

Postgraduate Research Application Form

Please read the Postgraduate Research Application Guidelines before completing this application form. Complete in BLOCK CAPITALS if hand-written. Please note that incomplete applications received will not be considered for shortlisting / interview.

Mac OS X users completing the PDF form using Preview should use the 'Save as PDF' option within the Print menu to generate a compatible PDF before sending the application form.

For office use only	App. no	<input type="text"/>	Fee status	<input type="text"/>
	MAS code	<input type="text"/>		

Degree applying for: *(tick appropriate box*)*

MPhil* PhD* Professional Doctorate*

If Professional Doctorate, state which one

If this is an advertised project or funded studentship, please state advert reference number

Mode of attendance: Full Time * Part Time *

Proposed month and year of entry

M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 Applicant's Personal Details

Title (*Mr/Ms/Miss/Mrs, etc.*)

First/Given Name(s) (*block capitals*)

Surname/Family Name

Previous Surname/Family name (*if changed*)

Date of Birth

D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Male Female

Address

Postal/Zip Code Country

Home Telephone Number (including country code)

Contact Telephone Number (including country code)

Email

2 My Representative/My Correspondence Address – International applicants only.

Please tick as appropriate: My Representative Address My Correspondence Address

Name/Company

Address

Agent Code

Partner Code

Country

Telephone

Email

3 Disability/Special Needs – (do not leave this box blank)

If you do not have a disability or special needs **please enter an A in the box.**
If you have a disability or special needs, enter the relevant code in the box.
(Please refer to the codes which are listed in the Application guidelines).

4 Criminal Convictions Do you have a relevant criminal conviction?

Yes No

See Application Guidelines for details.

5 Further Details

Country of birth

Country of permanent residence Nationality

Applicants not born in the European Union please state:

Date of first entry to the EU

Date of most recent entry to the EU

Date from which you have been granted permanent residence in the EU

6 Immigration History – International applicants only.

Have you previously studied in the UK on either a Tier 4 Student Visa or a Pre-Tier 4 student visa? Yes No

If YES you need to provide copies of all previous student visas or biometric cards with your application.

7 Payment of Fees

Who will pay your fees?:

(e.g. Research Council, yourself, family member, employer, official sponsor, other)

Name and address of fee payer (you are required to supply evidence of sponsorship e.g. a letter from your fee payer agreeing to pay your fees)

8 English Language Proficiency *(International/EU Students only. See Application Guidelines)*

Was English the language of instruction in your previous institution? Yes No Partly

Number of years you have studied in English Which Institution

I hold the following qualifications D | D | M | M | Y | Y

IELTS Score (if known) Date of test Location

TOEFL Score (if known) Date of test Location

Other (please specify)

Score (if known) Date of test Location

If test is yet to be completed, please state date to be taken Location

IELTS TOEFL Other Results date

If you do not have the correct level of English language proficiency, do you wish to be considered for pre-sessional English / Study Skills programme at Northumbria? Yes No

9 Formal Qualifications

*Please give details of formal academic qualifications which you currently possess (see Application Guidelines).
International applicants should attach a certified copy of certificates and transcripts of all results – with a certified English translation where necessary.*

Institution and place of study	Dates M M Y Y	Qualification awarded – please state subject studied and results/grades/degree classification obtained
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10 Membership of Professional Bodies/Professional Qualifications (if any)

Name of Body/Qualification	Dates	Class/grade of membership (please state method of study)
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11 Additional Training

Please give details of any courses you have attended or specialist skills training undertaken.

Organising Body	Dates	Course Title/Subject

12 Career History

Please give details of your past/current work experience, starting with your most recent and work back.

Organisation	Dates	Job title and role
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Research Proposal

Please give details of your proposed research project (approximately 1000 words. See Application Guidelines)

Main subject area

Proposed title

Aims of the proposed research programme

Aims of the proposed research programme
continued from previous page

14

Additional Information

(Please explain how your skills, abilities, and experience demonstrate relevant research competence and experience – see Application Guidelines)

15

Academic References *(see Application Guidelines)*

First Referee

Name

Email

Address

Tel

Second Referee

Name

Email

Address

Tel

16 Recruitment Source

Where did you hear about us? (Please tick all that apply)

- Findaphd.com Jobs.ac.uk Northumbria University Website
 Direct email Event International recruitment agent
 Other (if other, please provide further details)

Are you a former or current Northumbria student?

- Former Northumbria student Current Northumbria student Not a former or current student

17 International Checklist (International applicants only): Use this list to confirm that you have completed or attached the following information. Please return your application and attachments by email. However, if you prefer to send the application by post, please do not send any original documents unless requested by the University.

Attachments:

- Transcripts/Certificates
 English language qualification
 Proof of financial scholarship (if applicable)
 Portfolio (if required)
 CV/Resume (if applicable)
 Passport personal details page

Confirmation provided in application form:

- Reference(s) are provided in section 15
 I have included my personal email address in Section 1
 Confirmation of immigration history (if applicable); to include copies if any previous Tier 4 (General) visas, and if applying for your visa from within the UK a copy of your current Tier 4 (General) visa.

18 Declaration

If you are completing this form electronically, please read the declaration below and tick this box. (Required)

I confirm that the information given on this form is correct and complete and that I have completed this form myself. I accept that the University has the right to cancel my application if it is found that I have provided false or inaccurate information. I have read the instructions, in particular those regarding this section. I understand what they say and agree to abide by the conditions set out there, which I accept as a condition of this application.

Please note: if you are an international student, by signing this declaration you also accept that the University will inform the UK immigration authorities of your enrolment status i.e. if you do not enrol or discontinue studies at any time. You also agree that the details of your admission and enrolment and any Confirmation of Acceptance for Studies (CAS) will be passed to the representative, agent or institution to which you submitted your application.

If you are completing this form by hand, please sign here

D D M M Y Y

Date

19 What Happens Next

Please submit your application form and supporting documentation by email or post to:

PGR Admissions:

Northumbria University
Ground Floor
Library Building
Newcastle upon Tyne
NE1 8ST
UNITED KINGDOM
Tel: +44 (0) 191 243 7906
Fax: +44 (0) 191 261 1264

Email: pgr.admissions@northumbria.ac.uk

Postgraduate Research Application Guidelines

Please read these notes before attempting to complete the application form, so that you provide us with all the information we need to deal with your application as quickly as possible and without having to ask you to provide additional or missing information at a later stage. If you fail to provide the information required by the University, or provide false or misleading information the University reserves the right to reject your application, revise your fees status or cancel your registration.

- You must complete the application form yourself and in English. You should complete all sections as fully as possible. If you miss out any important information, the University may not be able to process your form and your application will be delayed. If you fail to provide the information required by the University, or provide false or misleading information, the University reserves the right to reject or withdraw your application, revise your fees status or cancel your registration.
- If you are completing the application by hand, it should be completed in BLOCK CAPITALS in black ink. If University staff cannot read your application, then this may lead to mistakes or a delay in your offer.
- If you are completing a paper application form you should keep a photocopy of your completed form so you can remember the information you have included in it, in case you are asked to attend an interview. If you are completing the electronic version you should save a copy on your computer for future reference.
- International applicants should note that we strongly recommend that you apply as early as possible to allow enough time to complete all the preparations you need to make for studying in the UK. After receiving an offer it can take several months to arrange your finances and apply for a visa and it is important that you arrive in good time for enrolment.

DATA PROTECTION ACT 1998

The information that you give on your application form will be used for the following purposes only:

- To enable your application for entry to be considered
- To enable the University to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published
- To enable the University to initiate your student record

REGULATIONS

The University's **Regulations for the degrees of Master of Philosophy (MPhil) & Doctor of Philosophy (PhD) and Professional Doctorate Award Regulations** detail the University's requirements for acceptance to study as a research degree student. Regulation 2.1 details the requirements for admission and registration. A copy of the regulations can be found on the University's www page at: <http://www.northumbria.ac.uk/researchandconsultancy/graduateschool/documents/>

SECTION 1 – APPLICANT'S PERSONAL DETAILS

Overseas applicants should note that it is important that the Surname/Family name and your First/Given names you give are the same as those on official documents such as your passport and qualifications certificates. If you receive an offer of a place, the University will send you a letter addressing you by the names you provide on your form and these details will also be used when we issue your Confirmation of Acceptance for Studies (CAS) which you will need for your visa application. Applicants may find their visa application is delayed or refused if the name on their CAS does not match the name on their passport.

SECTION 2 – MY REPRESENTATIVE ADDRESS/MY CORRESPONDENCE ADDRESS – International applicants only.

Please note that correspondence regarding your offer will be sent to the address you insert in this section. If you are applying through a representative (agent), or one of our partner institutions then you should insert their address in this box.

If you are applying directly to us then you should insert your home address or preferred address here.

If you are applying through a representative or one of our partner institutions please insert their code in the relevant box.

SECTION 3 – DISABILITY/SPECIAL NEEDS

Applications are welcome from students with disabilities. If you have a disability, special need (including dyslexia or other specific learning difficulty) or a medical condition, please select the most appropriate code from the list on this page and enter it in the box. If you do not want to give this information now, leave the box blank. If you would like to speak to a member of staff, in confidence, about your disability then please contact the Disability Adviser on 0191 227 3385.

Disability special needs or medical condition codes			
A	No Disability	G	You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
B	You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	H	You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
C	You are blind or have a serious visual impairment uncorrected by glasses	I	You have a disability, impairment or medical condition that is not listed above
D	You are deaf or have a serious hearing impairment	J	You have two or more impairments and/or disabling medical conditions
E	You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	N	Not Known
F	You have a mental health condition, such as depression, schizophrenia or anxiety disorder	T	Autistic Disorder

SECTION 4 – CRIMINAL CONVICTIONS

The University has a duty of care to its students and staff, and to help reduce the risk of harm or injury to them caused by the criminal behaviour of other students, the University must know about any relevant criminal convictions that an applicant may 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 (however see the next paragraph below). If you are applying to research in the areas of teaching, health, social work or research involving work with children or vulnerable adults, you **MUST** tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind over orders. If your proposed research programme falls into these categories, you may need a DBS Certificate from the Disclosure and Barring Service (DBS) and the University will send you the appropriate documentation to complete. Further details about the DBS and its work can be found at <https://www.gov.uk/disclosure-barring-service-check/overview>

You may also be required to complete documentation and maintain registration with the Independent Safeguarding Authority (ISA). The ISA scheme is designed to allow universities to identify and individual that is barred from working with children and vulnerable adults, including elderly or sick.

Research in the areas of teaching, health, social work and research involving work with children or vulnerable adults	All other research
<p>If your proposed research programme is within this category, you must state 'Yes' in the box if any of the following statements apply to you:</p> <ul style="list-style-type: none"> a. I have a criminal conviction b. I have a spent criminal conviction c. I have a caution (including a verbal caution) d. I have a bind-over order e. I am serving a prison sentence for a criminal conviction. <p>If statement e applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p>	<p>If your proposed research programme is in other areas, you must state 'Yes' in the box if either of the following statements apply to you:</p> <ul style="list-style-type: none"> a. I have a relevant criminal conviction that is not spent b. I am serving a prison sentence for a relevant criminal conviction. <p>If statement b applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p> <p>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.</p>

Applicants who indicate that they have a criminal conviction will not be automatically excluded from the application process. However the University may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must inform the University immediately by contacting Admissions in writing. Your letter should be marked private and confidential for the attention of the Admissions Officer. Do not send details of the offence; simply inform the University that you have a relevant criminal conviction. You may then be asked to supply more details.

SECTION 5 – FURTHER DETAILS – complete this section fully as failure to do so may result in assessment as an Overseas student.

Country of Birth – must be entered by all applicants

Country of Permanent Residence – This is the country where you are permanently living at the time of application. If you live in the UK you should also state your area of permanent residence, – for example, Tyne and Wear, or London, or Devon. If you live outside the UK, please state the country where you are living, – for example, Italy.

Nationality – must be entered by all applicants

SECTION 6 – IMMIGRATION HISTORY – International applicants only.

If you have previously been sponsored under Tier 4 for study in the UK, we need to confirm that study on your new course represents academic progression or complements previous studies when we sponsor you with a new Confirmation of Acceptance for Studies. Please tick the relevant box and attach a copy of your previous visas (if appropriate) to your application.

SECTION 7 – PAYMENT OF FEES

Please give details of who you expect to pay your fees. If you have a sponsor (e.g. employer; overseas Government) you are required to provide a letter from your sponsor agreeing to pay fees on your behalf.

Details of the University's current Fees for research degree programmes can be found at:

<https://www.northumbria.ac.uk/study-at-northumbria/fees-and-scholarships/home-students/postgraduate-research-fees/> and <https://www.northumbria.ac.uk/international/fees-scholarships-discounts/> (international fees).

Please note that the University does not fund charitable places for students. A very limited number of research studentships are occasionally available and are advertised in the UK press as they become available.

SECTION 8 – ENGLISH LANGUAGE PROFICIENCY – To be completed by applicants whose first language is not English

If English was the language of instruction in any of your academic studies, please give full details of the number of years you have studied in English and at which institution(s). Please note that the University may require you to provide proof that your studies were delivered entirely in English, and that this proof will be required on headed paper.

If you have already taken an English test, such as IELTS or TOEFL, then you should indicate your score in the box provided. If you have

yet to sit a test, you should indicate when you will take it and when you expect to receive your results.

For details of minimum English language requirements, refer to the minimum scores for research programmes and the minimum component scores for degree level and above courses, available at <https://www.northumbria.ac.uk/international/international-admissions/english-language-requirements/>

A copy of your score result should be submitted with this application form.

SECTION 9 – FORMAL QUALIFICATIONS

When listing details of your formal academic qualifications please use the approved abbreviations for the examining bodies and enter the exact subject name used by the examining board or group. Applicants with qualifications obtained outside the United Kingdom should give full details of those qualifications and provide a certified copy and transcript for each qualification. If your qualification was obtained in a language other than English a certified English Transcript should accompany your application.

SECTION 13 – RESEARCH PROPOSAL

Your proposal should indicate the overall aim(s) of the research area you wish to investigate and provide further details of the topic. You should describe the context and background to the proposal; this may include information regarding previous work you have done in this area, or references to related literature that you have read so far. Describe the potential methodology you will use to research your topic. Explain why the topic is significant, what the potential outcomes of the research might be, and how you propose to make an original contribution to the research area.

You should provide as much information as possible to so that we can determine the supervisory expertise and capacity required to supervise your research programme. If you have already discussed your proposed project with a member of academic staff, you should indicate who this was.

SECTION 14 – ADDITIONAL INFORMATION

It is important that you use the space provided to explain how your skills, abilities, and experience demonstrate relevant research competence and experience. You must support what you say with examples of what you have done. Explain how your skills may be relevant.

SECTION 15 – ACADEMIC REFEREES

Applicants are required to provide full names and contact details of two referees who the University can contact to provide comments on your academic abilities.

SECTION 17 – INTERNATIONAL CHECKLIST

Please do not send any original documents with your application unless requested by the University. If you are applying electronically please submit scanned copies of your original documents which are scanned at a resolution of 150 dots per inch (dpi).

SECTION 19 – WHAT HAPPENS NEXT

Overseas applicants should note that if you require information about applying for a visa, you can find details about this process at the following websites:

<https://www.northumbria.ac.uk/international/international-admissions/what-happens-next/>
www.ukba.homeoffice.gov.uk and
www.ukcisa.org.uk