

# The Aspiring Registrar & COO Programme

## APPLICATION FORM 2020



<p><b>Deadline for applications: Friday 10 January 2020</b></p> <p><b>Individual one-to-one sessions:</b></p> <ul style="list-style-type: none"> <li>w/c 2 March 2020 (London)</li> </ul> <p><b>Residential Programme:</b></p> <ul style="list-style-type: none"> <li>From 14.00 on 25 March to 16.30 on 27 March 2020 (Crewe Hall, Cheshire)</li> </ul> <p><b>Action Learning Set Sessions:</b></p> <ul style="list-style-type: none"> <li>14 May 2020, 2 July 2020, 10 September 2020, 12 November 2020 (hosted by participating institutions)</li> </ul> <p><b>Final workshop:</b></p> <ul style="list-style-type: none"> <li>14 January 2021 (London)</li> </ul> <p><b>Individual one-to-one session:</b></p> <ul style="list-style-type: none"> <li>w/c 1 February 2021 (London)</li> </ul>	<p><b>OFFICE USE ONLY</b></p> <table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50%; height: 40px;"></td><td style="width: 50%; height: 40px;"></td></tr> <tr><td style="width: 50%; height: 40px;"></td><td style="width: 50%; height: 40px;"></td></tr> <tr><td style="width: 50%; height: 40px;"></td><td style="width: 50%; height: 40px;"></td></tr> <tr><td style="width: 50%; height: 40px;"></td><td style="width: 50%; height: 40px;"></td></tr> </table>								

<b>Fee: AHUA Members' Price: £5,750</b>	<b>AHUA Non-Member Price: £6,750</b>
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*Please note that entry to the programme is on a competitive basis. Application forms will be assessed by a selection committee made up from representatives from the AHUA and the Programme Directors.*

Please enter a Purchase Order number, or indicate if one will be sent	
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Title:	
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First Name:		Preferred Name:	
Family/Last Name:			
Position Held:			
Department:			
Institution:			

Address for correspondence	Invoice Address (if different)

Delegate Email:		PA's Name:	
Delegate Mobile:		PA's Email:	
Delegate Direct Line:		PA's Phone:	

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Have you taken part in any other management / leadership development programmes?

Yes    No    If yes, please state which ones:

**Special Dietary Requirements – please circle those that apply**

Vegetarian

Vegan

Halal

Kosher

Food allergies please state:

Other requirements:

**Application Documents: please send:**

- a one page personal statement outlining your experience and motivation for seeking to join the Programme;
- a copy of your CV;
- a letter of commitment from a member of the University Executive confirming that the time and funding required will be made available together with an indication of what they hope you will gain from the Programme.

**Cancellations:**

- All cancellations must be made in writing (post or email) to the AHUA.
- The AHUA will not be responsible for any expense incurred in the lead up to the event. Should the event be cancelled the AHUA will not reimburse for any expense incurred.
- Please visit the AHUA website for the full Terms and Conditions including the cancellation policy.
- Please contact Catherine Webb on [c.f.webb@ahua.ac.uk](mailto:c.f.webb@ahua.ac.uk) to cancel your place on the programme.

**Data Protection:**

Please indicate that you agree to the AHUA storing your booking details electronically in order to process your application, invoice and send you information about this Programme. Your information will not be used for any other purpose nor shared with third parties.

**I agree to the above** Yes / No

Please complete this form and return it by post or email by **Friday 10 January 2020** to:

**Catherine Webb**

Executive Secretary

Association of Heads of University Administration (AHUA)

Sackville Street Building, Sackville Street, Manchester, M60 1QD.

T: 0161 275 8095 E: [c.f.webb@ahua.ac.uk](mailto:c.f.webb@ahua.ac.uk)

Sept 2019