

## Application Form – Anatomical Society Anatomy Training Programme 2015-16

You should read 'How to Apply' and the 'Brief Module Overview Documents' on the website at <http://www.anatsoc.org.uk/Education/AnatomyTrainingProgramme.aspx> or under 'Education' and 'Anatomy Training Programme' before you apply. All sections of the form must be completed. Please return your completed application form **BY E-MAIL** to the Anatomical Training Programme Management Board c/o [maryanne.piggott@kcl.ac.uk](mailto:maryanne.piggott@kcl.ac.uk).

**Deadline for receipt of the Application Form is 1 August 2015 if you intend to join the programme commencing 1 September 2015-2016.**

**IMPORTANT:**

Registration on the Programme or distribution of the module material will only be completed on receipt of the Training Programme fee OR with a note from your institution stating that they will pay the full fee (to be sent to the Treasurer of the Society – see below).

### A. ABOUT YOU

#### 1. APPLICANT'S DETAILS

Title: (Dr/Mr/Mrs/Miss/Ms, etc.)

First names in full

Preferred first name

Surname/family name

Your date of birth (example 23 March 1975)  
Day  Month  Year

Country of residence

Nationality

Contact Address

Postcode	<input style="width: 90%; height: 20px;" type="text"/>

Telephone number (including code)      Ext  
Day

Eve

Email address

**2. UNIVERSITY/COLLEGE EDUCATION AND PROFESSIONAL QUALIFICATIONS**

From month/year	To month/year	University/college attended	Full-time Part-time	Subjects read	Qualifications	Dates and classes of awards

If any of your qualifications were obtained under a name different from the one given in Section 1, please enter the name here.

First name  Surname

**3. PRIZES, SCHOLARSHIPS OR DISTINCTIONS**

**4. EMPLOYMENT**

From month/year	To month/year	Position held and place of work	Name and address or employer

## 5. FACILITIES

Please state the teaching/ research facilities (e.g. library, electronic resources, laboratory, cadaveric material) you will be using and the name and address of the institution(s) where they are located. Indicate against each whether or not you already have access to these facilities (e.g. as an employee of the institution).

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## 6. DETAILS OF APPLICANT'S MENTOR

The applicant must have the agreement from a person willing to act as his/her mentor (normally a senior academic at applicant's own institution) before applying for the course. **Please ask your mentor to complete this section.**

Title (Professor/Dr, etc.)	<input type="text"/>
First name(s)	<input type="text"/>
Surname	<input type="text"/>
Institution name	<input type="text"/>

Institution Address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Telephone number (including code)	<input type="text"/>
E-mail address	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

### 7. LINE MANAGER/HEAD OF DEPARTMENT APPROVAL

The applicant must have the agreement of his/her line manager or departmental head before applying for the course. **Please ask your line manager/head of department to complete this section.**

Title (Professor/Dr etc.)	
First name(s)	
Surname	
Institution name	

Institution Address

Postcode	

Telephone number (including code)	
E-mail address	
Signature	
Date	

### 8. FURTHER STUDY

Are you undertaking or have you already undertaken study for a Postgraduate Certificate in Higher Education of equivalent? Please provide details.

Institution	Title of Course	Commencement date of the programme of study	Award	Date of Award

## 9. REFEREES

Name two people whom the Anatomical Society can consult in confidence about your application. One should normally be a tutor or other member of the academic staff of the university or college at which you studied and the other your most recent employer. Please say if your referees know you by another name; for example, women using a married name should indicate whether their maiden name should be quoted when referees are approached.

1 Name	<input type="text"/>	2 Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Position held	<input type="text"/>	Position held	<input type="text"/>

## B. PROGRAMME OPTIONS FOR APPLICANTS BEGINNING SESSION 1 SEPTEMBER 2015

### 1. PLEASE INDICATE WHICH MODULES YOU WILL BE UNDERTAKING:

You may apply for a single module, two per year, the whole Programme, or any subset.

MODULE CODE	TOPIC	YEAR	CREDITS	FEE (£)	RESIDENTIAL SCHOOL (compulsory)	INTENDED MODULES (please tick applicable)
ATP3	Trunk	2015/16	20	250	July 2016	
ATP4	Neuroanatomy	2015/16	20	250	July 2016	
ATP1	Limbs	2016/17	20	250	TBC	
ATP2	Head and neck	2016/17	20	250	TBC	
ATP3	Trunk	2017/18	20	250	TBC	
ATP4	Neuroanatomy	2017/18	20	250	TBC	

(TBC = to be confirmed)

The fee includes tuition costs and course material, but **does not** include travel expenses, accommodation or meals on the Residential Programmes. The Society reserves the right to amend the fees for future courses.

**Successful completion of all modules will lead to the award of a Programme Certificate. Successful completion of a module will lead to the award of a Module Certificate.**

### 2. RESIDENTIAL SCHOOL

**Please note that attendance at the relevant Residential School(s) is normally compulsory.** To help our planning, please indicate whether you will require accommodation, and if you have any dietary requirements (or any other requirements we should know about).

Accommodation	<input type="text"/>
Dietary requirements	<input type="text"/>

### 3. PAYMENT

Payment for the Anatomy Training Programme should be in pounds sterling (£) to the following account:

Bank name:                Coutts & Co  
Bank account:            Anatomical Society  
Bank account number:   00469750  
(or IBAN:                 GB46 COUT 1800 0200 4697 50)  
Sort code:                18-00-02

**NB: Please quote 'TrainProg\_Surname\_First name' as your reference.**

Alternatively, you can send a sterling cheque made out to 'Anatomical Society' to the Honorary Treasurer at the address below. **If your institution is paying, please make sure that your finance department sends the remittance advice, clearly stating your name, to the Honorary Treasurer:**

Dr Imelda McGonnell  
Reader  
Department of Comparative Biomedical Sciences  
Royal Veterinary College  
Royal College Street  
London  
NW1 0TU

Anatomical Society members may apply for an annual bursary of up to £350 per module (up to a maximum of two years) towards the fees and cost of the Programme. The Bursary Application Form is available on the Society's website: <http://www.anatsoc.org.uk/news/education.php> under the item on the Anatomy Training Programme.

## C. FURTHER INFORMATION

### 1. FURTHER INFORMATION

*This information is to help The Anatomical Society ensure that appropriate services are provided at the applicant's host institution. It will not be used for the purposes of selection.*

Have you any additional requirements that might affect your study? No  Yes  Please tick *one* box

If so, please enclose a separate letter giving details.

I understand that the information I provide will be treated as confidential by the Anatomical Society and will be made available to Anatomical Society staff and to agents of the Anatomical Society as appropriate, solely for the purpose of providing me with appropriate facilities and for statutory purposes. I hereby consent for the information to be processed for this purpose.

The information you provide will be held on Anatomical Society databases. It will be used for relevant Society mailings and used to process your application and stored in accordance with the Data Protection Act 1988.

The Anatomical Society reserves the right to withdraw any offer made on the basis of information that proves to be untrue or misleading.

All Programme material in whatever form/format is for the trainee's sole use and is protected by the appropriate legislation and best practice. Material where used by a trainee must be fully referenced and acknowledged.

**Please make sure that you have completed ALL SECTIONS of the application form and return the form to the e-mail address at the top of the form by 1 August 2015 to join the programme for 2015-2017.** In order to be considered for the Programme, please return the hard copy of the application form (with your cheque if applicable), as detailed above.

Applicant's Signature

Date

## Equal Opportunity Form

In order to monitor its equal opportunity policy, the Anatomical Society routinely collects information about its applicants. Please complete this section about ethnic origin on the application form.

**You are under no obligation to complete this section of the form, and if you choose not to, your chance of being offered a place will not be affected.**

### *Ethnic origin code (Please circle the most appropriate code)*

<b>White</b>	<b>Black or Black British</b>	<b>Asian or Asian British</b>	<b>Mixed</b>	<b>Other</b>
1 English	6 Caribbean	9 Indian	14 White and Black Caribbean	18 Other Ethnic background
2 Welsh	7 African	10 Pakistani	15 White and Black African	19 Information refused
3 Scottish	8 Other Black background	11 Bangladeshi	16 White and Asian	
4 Irish		12 Chinese	17 Other Mixed background	
5 Other White background		13 Other Asian background		

Which of the following describes how you think of yourself? (Please tick one option):

Male

Female

In another way

*File: ATP-Application Form-2015-17v2FINAL-270515*