uk
- (L) Lews Castle College UHI – www.lews.uhi.ac.uk
- (M) Moray College UHI – www.moray.uhi.ac.uk
- (N) NAFC Marine Centre UHI – www.nafc.ac.uk
- (T) North Highland College UHI – www.northhighland.ac.uk
- (O) Orkney College UHI – www.orkney.uhi.ac.uk
- (P) Perth College UHI – www.perth.uhi.ac.uk
- (K) Sabhal Mòr Ostaig UHI – www.smo.uhi.ac.uk
- (S) SAMS UHI – www.sams.ac.uk
- (C) Shetland College UHI – www.shetland.uhi.ac.uk
- (B) West Highland College UHI – www.whc.uhi.ac.uk
Learning Centres UHI

FURTHER HELP AND INFORMATION

For further information on courses, or to get this application in an alternative format, such as large print or braille, contact the **UHI information line: 01463 279190**. For help in making your application please contact your preferred college or learning centre directly.

For further information on key application process dates please visit: www.uhi.ac.uk/already-applied.

Information gathered in the following sections is not used in the selection process but is required for statistical purposes.

ETHNIC ORIGIN

Please put a cross in the box that best describes your ethnic origin:

White:

- 13 Scottish
 17 English
 18 Welsh
 12 Irish
 19 Other

Asian:

- 31 Indian
 32 Pakistani
 33 Bangladeshi
 34 Chinese
 39 Other

Black:

- 21 Caribbean
 22 African
 29 Other

Mixed:

- 41 White and Black Caribbean
 42 White and Black African
 43 White and Asian
 49 Other

- 80 Any other background
 98 Information refused

ADDITIONAL INFORMATION

If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title.

Is your gender identity the same as the gender you were assigned at birth? Yes No I prefer not to say

What is your religion?

- No religion Christian Jewish Prefer not to say
 Buddhist Hindu Any other religion or belief
 Sikh Spiritual Muslim

What is your sexual orientation?

- Bisexual Gay Man Gay Woman / Lesbian Heterosexual / Straight Other Prefer not to say

Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education? Yes No Don't know I prefer not to say

Have you ever been in care? (for example foster care, semi-independent living or residential care home) Yes No I prefer not to say

If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care
 Less than 1 week 1 week to 3 months 3 months to 1 year 3 years or more 1 year to 3 years

Which of the following best describes your current position:

- At school Other education (at college or university) In full-time work In part-time work
 Not working (not registered as unemployed) Registered unemployed Other

SOURCE OF INFORMATION

What were the two most important sources of information in your decision to apply to the University of the Highlands and Islands? (Please put a cross in the two boxes that apply)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> FT College prospectus | <input type="checkbox"/> INT Other website | <input type="checkbox"/> LIB Library | <input type="checkbox"/> OD Visit to college/open day |
| <input type="checkbox"/> UHIP UHI prospectus | <input type="checkbox"/> RA Radio | <input type="checkbox"/> LF Leaflet through door | <input type="checkbox"/> SL School |
| <input type="checkbox"/> ULF UHI course leaflet | <input type="checkbox"/> TV TV advertisement | <input type="checkbox"/> CSS College student services | <input type="checkbox"/> LC Learning centre |
| <input type="checkbox"/> WEB College website | <input type="checkbox"/> UTV UHI TV advertisement | <input type="checkbox"/> CA Careers office | <input type="checkbox"/> EM Employer |
| <input type="checkbox"/> UWEB UHI website | <input type="checkbox"/> NE Press advert/article | <input type="checkbox"/> CE Careers convention | <input type="checkbox"/> FF Friends/family |

Other source not on the list (please specify)

FOR OFFICE USE ONLY

Applicant ID number

Course code

Date received



FOR OFFICE USE ONLY

Applicant ID number

Course code

Date received

COURSE DETAILS

Year of entry (e.g. 2013)

Month of entry

UHI college you are applying to

If you are not attending the main college campus, please state where you will be studying (e.g. name of learning centre, work place or home)

Title of the course you are applying for (If you wish to be considered for more than one course, you can give details for up to three courses in order of priority)	Course code (if known)	Year of course (1st, 2nd, 3rd, 4th)	Mode of study (see codes below)

Mode of study: Full-time (FT), Part-time (PT), Distance Learning (DL), Evening (EW)

PERSONAL DETAILS

Title (e.g. Mr/Mrs/Miss/Ms/Dr etc)

Date of birth (dd/mm/yy)

First name

Middle names

Surname

Gender

(m/f or other)

Previous surname (if any)

Contact address (if different to home address)

Home address

Postcode:

Postcode:

Contact numbers

Day

Evening

Mobile number

SQA/Scottish Candidate No (if applicable)

Email address

Have you ever been a student at a UHI college? Yes No

If yes, please state your student number below (if known)

Address at time of study (if different from above)

Postcode:

Last course studied

RELEVANT WORK EXPERIENCE

Please provide details of any work experience relevant to your application.
(Please start with the most recent and continue on a separate sheet if necessary)

Employer's name	Job title/description	Month/year From	Month/year To

EXTRACURRICULAR ACTIVITIES

Have you taken part in any formal activities/courses in preparation for Higher or Further Education? (e.g. ASPIRENorth activities, SWAP, LEAP, summer schools, taster courses)

No such activities/courses undertaken ASPIRENorth SWAP LEAP Other

If other, please specify _____

If you have taken part in any specific preparation courses, please provide details of the activities undertaken and what you feel you gained from them in the personal statement section.

PERSONAL STATEMENT

On a **separate sheet of paper**, please tell us why you decided to choose this course and a little about yourself, your current or previous employment (including any work experience), hobbies and what you have been doing most recently. Include details of any non-examination based activities you have undertaken in preparation for higher or further education, such as ASPIRENorth. This is an important part of your application, for help in completing this visit www.uhi.ac.uk/personal-statement.

REFERENCE

References are not normally required, however for certain courses and, in the case of students who do not have the usual entry requirements, a reference may be requested. Therefore, please give contact details of someone who would be willing to act as a referee for you.

Name of referee

Relationship of referee to you

Occupation of referee

School/college/organisation (if appropriate)

Address of referee

Telephone number of referee Fax number of referee

Email address of referee

Information gathered in the following section is not used in the selection process but will enable us to work with you to identify support needs you may have as early as possible. The information supplied will only be used for this and statistical purposes.

HEALTH or MEDICAL CONDITIONS

We welcome applications from students with additional needs. Our methods of teaching and assessment are flexible and designed to meet a wide range of individual needs, where we reasonably can. *(Please put a cross in the boxes that apply)*

- | | |
|----------|--|
| A | No disability |
| B | I have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder |
| C | I am blind or have a serious visual impairment uncorrected by glasses |
| D | I am deaf or have a serious hearing impairment |
| E | I have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy |
| F | I have a mental health condition, such as depression, schizophrenia or anxiety disorder |
| G | I have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |
| H | I have physical impairment or mobility issues, such as difficulty using my arms or using a wheelchair or crutches |
| I | I have a disability, impairment or medical condition that is not listed above |
| J | I have two or more impairments and/or disabling medical conditions |
| R | Information refused |

I have personal care support

I carry medicines which are time critical in their application (e.g. Epi-pen)

Please describe any additional support requirements you may have _____

There is a range of sources of support that you can access as a university student: www.uhi.ac.uk/en/students/support.

DECLARATION

The University of the Highlands and Islands is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the university's business and for the purpose of admissions to taught programmes. The university collects, uses and stores information (data) about applicants in accordance with the Data Protection Act 2018 and the General Data Protection Regulation and as detailed in our admissions higher education privacy notice.

I consent to my data being processed according to the privacy notice, which i have read from the following pages*

Print name _____

By submitting this application, you are agreeing that the information you have given is correct to the best of your knowledge.

Please return your completed form to:

Admissions
University of the Highlands and Islands
Executive Office
Ness Walk
Inverness
Scotland
IV3 5SQ



University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

*Privacy Notice

Admission to higher education

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For any queries or concerns about how your personal data is being processed you can contact our data protection officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Use of personal data in the admissions process for higher education.

The University of the Highlands and Islands is committed to protecting your personal information and being clear about what information we collect from you and how we use it. This privacy notice explains how we collect, store, process and share your personal data and your rights in relation to the personal data we hold. This privacy statement concerns the processing of personal data of applicants for undergraduate and postgraduate taught programmes of the university.

Applicant data is collected in the following ways, when you:

- Apply to study at the University of the Highlands and Islands through the Universities and Colleges Admissions Service (UCAS). Your application data is securely transferred from UCAS to us, creating an applicant record on the university student records system (SITS)
- Apply directly to the university through our online application form, which creates an applicant record on SITS
- Complete a paper or PDF application form and submit to us by email or post. Admissions staff manually create an applicant record and input this information into SITS



Your information will be used for the following purposes:

We process applicant data for the purposes of:

- Assessing eligibility to be offered a place on one of our taught programmes
- Communicating with you in order to complete the admissions process.
- Where relevant for the course of study, completing disclosure and fitness to practice assessments
- Where appropriate, confirming immigration status for international applicants. Failure to provide this information, where requested, will mean that the university cannot sponsor the applicant to apply for a Tier 4 visa.

The types of information we collect:

- Your name, and contact information such as address, email address and telephone number, as well as your date of birth, country of domicile and your nationality. Where necessary we collect your passport number or national identity card details and immigration information. We will also allocate you a unique student number
- Information relating to your education and employment history, the school(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. We will also keep records relating to the details of examinations taken, your predicted and actual examination grades and other information on your application form

These uses apply to personal data provided by you without which we would not be able to progress your application.

If you choose to disclose a disability or support need, we will use this data to enable our support teams to contact you to let you know of the support that may be available and any reasonable adjustments that may be made for you during the admissions process and throughout your studies.

If you choose to disclose other personal information, such as having been in local authority care or being a carer, this data will be shared with academic decision makers to allow them to consider your personal circumstances when assessing your application under our contextualised admissions process. The data will also be shared with our support team so they can contact you about the support available to you.



We will also use your data to provide you with additional relevant information on services such as accommodation options, funding support and applicant open days, through email or post.

If you accept a place on a course, we process your data in order to provide you with information on the course, induction events and support services.

If you decide to withdraw your application, decline an offer or do not take up your place with us, we will use your personal data to contact you, by email, post or phone, so we can understand your reasons and whether we can be of further assistance.

Anonymised data is used from applicants for reporting and trend analysis for the monitoring of our contextualised admissions process and our equality duties under the Equalities Act 2010. The types of information we collect:

- Sensitive personal data and information including any disclosed health and medical conditions (e.g. disability and dietary needs) and information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

Our legal reason for using the data is/are:

- *Assessing eligibility for an offer on one of our taught programmes, including any relevant communication specific to this process:* your data is processed in order for us to take steps at your request prior to entering into a contract, and if you accept an offer of a place, fulfilling our contractual obligations to you (*Article 6 1 (b)*).
- *Disclosure and other clearance assessment checks:* to comply with legal obligation, *Article 6 1 (c)*.
- *Confirmation of immigration status: Consent/* This is necessary for us to comply with our legal obligation in relation to UKVI Tier 4 visa regulations, *Article 6 1 (c)*.

- *Assessing and supporting disclosed disabilities or support needs:* Use of personal information is necessary for carrying out obligations in the field of social protection law *Article 9 2 (b)*.

- *Providing relevant information on services available:* for the purposes of legitimate interests pursued by the university, except where such interests are overridden by interests or fundamental rights and freedoms of the data subject, *Article 6 1 (f)*. The legitimate interest is to raise awareness of services and opportunities designed to support prospective students making their university choice and ensuring smooth transition to induction and enrolment.

- *Communication on reasons for withdrawal or offer decline:* for the purposes of legitimate interests pursued by the university, except where such interests are overridden by interests or fundamental rights and freedoms of the data subject, *Article 6 1 (f)*. The legitimate interest is the improvement of our customer service throughout the admission cycle.



- *Equality monitoring:* Use of personal information is in the substantial public interest, which the Data Protection Act 2018 clarifies can include keeping under review the existence or absence of equality of opportunity or treatment between different groups. *Article 9 2 (g)*.

The data being used includes special category (sensitive) data, you are not obliged to provide this information. Our legal reason for using this sensitive data, where provided, is/are:

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of social protection law.

Data on disclosed disabilities or support needs is used to ensure the university can provide the necessary support and reasonable adjustment as required in the Equality Act 2010.

Disclosed data on care experience or caring commitments is used as part of our commitment to widening access and contextualised admissions, and to comply with Scottish Government policy.

All special sensitive data is stored in a secure location. Data required for equality monitoring is used for the sole purpose of providing statistical analysis on protected characteristics to monitor compliance with the Equality Act 2010.

If you were to withhold personal information we require for this process:

Assessing eligibility for an offer on one of our taught programmes, including any relevant communication specific to this process.

Where relevant, disclosure and other clearing assessment checks.

Where appropriate, Confirmation of immigration status.

If you were to withhold the required personal information, the consequence would be that we would be unable to process your application.

Assessing and supporting disclosed disabilities or support needs

You can choose to give information about any disabilities or support needs or not. If you do not disclose this information, we will be unable to provide the relevant support through the application process. You can, however disclose this information to us at any stage of your application of studies with us.



Your data will, or may, be shared with the following recipients or categories of recipient:

- Professional and regulatory bodies, e.g. Nursing and Midwifery Council

UCAS:

- For UCAS applicants, data on decisions made by the university and the applicant through the application process is transferred on a regular basis between the UCAS system and our student records system
- In accordance with our contract with UCAS, the university will share applicant data with UCAS for enrolled students on full-time undergraduate programmes who applied to the university directly
- Government departments and agencies, where we have a statutory obligation to provide information, eg the Home Office (in connection with UK visas and immigration),
- Disclosure Scotland, where your chosen programme of study requires a PVG check
- Occupational Health for programmes requiring fitness to practice assessment

Your applicant data will be retained in the university student records system, and any certificates and supporting documentation used during the processing of your application will be stored securely and in accordance with the student records system and document retention schedule; a summary of which can be accessed [here](#)

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.