

BSc Business Management Student Registration Form

This form should be completed by applicants who have accepted an offer to study through one of our Approved Learning Partners (ALPs). Completion and submission of this form along with the required documentation completes your enrolment as a student of Heriot-Watt University. Please complete it in full and return it to your ALP before the intended commencement date of your study.

Your ALP will submit the form to us on your behalf. You will subsequently receive, by email, your student identification and registration numbers as well as instructions on how you can access the Student Portal and view your study materials.

Personal Details

Student Registration Number (SID) (if known)			
Title			
Surname			
Forename			
Known As			
Full Legal Name (as shown on passport)			
Maiden/Previous Name (if applicable)			
Date of Birth (dd/mm/yyyy)			
Country of Birth			
Nationality			
Gender	Female	Male	Prefer Not To Say

Home Contact Details

Home Address			
Post/Zip Code		Country	
Home Telephone No		Mobile No	
Email Address			

Qualifications

Name of School/ University/College/Institute	Start Date (mm/yy)	End Date (mm/yy)	Title of Qualification obtained/to be obtained	Date awarded/to be awarded (mm/yy)

Formal Enrolment

To be eligible to formally enrol on the BSc programme one of the following must apply:

- **Standard entry route** - you should meet the [Heriot-Watt University's standard academic entry requirements](#).

Additionally, students whose native language is not English must meet our [English language entry requirements](#).

- **Performance-based entry route** - you will meet the Heriot-Watt Online performance-based entry route by passing one of the BSc Stage 1 courses

If you are not eligible to formally enrol at the beginning of your studies, your Student Registration Form will be held on file and we will enrol you automatically when you have met the requirements for the performance-based entry route.

Please indicate below which of the entry routes you would like us to consider:

I would like to be considered for the standard entry route and I am submitting the following documents

Qualification/s held (please specify) _____

English Language Proficiency:

English is the official language of my country

I have significant work experience in an English speaking company*

My previous qualification was taught in English*

I have a Heriot-Watt University approved English language test*

* Please see Guidance Notes for the documentation you will need to provide.

If you do not hold a qualification/evidence of English language proficiency recognised by Heriot-Watt University, you will be formally enrolled, and your student card issued when you have achieved a pass in one of the Stage 1 courses.

I would like to be considered for the performance-based entry route

Additional Information

This section allows you to enter information that is required by the UK Higher Education Statistics Authority (HESA). Please refer to the attached Guidance Notes before completing this section. If you would prefer not to provide this information please select the 'Do not wish to specify' box (information must be provided for Criminal Convictions).

Ethnicity:	<p style="text-align: right;">_____ Do not wish to specify:</p>
<p>Disability/medical condition/mental health condition/specific learning difficulty (please tick the appropriate box).</p> <p>If you have a disability, special need or medical condition please provide full details.</p> <p>*By ticking this box you are agreeing for your details to be passed to the Heriot-Watt University Disability Service who will contact you regarding support for your studies.</p>	<p>Yes* (please provide details) _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No disability</p> <p>Do not wish to specify</p>
<p>Criminal Convictions. Do you have a relevant criminal conviction that is not spent?</p>	<p>Yes No</p>

Terms and Conditions

I have read and understand Edinburgh Business School's [Terms and Conditions](#) and agree to them. Please tick:*

Privacy Notice

We could not exercise our responsibilities and fulfil our education, training and support obligations to you without collecting, holding and using your personal information. Our privacy notice explains what we do with your personal information and why.

I have read and understand Edinburgh Business School's [Privacy Notice](#) for Students. Please tick:*

Student Declaration

1. I confirm that the information I have given is correct to the best of my knowledge and that I will update Edinburgh Business School with any changes in my personal or contact details.
2. I understand that as a student studying on a programme delivered by Edinburgh Business School, I am required to abide by the Policies and Procedures of Edinburgh Business School and Heriot-Watt University, and the Regulations of Heriot-Watt University, and to ensure that I am familiar with the information contained in the relevant Student Handbook.
3. I accept liability for payment of all fees and additional costs due to Edinburgh Business School or partner institutions in the absence of a payment by an awarding body or sponsor.
4. I understand that Edinburgh Business School may send important communications to my designated email account and recognise that it is my responsibility to check this account regularly.
5. I understand that only by disclosing a disability, medical condition, mental health condition or specific learning difficulty will Heriot-Watt University be able to consider any individual support requirements that I may have.

I have read and understand the declaration above.

Signature:** _____ Date: _____

Statement of Confidentiality & Disclosure (for completion only if you have declared a disability)

You have disclosed to the University that you have a disability. Information pertaining to students with disabilities is kept in secure files with restricted access. It is also held in a University record systems. Disability-related information is shared for your benefit and to allow support strategies to be put in place.

- It is accessible only to those staff who are required to access the data to provide you with support. These may include Heriot-Watt University academic, administrative and support staff.
- It may additionally be shared with staff at partner institutions and with examination centers if you register to sit an assessment there.
- It may be used anonymously for statistical purposes.

I hereby give my consent for information relating to my disability to be shared and used in the ways listed above. I acknowledge that I can withdraw from this declaration at any time, without giving reasons, by sending an email to disability@hw.ac.uk.

Signature:** _____ Date: _____

* We are unable to process your Student Registration Form if you have not ticked this box.

**If you are submitting this form electronically, please type your name. When this form is submitted electronically Edinburgh Business School will consider this as being equivalent to your signature.

Student Registration Form - Guidance Notes

This form must be completed at the beginning of your studies, in order to finalise your enrolment as a student of Heriot-Watt University. Please complete it in full and return to ubs.enquiries@hw.ac.uk. We will use the information and documents provided to formally enrol you on your programme of choice.

Supporting Documents

- **Required** - the following information must be submitted with this form.
 - A recent, colour, passport sized photograph
 - A copy of the personal information page in your passport (or other form of photographic ID)
- **Optional** – the following documents should be submitted if you would like your qualification/s considered for the standard entry route:
 - Copies of award certificates
 - Copies of your official transcripts/grade/mark sheets
 - If applicable, evidence of English language ability

Evidence of English Language Proficiency

Students whose native language is not English and who have not been educated previously in the English language must provide evidence of their English language proficiency to ensure they can cope with the demands of a Heriot-Watt programme taught and assessed in English.

Acceptable English Language Tests

IELTS Academic	PTE Academic	TOEFL iBT	Cambridge (new)	Trinity ISE II	Oxford ELLT	CEFR
6.0 with no score lower than 5.5 except for writing which must be at 6.0 minimum	63 (minimum 59 for reading, listening and speaking with minimum 63 in writing)	79 (Reading 18, Listening 17, Speaking 20, Writing 21)	169-175 with 175 in writing	Pass in all components	B2: minimum of 6 with writing at 6 and no score lower than 5	Mid - High B2

The test should have been passed within two years of the commencement date of the degree for which you are enrolling on.

Other Acceptable Evidence of English Language Proficiency

- Previous studies taught in English – Please provide a letter from the university/institute confirming that you were taught and assessed in English.
- Significant work experience in an English speaking company - Please provide a letter from your current employer confirming English is the language of the workplace. Your employer must be a verifiable, international company or government agency, the letter must come from your employer's HR department or line manager, and the signatory of the letter must be contactable. You must have worked there for a minimum of 6 months.

Detailed information on the English language requirements can be found at [English language requirements - Heriot-Watt University \(hw.ac.uk\)](https://www.hw.ac.uk/english-language-requirements).

Additional Information

Ethnicity

The University welcomes students from all cultural and ethnic backgrounds and as part of our Equal Opportunities Action Plan we are committed to finding out and understanding as much as possible about the ethnic make-up of our student body. This not only allows us to fulfil the requirements of the Race Relations (Amendment) Act 2000 but helps us to proactively address the individual needs of different ethnic or religious groups, and also promote good race relations across the whole institution. The information you provide here is crucial to this process. If however you do not wish to give this information please indicate that you "Do not wish to specify".

White	White – British	White – Irish	White – Scottish	Irish traveller	Other white background
Black Caribbean	Black African	Black other	Indian	Pakistani	Bangladeshi
Chinese	Asian other	Other	Do not wish to specify		

Disability/medical condition/mental health condition/specific learning difficulty

The University welcomes students with disabilities and will try to meet your needs. The information you provide on the application form will help us to do this. If you have a disability, medical or mental health condition or a specific learning difficulty please select the most appropriate option from the list:

Dyslexia

Blind/visual impairment

Deaf/hearing impairment

Wheelchair user/mobility difficulties

Mental health difficulties

An unseen disability (diabetes, epilepsy, asthma)

Autistic spectrum condition/Asperger's syndrome

Multiple disabilities (please specify)

A disability or medical condition not listed above (please specify)

If you have concerns about stating your disability, you can contact our Student Wellbeing Centre at disability@hw.ac.uk.

If you do not have a disability, medical or mental health condition or a specific learning difficulty, please enter "No Disability". The information you supply will not affect judgements about your academic suitability and will be treated in strict confidence.

If you do not wish to give information please indicate that you "Do not wish to specify".

Criminal Convictions

To help the universities and colleges reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that you have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Any Questions?

If you have any questions about completing this form, please contact eps.enquiries@hw.ac.uk.