

CAMBRIDGE MUSLIM COLLEGE
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APPLICANT GUIDANCE NOTES

***Certificate of Higher Education (CertHE) in
Contextual Islamic Studies and Leadership**

EDUCATION HISTORY

Institution Attended – list all the institutions at which you have studied from secondary school age (11years old) onwards, including your current institution if applicable.

PROFESSIONAL QUALIFICATIONS & EXPERIENCE

List all your professional qualifications here, the grades attained (if pass/fail only please indicate so) and the organisation or institution that awarded them. List all positions of employment, including a brief description of the role and its responsibilities.

OTHER EXPERIENCE

You may list here any other experience you consider relevant that is not included elsewhere on the form. This might include, but is not limited to, voluntary work, extra-curricular activities or education and training for which you have not received a formal qualification.

REFEREES

Provide the name and details of two referees who can support your application. At least one of these should be in a position to comment on your academic ability and record. The referees should be able to comment on your qualities and achievements and your suitability for this course.

Give a copy of the Reference Guidance Notes to each of your referees. They should sign/stamp the reference letter and email it directly to admissions@cambridgemuslimcollege.ac.uk. Your reference letter should be emailed as a PDF document and contain your full name. It is your responsibility to make sure this is done in time to meet the deadline for the receipt of references.

It is your responsibility, not the referee's, to ensure this is completed in time for the application deadline.

OTHER LANGUAGES

You should include here all the languages with which you are familiar, including your first language(s). Indicate the level of your competence in each language using the categories Advanced, Intermediate or Basic. List qualifications in each language where appropriate even if you have already mentioned them above.

ACCOMMODATION, FINANCE & EQUAL OPPORTUNITES

Please supply any relevant information here to allow the College to meet your needs as best as possible during the application and interview stage, and during your studies if you are granted and take up a place to study. Any information you supply here will be kept private and confidential and treated properly according to the principles of data protection as specified in the Data Protection Act 2018.

DOCUMENT UPLOAD

You should upload all documents required as part of the application. This includes PDF files of a current CV and copies of transcripts or academic certificates of the qualifications listed in the application form. If English is not your first language, you will also need to include proof of your English language ability, such as a PDF copy of your IELTS certificate. All documents and photos should be saved as Surname_Name_Document e.g. Smith_John_CV.

*subject to validation by The Open University