

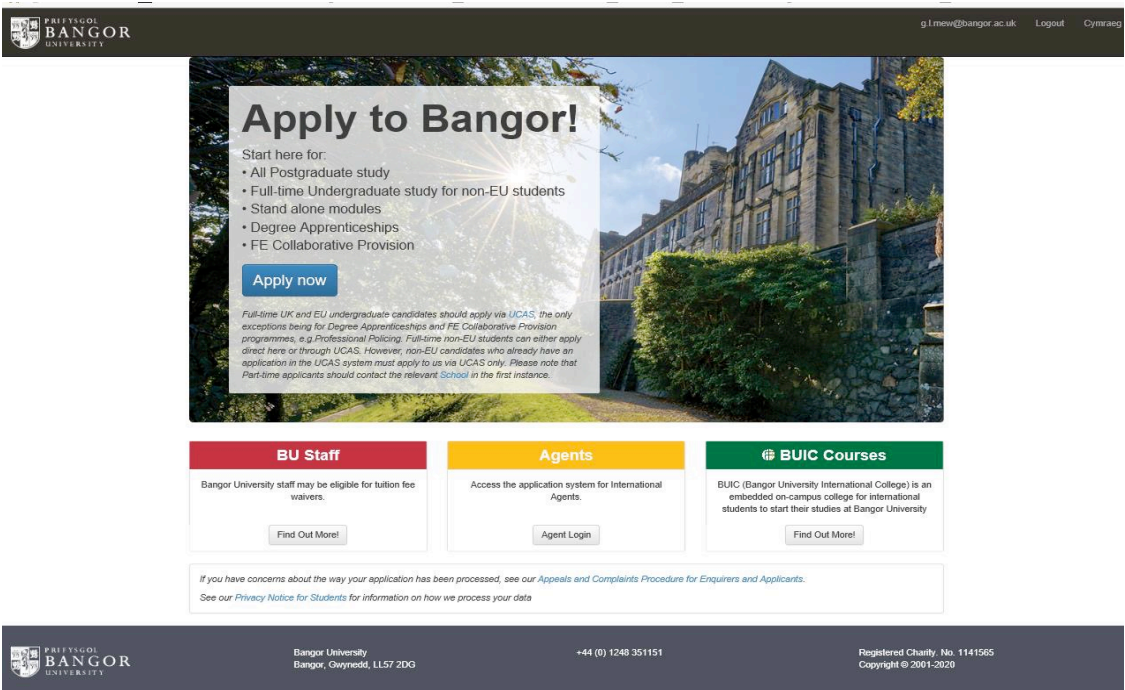
Making a Micro Credit Module Application to Bangor University

APPLICANT INSTRUCTIONS

To make an application to Bangor University for a Micro Credit module, you are required to submit a formal application into the Direct Applications (DA) system.

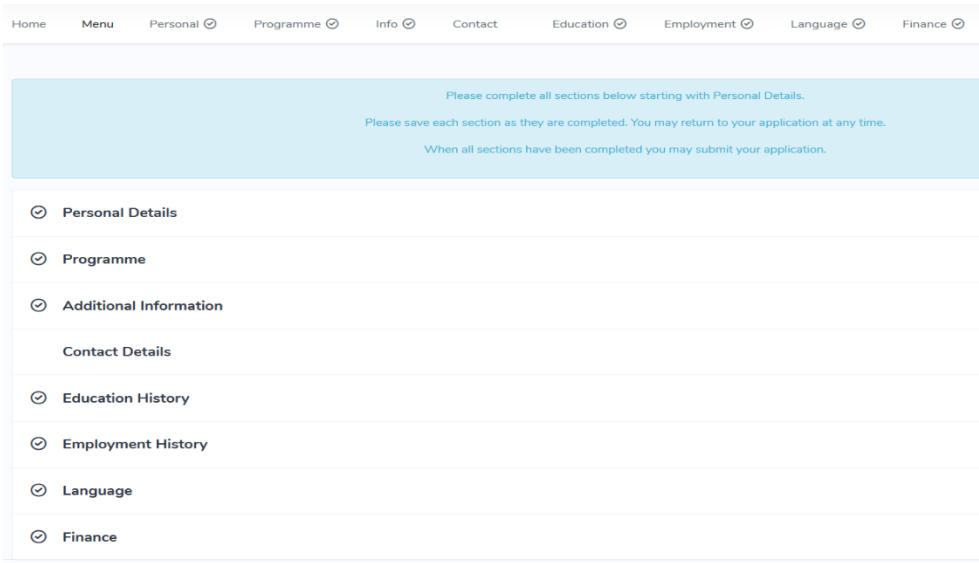
Guidance for making a formal application into the Direct Applications (DA) system.

- 1. Applicants should make their application via DA: <https://apps.bangor.ac.uk/applicant/>



➤ Select ‘Apply now’

You will be taken to the **Home page** for your application which lists the sections which must be completed:



- Complete each section as per the following instructions.
- Use the tabs at the top, or the section listing to navigate to the sections.
- As each section is fully completed, it will be ‘ticked off’.

1. **Personal Details** Section. All * fields are mandatory.

Personal Details

Please enter personal information about yourself on this page.
Your application will not be discriminated on the grounds of gender, age or ethnicity.

Title *
Ms
Select your title

Given name *
Jane
Enter your first given name as it appears in your passport

Middle name(s)
Middle name(s)
Enter your middle given name(s) as they appear in your passport

Family name *
Jones
Enter your family name in full as it appears in your passport

Previous surname
Previous surname
Enter your previous surname if applicable

Preferred name
Preferred name
Please enter the name by which you prefer to be known if it is not your first given name

Date of birth *
4 November 1968
Enter your date of birth as it appears in your passport

Gender *
Female

Country of birth *
United Kingdom
In which country you were born?

Nationality *
United Kingdom
Which of these countries is associated with your nationality?

Ethnicity *
White - British
Give details of your ethnic background

Save and Continue

- Once all * fields have been completed, select **Save and continue**, and move on to the next section.

2. **Programme** Section: select ‘**Non-graduating Applications/Stand Alone Modules**’ and select ‘**Non-graduating Undergraduate**’.

Home Menu Personal Programme Info Contact Education Employment Language Finance

Available Programmes

Please choose the type of programme that you are interested in

Undergraduate / Bachelor Degree (BSc, BA, LLB)

Postgraduate / Taught Masters (MSc, MA, MBA, LLM)

MRes (MRes)

Postgraduate Research (PhD, EdD, MPhil, Masters by Research)

Degree Apprenticeship

Non-graduating Applications / Stand Alone Modules

Non-graduating Undergraduate

Non-graduating Postgraduate Taught

Non-graduating Postgraduate Research

Restricted Admissions Passcode Required

Distance Learning

Select the **appropriate programme** –

➤ “Non-Graduating Taught Modules in Computer Science”

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Programme Lookup

Please select the programme you wish to apply for:

Programme

Non-Graduating taught modules in Natural Sciences (NGU/AGF)

Non-Graduating taught modules in Social Policy (NGU/SOCP)

Non-Graduating Taught Modules in Education (NGU/EDU)

Non-Graduating taught modules in German (NGU/MLG)

Non-Graduating taught modules in Computer Science (NGU/COMP)

Non-Graduating Taught Modules in Health (NGU/HS)

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Programme Lookup

Please select the programme you wish to apply for:

Programme

Non-graduating Taught Modules in Philosophy & Religion (NGGT/PR)

Non-Graduating Taught Modules in Health (NGGT/HEALTH)

Non-Graduating Taught Modules in Computer Science (NGGT/CS)

Non-Graduating taught modules in Music and Media (NGGT/MM)

Non-Graduating taught modules in Modern Lang French (NGGT/MLF)

Non-Graduating Taught Modules in Ocean Sciences (NGGT/OS)

➤ *Select save and continue.* You should then complete the following screen:

HomeMenuPersonal ✓Programme ✓Info ✓ContactEducation ✓Employment ✓Language ✓Finance ✓

Programme Information

Computing (NGU/COMP) [Change programme](#)

Will you study full time or part time?

Part time

If you wish to study part-time or via distance-learning, select 'Part time' here.

Non-graduating / standalone module(s) applications

ICE-1001

Please specify the module code(s) you wish to study separated by a comma (e.g. PRP-1001, PPP-1001).
Levels 4-6 (undergraduate) and Level 7 (postgraduate taught)

Starting *

September (202324)

Select the month and year you wish to start the programme.

Save and Continue

- Select Part time study.
- Enter the specific module code(s) here.
For Object Oriented Programming enter HEF-1101
For Web Technologies enter HEF-1411
- **Starting:** Select September (202324)
- Select Save and continue.

HomeMenuPersonal ✓Programme ⓘInfo ⓘContactEducation ✓Employment ✓Language ✓Finance ✓

Supporting Documents for Computing (NGU/COMP)

The programme Computing (NGU/COMP) requires the following supporting documents.

Personal Statement *

Browse...

No file selected.

A personal statement should detail your skills, your experience, and your reasons for applying for this particular programme, how it will contribute to your career plan and ambitions for the future. One page of A4 is sufficient.

Save and Continue

- You will be unable to submit your application unless a document is attached under Personal Statement. Please upload a blank document.

3. **Additional Info** Section. This is a minimal series of yes/no questions. Additional free text / dropdowns only appear when relevant to your selection of the radar buttons.

HomeMenuPersonal✔ProgrammeInfo✔ContactEducation✔Employment✔Language✔Finance✔

Additional Information

Are you a current Bangor University student, or have you applied to Bangor University or studied at Bangor University previously?

☐ Yes☒ No

Do you have any disabilities?

☐ Yes☒ No

During the period of your proposed study, will you be registered simultaneously for any other Higher Education qualification either at Bangor or elsewhere?

☐ Yes☒ No

Have you lived in the UK continuously with the exception of holiday periods since birth?

☒ Yes☐ No

Save and Continue

Press the **Save and continue** button and move on to the next section.

4. **Contact** Section. Complete with your contact details.

HomeMenuPersonal✔Programme✔Info✔ContactEducation✔Employment✔Language✔Finance✔

Contact Details

Address line 1 *

20

Address line 2

Address line 2

Address line 3

Address line 3

Postal town / city *

Bangor

Country *

United Kingdom [GB]

Postcode / ZIP

LLXXXXX

Phone number

01248 000000

Save and Continue

➤ Press the **Save and continue** button and move to the next section.

5. **Education** Section

Education History and Professional Qualifications

Please provide details of current and previous education history.

Institution *

Institution

As it appears on your certificate / transcript.

Country *

Title of Qualification *

Title of Qualification

As it appears on your certificate / transcript. E.g. BSc (hons) Psychology

Grades Achieved / Expected

Grades Achieved / Expected

Course Attended From *

Course Attended To *

Date Qualification Awarded / Expected

Save and Add

I have no education history - Continue

- This section collects educational history and professional qualifications. It is understood that you may have such qualifications. However, if the details are entered, you will be required to upload further evidence. In order to streamline the application process, it has been agreed you may select the **‘No educational history’** button and move on to the next section.
- Alternatively, complete the section with your Educational and Professional details. You will then be asked to upload copies of your certificates, etc.

6. Employment Section

Professional Experience / Employment History

Please give details of relevant employment: paid, work experience, and voluntary.
Give details of any professional background / experience. This may help support your application. Such information may be particularly relevant if your academic qualifications alone do not meet a course entry requirement.

Add new employment history

Employer *

Employer

Position *

Position

Date From *

Date To

Leave blank if this is your current employer

Details of responsibilities and duties

Details of responsibilities and duties

Save and Add

I have no employment/professional history - Continue

- This section collects employment history and professional experience. It is understood that you may have such employment and experience. However, if the details are entered, you will be required to upload further evidence. In order to streamline the application process, it has been agreed that you should select the **‘No employment history’** button and move on to the next section.

➤ Alternatively, complete the section with your Employment details.

7. Finance Section. Select “Bangor University advertised studentship”. There is no fee for these modules.

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Finance

How will you finance your studies? *

Self-funding

I am looking for a full scholarship

Sponsored

Scholarship

Bangor University advertised studentship

Student Loan

Make sure all necessary sections of the application are complete before submitting your application.