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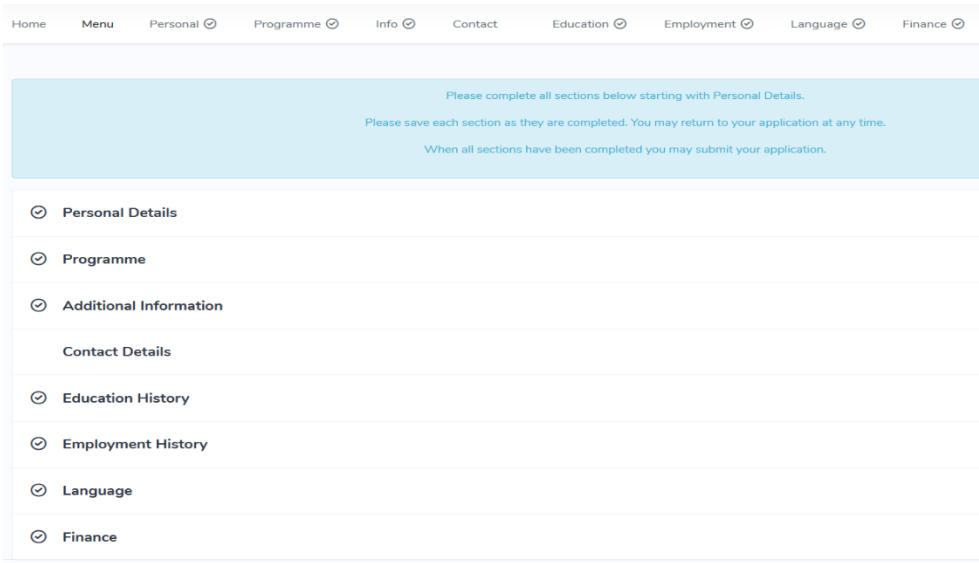
Guidance for making a formal application into the Direct Applications (DA) system.

1. Applicants should make their application via DA: https://apps.bangor.ac.uk/applicant/
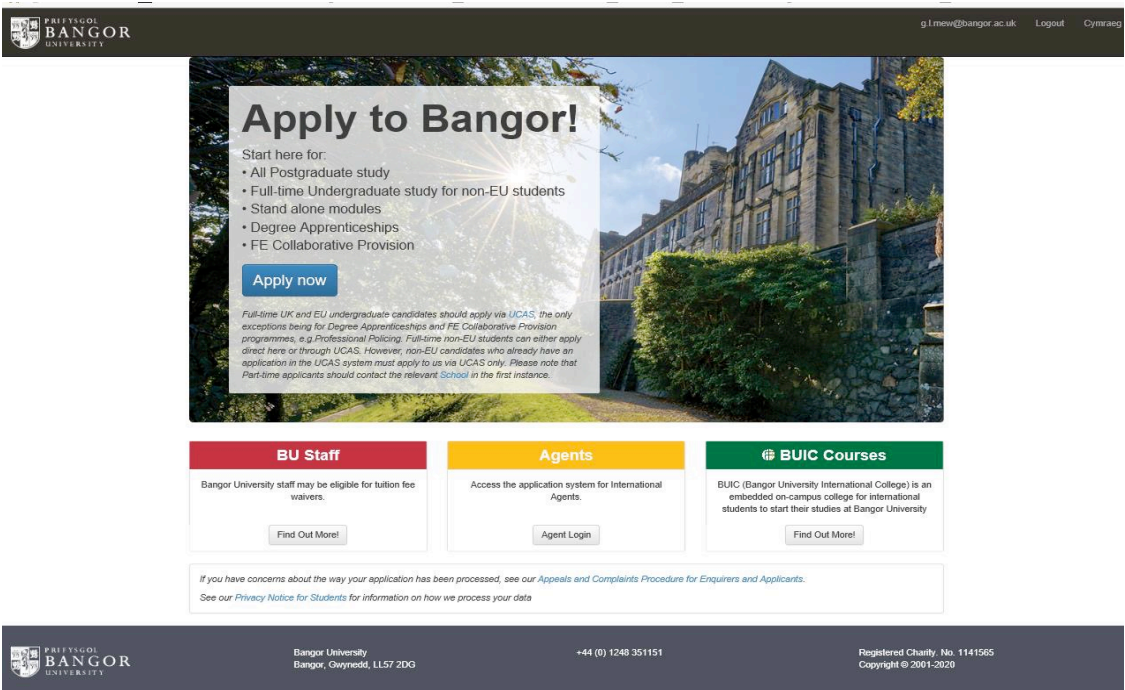
➢ Select '**Apply now**'

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.

- o 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'**.

Select the **appropriate programme** –

> ➢ "Non-Graduating Taught Modules in Computer Science''

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

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.

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.

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.

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.

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