



The Certificate of Higher Education is a nationally recognised university qualification. There are no prerequisites to apply for this programme however you will need to determine a learning plan in conjunction with an appointed Personal Tutor and will need to attend an interview for acceptance onto the programme.

In order to gain this award, students must accumulate 120 credits chosen from any of the credit courses offered in the Short Course programmes. To be awarded the Certificate, students would normally complete their study within a three year period, 40 credits per year\*. This allows for flexibility throughout the period of study and support will be in place to guide students.

Once we receive your application, we will contact you to arrange an interview.

For more information, including the credit study guide and regulations:  
[www.ed.ac.uk/studying/short-courses/studying-for-credit/certificate-he](http://www.ed.ac.uk/studying/short-courses/studying-for-credit/certificate-he)

\*Please note, there is a maximum period of 5 years to allow for special circumstances and other approved delays to study.

Personal Details	
Title	
Full Name	
Date of Birth	
Address and Postcode	
Email	
Phone Number(s)	

Support
We welcome enquiries and applications from all students, including students with additional support needs. If you think you may need extra support or special adjustments during the course of your study, please let us know so we can help.
<input type="checkbox"/> I have support needs, and would like the Student Support Team to contact me

English Language Level
To gain the most benefit from our courses, you need to have good spoken and written English. If English isn't your first language, we can arrange for you to have an informal test which we would use as basis for further advice and help.
<input type="checkbox"/> English is my first language
<input type="checkbox"/> English is not my first language

Which Subjects Most Interest You?
1.
2.
3.

Details of Any Courses You Have Taken / Are Taking Now				
Course	Institution	Dates	Full or Part Time?	Credit / Grades

## Personal Statement

So that we know what to focus on in your interview, we would like to find out more about you. Please write 200-500 words below. In particular, it would be useful if you could tell us about:

- The education you have already completed. What did you enjoy? What went well, and what less so? What gaps are you hoping to fill by studying for a Certificate of Higher Education?
- What has kindled your interest in the subjects? How do you see this progressing with current open learning courses?
- How will you manage to commit time to your studies alongside your other responsibilities?
- How did you hear about the Certificate of Higher Education Programme?

Your statement:

### Terms and Conditions

All students at the Centre for Open Learning must agree to the following Terms and Conditions to enrol on our courses. Please tick the boxes to indicate you have read and agree to these Terms and Conditions, which can all be found online. We can supply digital or paper copies upon request:

- COL Terms and Conditions, including cancellation policy and Credit Terms and Conditions for credit bearing students: [www.ed.ac.uk/studying/short-courses/terms](http://www.ed.ac.uk/studying/short-courses/terms)
- University of Code of Conduct: [www.ed.ac.uk/academic-services/staff/discipline/code-discipline](http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline)

### Marketing

We would like to keep you updated regarding new courses, events and lectures at the Centre for Open Learning. To opt-in to these communications from us, please tick the box:

- Yes, I would like to hear from you by email

### Privacy Policy

The University of Edinburgh holds information about everyone who applies to the University and everyone who studies at the University. We disclose information about credit students to your funding body if appropriate, and to governing agencies such as the Higher Education Statistics Agency (HESA). If your application is successful, we use the information to administer your studies, monitor your performance and attendance and provide you with support to fulfil our public task, and use the information to maintain our IT systems and for strategic planning as this is in your legitimate interest.

If you have opted in to receiving marketing emails from the Centre for Open Learning, you can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at: [communications.col@ed.ac.uk](mailto:communications.col@ed.ac.uk). We will treat your information with respect. For more information about our privacy practices please visit the University of Edinburgh's privacy statement ([www.ed.ac.uk/records-management/notice](http://www.ed.ac.uk/records-management/notice)) and privacy policy ([www.ed.ac.uk/about/website/privacy](http://www.ed.ac.uk/about/website/privacy)). By opting in, you agree that we may process your information in accordance with these terms.

If you have queries regarding the University's use of your information please contact the University's Data Protection Officer: [recordsmanagement@ed.ac.uk](mailto:recordsmanagement@ed.ac.uk)

Signature	Date

**Return your form by post to:** Centre for Open Learning, Reception Team, Paterson's Land, Holyrood Road, Edinburgh, EH8 8AQ

**Return your form by email to:** [col@ed.ac.uk](mailto:col@ed.ac.uk)

For Office Use Only	
Interview Date / Time:	
Learning Plan Agreed / Follow Up Action	
Additional Support Needs?	
English Language Support Needs?	
Personal Tutor Assigned	
Course 1	
Course 2	
Course 3	
Course 4	