**Interinstitutional Study Application Form 2019/20**

**This form allows GSM students to choose Level 6 modules to study at Birkbeck, University of London. The University of Plymouth will accept these modules to allow you to complete 360 credits to gain a degree from the University of Plymouth. The modules you can choose from can be reviewed at the end of the document. Detailed descriptions of the modules are available at** [**www.bbk.ac.uk/gsm**](http://www.bbk.ac.uk/gsm) **This arrangement allows you to keep studying in London. Classes at Birkbeck start on 30 September 2019.**

**You do not have to pay a tuition fee to Birkbeck to study modules under this scheme as your registration is with the University of Plymouth. Birkbeck, University of London will collect the appropriation tuition fee directly from Plymouth.**

**Pages 1-4 of the form must be completed. Please see Appendix 1 on page 5 for guidance on completing the form.**

Email the completed form to: [**clearing@bbk.ac.uk**](mailto:admissions@bbk.ac.uk)

If you would like guidance on what modules to complete you can contact Birkbeck or speak to the GSM Student Support Office.

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| **PERSONAL DETAILS** | |
| First Name(s): | Surname: |
| Title: | Previous/Maiden name: |
| Date of birth (DD/MM/YYYY): | Gender: |

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| **CONTACT DETAILS** | | |
| UK address while attending Birkbeck: |  | |
| Postcode: |  | |
| Permanent home address: |  | |
| Postcode: |  | |
| Email address: | | |
| Tel (day): | | Tel (evening): |
| Term Time Accommodation type:   *(eg Parental/guardian home, own home)* |  | |

This information in this section will be used if we need to contact your Next of Kin in the case of an emergency.

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| **NEXT OF KIN DETAILS** | |
| Next of Kin Contact Name: |  |
| Relationship (eg sister/father etc): |  |
| Next of Kin mobile number: |  |
| Next of Kin email address: |  |
| Next of Kin address: |  |

This information will be stored in confidence by the College Registry and will not be used in consideration of your application.

\***Please see Appendix 1 on page 5 for guidance on completing this section of the form.**

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| **ADDITIONAL INFORMATION** | **YES** | **NO** |
| Do you consider yourself to have a learning difficulty, disability and/or health problem that may affect your learning? (please tick appropriate box) |  |  |
| If yes, please confirm your condition**\***: | | |
| If you have identified a disability in the question above, are you in receipt of the Disabled Students Allowance? |  |  |
| Are you a care leaver? |  |  |
| Do any of your parents have any higher education qualifications, such as a degree, diploma or certificate of higher education? |  |  |
| Please indicate your religion**\***: | | |
| Nationality: | | |
| Country of Domicile: | | |
| Ethnicity**\***: | | |
| How are you funding your tuition fees?**\*** (Student Finance England, self financing etc) | | |

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| **COURSE UNIT(S) / MODULE(S) TO BE TAKEN AT BIRKBECK** | | |
| **Code** | **Title** | **Value** |
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| **DETAILS OF DEGREE PROGRAMME** |
| Institution at which you are registered: University of Plymouth/GSM |
| Degree level: |
| Degree title: |
| Mode of study: |

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| **REGULATIONS AND POLICIES** |

**IMPORTANT:** Please read the Privacy Statement, Interinstitutional Study Regulations, and Terms and Conditions below before signing the form.

**PRIVACY**

In common with all universities, it is necessary for Birkbeck to process the personal data of many individuals in order to carry out its mission. By signing this from you are agreeing to Birkbeck capturing and using your personal data as outlined in the College’s Admissions and Study Privacy Notice. <http://www.bbk.ac.uk/downloads/policies/privacy-admissions-study.pdf>

You will find a complete set of information describing our data processing activities, our data privacy policy, relevant privacy notices, information about the rights of individuals whose data we process and how to exercise these rights on our website at [www.bbk.ac.uk/privacy](http://www.bbk.ac.uk/privacy).

Processing your data will involve sharing relevant personal information with the University of Plymouth. You can find the University of Plymouth’s privacy notice and information about their processing of your data here: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/data-protection>

**INTERINSTITUTIONAL STUDY REGULATIONS**

As a former student from Greenwich School of Management you can register as an interinstitutional student at Birkbeck if your application is approved by the relevant Academic Department at Birkbeck.

At the beginning of your course and at the beginning of each subsequent academic year you attend as an interinstitutional student at Birkbeck, you are required to register with the Birkbeck Registry. Information will be sent to you on how to do this.

Throughout your course(s) at Birkbeck you are required to inform the Birkbeck Registry of any changes in your address via your My Birkbeck address change facility.

**You may only attend courses you have been registered for.** The continuance of your course and intercollegiate membership of Birkbeck is conditional upon your satisfactory academic performance and compliance with College regulations.

**TERMS AND CONDITIONS**

By signing this from you are agreeing to Birkbeck’s Terms and Conditions of Study, details of which can be found on our website: <http://www.bbk.ac.uk/registry/policies/documents/terms-and-conditions.pdf>.

**I, the undersigned, undertake to comply with the regulations of Birkbeck, University of London, and give my consent to the processing of my data by Birkbeck, University of London.**

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| Signature: | Date (DD/MM/YYYY): |

**Email the completed form to:** [**clearing@bbk.ac.uk**](mailto:admissions@bbk.ac.uk)

**FOR BIRKBECK REGISTRY USE ONLY**

|  |  |  |
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| Full name of registering officer: | | |
| Date (DD/MM/YYYY): | | Signature: |
| Comments: |  | |

**BIRKBECK DEPARTMENTAL / ACADEMIC AUTHORISATION**

Authorisation of Birkbeck member of staff accepting this student for interinstitutional studies as detailed above.

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| Full name of authorising officer: | |
| Job title: | Email address: |
| Date (DD/MM/YYYY): | Signature: |

**APPENDIX 1 - Guidance on completing statistical and monitoring information**

When completing the relevant fields please use one of the codes for the following options.

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| **Disability** |
| 00 - No known disability |
| 08 - Two or more impairments and/or disabling medical conditions |
| 51 - A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |
| 53 - A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder |
| 54 - A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy |
| 55 - A mental health condition, such as depression, schizophrenia or anxiety disorder |
| 56 - A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches |
| 57 - Deaf or a serious hearing impairment |
| 58 - Blind or a serious visual impairment uncorrected by glasses |
| 96 - A disability, impairment or medical condition that is not listed above |

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| **Religion / Belief** |
| 01 - No religion |
| 02 -Buddhist |
| 03 - Christian |
| 10 - Hindu |
| 11 - Jewish |
| 12 - Muslim |
| 13 - Sikh |
| 14 - Spiritual |
| 80 - Any other religion or belief |
| 98 - Prefer not to say/Information refused |

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| **Ethnicity** |
| 10 - White |
| 15 - Gypsy or Traveller |
| 21 - Black or Black British - Caribbean |
| 22 - Black or Black British - African |
| 29 - Other Black background |
| 31 - Asian or Asian British - Indian |
| 32 - Asian or Asian British - Pakistani |
| 33 - Asian or Asian British - Bangladeshi |
| 34 - Chinese |
| 39 - Other Asian background |
| 41 - Mixed - White and Black Caribbean |
| 42 - Mixed - White and Black African |
| 43 - Mixed - White and Asian |
| 49 -Other mixed background |
| 50 - Arab |
| 80 - Other ethnic background |
| 90 - Not known |
| 98 - Information refused |

**APPENDIX 2 – Modules at Birkbeck**

**The following modules will be taught in our central London campus.**More detail on these modules can be accessed via [www.bbk.ac.uk/gsm](http://www.bbk.ac.uk/gsm)

All modules are full-time with classroom based face to face study.

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| **Code** | **Module** | **Credits** |
| **Law Modules** | | |
| LADD062H6 | Adult Relations | 15 |
| LADD006H6 | Child Law | 15 |
| LALW054H6 | Consumer Law | 15 |
| LALA202H6 | Contemporary Issues in Islamic Law | 15 |
| LALA152H6 | Crime and Science | 15 |
| LACN012H6 | Crime, Race and Media | 15 |
| LALW029H6 | Cyber-safety: Bullying and Harassment | 15 |
| LALW001H6 | Cyberspace Law | 15 |
| LALW035H6 | Environmental Law | 15 |
| LALW012H6 | Housing, Justice and the Law | 15 |
| LALA144H6 | Immigration Law I: Fundamentals of UK Law | 15 |
| LADD045S6 | Intellectual Property Law | 30 |
| LALA109H6 | International Criminal Justice | 15 |
| LALW027H6 | International Economic Law and Development | 15 |
| LALW021H6 | Mental Health Law and Criminal Justice | 15 |
| LALW055H6 | Mooting and Trial Skills | 15 |
| LALA197H6 | Organised Crime in Contemporary Society | 15 |
| LADD065H6 | Private International Law | 15 |
| LALA192H6 | Space Law | 15 |
| LALA178H6 | White Collar & Corporate Crime | 15 |
| LADD049S6 | Undergraduate Dissertation | 30 |
| **Management Modules** | | |
| MOMN069H6 | Strategic Management (Undergraduate) | 15 |
| BUMN057H6 | Entrepreneurship and Small Business | 15 |
| BUMN065H6 | Brand Development | 15 |
| MOMN060H6 | Management of Innovation | 15 |
| BUMN143H6 | Introduction to Corporate Responsibility | 15 |
| BUMN136H6 | Project Management | 15 |
| MOMN035H6 | Research Methods in Management (undergraduate) | 15 |
| SSPL086H6 | Philosophy, Business and Society | 15 |
| **Accounting Modules** | | |
| MOMN074S6 | Advanced Management Accounting | 30 |
| MOMN075S6 | Financial Reporting | 30 |
| BUMN111S6 | International Financial Management | 30 |
| BUMN052S6 | Financial Management | 30 |