

**Faculty of Law**

**University of Oxford**

Application Form for the 2-week Intellectual Property Residential School

September 2021

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| **Personal Information** | |
| Prefix (Mr, Mrs, Ms, etc.) | Family Name |
| First Name | Middle name(s) |
| Preferred name (known as) | |

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| **Contact Information** | |
| Home address  Postal/zip code  Country | Correspondence address (if different)  Postal/zip code  Country |
| Email address | |
| Telephone number – day | Telephone number – evening |

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| **Relevant Qualifications** | | | | | | |
| Academic Background: Please give details of any academic qualifications (ie degrees) | | | | | | |
| From  (MM/YY) | To  (MM/YY) | Institution Attended and country | Full or part-time | Qualification awarded | Subject | Result (Class/GPA Ranking etc) |
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| Please indicate any scholarships, prizes, honours awarded or other academic qualifications not mentioned above |

**Professional Qualifications**  Please give details of any professional qualifications (i.e. chartered membership)

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| From  (MM/YY) | To  (MM/YY) | Professional firm or educational institution attended | Full or part-time | Qualification & subject | Result attained  (MM/YY) | Result (Class/GPA Ranking etc) |
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**Employment and Work Experience**

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| Current Employment |
| Position (job title or role) |
| Years in current position |
| Organisation (company or institution) |
| Organisation address  Postal/zip code Country |

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| Previous Employment/s | | | |
| Organisation | From | To | Position |
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| **Statement of Purpose** | | | |
| Please attach a 500-word essay detailing your reason for applying for the course, your career intentions, and the contribution that you anticipate the Diploma making to your career development. You will not be penalized for writing less than 500 words. | | | |
| **Language** | | | |
| What is your native language?  If this is not English, what evidence can you present of proficiency in written and spoken English? E.g. Language of education or the workplace, date and results of TOEFL/IELTS. | | | |

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| **Residential School** |
| Accommodation will be reserved for all successful applicants at St Catherine’s College for the residential school for 10 nights (from Sunday 5 September - Thursday 9 September inclusive and Sunday 12 September – Thursday 16 September inclusive). Accommodation is not included in the fees and the total cost for 10 nights is £1134 (includes breakfast and dinner excluding dinner on Sunday 5 and 12 September). Please indicate below if you would like to opt-out of this and arrange your own accommodation:  If you require weekend accommodation on Friday 10 September and Saturday 11 September (for an additional charge of £84 per person per night, bed and breakfast only), please indicate below (delegates not requesting weekend accommodation will have to check-out and empty their rooms on Friday 10 September and check-in again on Sunday 12 September): |

**References**

Two references are required in your application. Please ask each referee to provide their reference by email to [diploma.administrator@law.ox.ac.uk](mailto:diploma.administrator@law.ox.ac.uk)

To complete your application, for your records, please list the contact details for your referees.

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| Referee 1 |
| Name Position |
| Organisation |
| Address |
| Telephone Fax Email |

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| Referee 2 |
| Name Position |
| Organisation |
| Address |
| Telephone Fax Email |

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| **Finance:** How do you intend to pay for your study? (Please tick whichever that is applicable) |
| Fully sponsored by employer Partially sponsored by employer  State % \_\_\_\_ |
| Self-financed Self-financed by a loan |

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| **Disability:** If you have any disability or illness that we should be aware of, please give details: |
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| **Marketing information:** How did you first learn about this programme? (Please tick whichever that is applicable) |
| University of Oxford website  Through my organisation  Other (please specify)  ----------------------------------------------------------- |

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| Have you included the following documents in your application? |
| Original transcripts  Personal statement (500 words)  Two references  English certificates (if applicable) |
| **Data Protection Notice** |
| **Data protection**  In the course of completing this application, you have provided information about yourself (‘personal data’). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.  ***How we use your data***  We will use your data to: assess your application.  We are processing your data for this purpose only because you have given us your consent to do so, by signing this form. You can withdraw your consent at any time by contacting us at diploma.administrator@law.ox.ac.uk or 01865 271457. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent  We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.  ***Who has access to your data?***  Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.  We may share your data with companies who provide services to us, such as for arranging the two week residential programme at Merton College. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.  Where we share your data with a third party, we will seek to share the minimum amount necessary.  ***Retaining your data***  We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.  ***Security***  Your data will be held securely in accordance with the University’s policies and procedures. Further information is available on the University’s Information Security [website](https://www.infosec.ox.ac.uk/).   ***Privacy Policy***  You can view the Faculty’s privacy policy on this [website](https://www.law.ox.ac.uk/privacy-policy).  ***Where we store and use your data***  We store and use your data on University premises, in both a manual and electronic form.    ***Your rights***  Information on your rights in relation to your personal data are explained [here](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/).  ***Contact***  If you wish to raise any queries or concerns about our use of your data, please contact us at diploma.administrator@law.ox.ac.uk or IP Diploma Administrator, Faculty of Law, St Cross Road, St Cross Building, Oxford OX 3UL. |

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| **Declaration** |
| Please sign below and print your name to accept this declaration:  Signature: Date:  Name in print |

The deadline for application is 12 noon (UK time) 10 July 2020. All applications should include transcripts, 500-word statement of purposes, CV, two references and English certificates (if applicable). The completed application should be emailed with the relevant documents to:

[diploma.administrator@law.ox.ac.uk](mailto:diploma.administrator@law.ox.ac.uk), The Diploma Administrator, Faculty of Law.