



## **INSTRUCTIONS FOR THE COMPLETION OF THE APPLICATION FORM FOR THE MSc REGULATORY AFFAIRS 2017-18**

These instructions are provided to help you complete the application form for the MSc Regulatory Affairs and to explain the purpose of the questions contained in this form.

***It is important that you read them before completing the form.***

- As it may be necessary to photocopy the form please write clearly in *black ink* or type.
- Do not write in any of the shaded areas.
- Please complete BOTH sides of the form and read and sign the declaration at the end when you have done so.

The information collected here is used to assess your application to join the TOPRA MSc programme and if you are accepted will form the basis of your individual entry in the records of the TOPRA Postgraduate Administration and will be held for the purposes of student administration, subject to the provisions of the Data Protection Act 1998.

**The application form must be completed in full and you must not cross-reference any other documents.** Incomplete application forms will be returned to the applicant and you should note that your Curriculum Vitae is *in addition* to the fully completed application form.

### **THE ADMISSIONS PROCEDURE**

All applications must be submitted to the TOPRA Faculty Office on the appropriate application form well in advance of attendance at the first residential module, to allow for the admissions procedure to be followed.

When applications, and their accompanying documents, are received at the TOPRA office, they are forwarded on to the Faculty Admissions Panel, which is made up of senior members of the TOPRA Postgraduate Faculty.

The Admissions Panel considers all applications according to the same criteria, namely that the applicant has a minimum of 2 years working experience specifically in the field of Regulatory Affairs and has previously obtained a first degree, preferably in a subject allied to the life sciences, which is from a recognised global higher education institution, as defined by the Regulations of the University of Wales.

If an application is considered to be unsuccessful, the candidate will be provided with brief feedback and, depending on the reasons for the application being turned down, may be eligible to submit a fresh application at a future date.

If the candidate is considered to be suitable for the TOPRA MSc programme, their application will be approved and they will then be able to book on to their first residential module of the course. The first official day of entry to the course is the first day of the first module attended, not the date that an application is approved.

## **THE APPLICATION FORM**

### **Note 1: Names and Title**

Your name as you give it here will be entered in the TOPRA records and used for all official purposes. If at any time you wish to change any part of your name please contact the Faculty Office. The name you give here will be the name given on your certificate when you graduate so please ensure that this is the name you were given at birth, even if you are known by a different name.

Please print clearly. If your names contain upper case letters in the middle or lower case at the beginning please make this obvious (e.g. de Crespigny, von Schmidt, MacArthur).

1. (a) *Prefix*

Please give the prefix appropriate for use in correspondence when used with your surname.

1. (b) *Job Title*

Please give your current job title.

1. (c) *Surname/family name*

If you have a surname/family name consisting of several parts please give only the part(s) you wish to be used on ALL occasions (any part omitted may be listed under other names below).

1. (d) *Other names in FULL*

If you prefer to be known by one of your given names other than the first please indicate which by underlining. However we cannot accept nicknames or abbreviations unless you wish to register these as your official name - e.g. you may register as 'Edward' or as 'Ted' but not as 'Edward known as Ted'.

### **Note 2: Correspondence Address**

Enter the *correspondence address* to which you would like all MSc-related documentation to be sent.

All UK addresses must show the *post code* in the box provided: candidates with overseas addresses where a code forms part of the address should enter this code in the main body of the address, not in the box.

### **Note 3: Personal details**

**Date of birth:** enter day, month, year in figures, e.g. 25 04 75 in box DOB.

**Gender:** tick the appropriate box.

#### **Country of permanent residence:**

- If your permanent home is outside the UK please give the *country* in which you normally reside.
- If either
  - (a) your permanent home has always been in the UK, or
  - (b) you are recognised by the UK authorities as an immigrant, a settled person or a refugee\* and have lived in the UK ever since being recognised,

please give the *country within the UK* - i.e. England, Northern Ireland, Scotland or Wales, or which of the *British Islands* - i.e. Channel Islands or Isle of Man.

\* (Persons recognised by the UK authorities as immigrants, settled persons or refugees are those whose passports have been endorsed accordingly or who have been issued with an official letter by the Home Office confirming their status).

**Nationality:** please state your nationality (as stated on your passport, if you have one).

N.B. Please do not enter Irish unless you are a citizen of the Republic of Ireland.

### **Note 4: English Language Proficiency**

English is the official language for all aspects of the MSc programme and it is therefore essential that applicants whose first language is not English have obtained sufficient linguistic competence to avoid any difficulties in pursuing their studies, therefore the provision of recent (i.e. not older than 2 years) IELTS test score of 6.5 will need to be provided to those whose first language is not English before they commence the course.

**IELTS Administrator, c/o nearest British Council Office**  
**Website: [www.britcoun.org](http://www.britcoun.org)**

### **Note 5: VISAs**

You must obtain a student visitor visa – that allows you into the UK for up to 6 months for study – multiple entry is allowed on these visas and if necessary multiple visas can be issued. This must be sent to the Postgraduate Administrator and authorised by the University of Hertfordshire before you can be authorised to attend the module.

### **Note 6: Previous Higher Education**

Please give the names of *up to three* of the colleges, polytechnics, universities or other institutions of higher education attended, earliest first. Please also show the country if outside the UK. Please use numbers to abbreviate the months and years of attendance e.g. 09 94 and give *brief* details of qualification obtained and subjects of study.

**Note 6: Experience in Regulatory Affairs**

Please indicate the total time you have spent working specifically in the field of Regulatory Affairs.

**Note 7: Previous Employment**

Please give the names of *up to three* of your previous employers, current or most recent first. Please use numbers to abbreviate the months and years of attendance e.g. 09 94 and give *brief* details of your job title and responsibilities.

**Note 8: Reasons for Application**

This section affords you the opportunity to provide the Academic Panel Applications Subcommittee with some further details behind your decision to make an application to the TOPRA MSc programme in Regulatory Affairs. Please provide a full description of your background, work experience and any other information you feel is relevant to your application.

**Note 9: Expected First Module Attendance**

Please indicate the module numbers and date of the first residential module you hope to attend, as well as all other planned modules (you will need to book on to the modules separately, using the appropriate module booking form, should your application be successful).

**DECLARATION**

Please read the declaration and then sign and date the form.

Please note that you **must** also attach your Curriculum Vitae to the application form.

Your application cannot be processed until the application form is complete and signed and you have provided a copy of your Curriculum Vitae. Completed application materials should be emailed to:

**postgraduate.administrator@topra.org**

or posted to:

Postgraduate Administrator  
TOPRA  
6<sup>th</sup> Floor  
3 Harbour Exchange  
London  
E14 9GE