

**APPLICATION FOR/ENQUIRY REGARDING ACCEPTANCE AS A POST GRADUATE RESEARCH STUDENT**

**PLEASE READ THE NOTES OF GUIDANCE (INCLUDED AT THE END OF THIS FORM) BEFORE ATTEMPTING TO COMPLETE THIS APPLICATION FORM**

**IMPORTANT: The form must be completed in full.** A curriculum vitae will not be accepted as a substitute. Please use Black ink or type.

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

MPhil\*           PhD\*           Professional Doctorate\*

If Professional Doctorate, state which one.....

**Mode of attendance:**    **Full Time \***           **Part Time \***

**1. APPLICANT'S PERSONAL DETAILS**

<b>Title:</b> <i>(Mr/Ms/Miss/Mrs etc)</i>	<b>First Name(s):</b>	<b>Surname/Family Name:</b> <i>(Block Capitals)</i>
<b>Previous Surname/Family name</b> <i>(if changed):</i>		<b>Date of Birth</b> <i>(Day, Month, Year):</i>
<b>Please tick relevant box</b>		<b>Male:</b> <input type="checkbox"/> <b>Female:</b> <input type="checkbox"/>
<b>Address:</b>	<b>Home Telephone Number:</b>	
	<b>Contact Telephone Number:</b>	
	<b>Fax number</b> <i>(if any):</i>	
	<b>Email:</b>	

**2. SPECIAL NEEDS**

**Do you have any Special Needs?** *(See Notes of Guidance – delete as appropriate)* **YES/NO**

**If yes, please give details:**

**3. CRIMINAL CONVICTIONS**

**Do you have any criminal convictions?** *(See Notes of Guidance – delete as appropriate)* **YES/NO**

#### 4. FEE STATUS

<b>Country of Birth:</b>	<b>Applicants not born in the European Union please state:</b>
<b>Country of residence:</b>	<b>Date of first entry to the EU:</b> <i>(Day, Month, Year)</i>
<b>Nationality:</b>	<b>Date of most recent entry to the EU:</b> <i>(Day, Month, Year)</i>
	<b>Date from which you have been granted permanent residence in the EU:</b> <i>(Day, Month, Year)</i>

#### 5. PAYMENT OF FEES

**Who will pay your fees?:**  
*(e.g. Research Council, yourself, family member, employer, 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):*

#### 6. ENGLISH LANGUAGE PROFICIENCY (International Students only)

**Please state your level of competence in spoken and in written English**

**Name of test/examination:**

**Date taken (month and year):**

**Result/score obtained:**

*You are required to have a minimum IELTS score of 6.5 (7.0 if applying to Newcastle Business School) with a minimum average score of 6.5 in Academic English (7.0 for Newcastle Business School) or equivalent.*

***A copy of your score result should be attached to this application form***

**7. FORMAL QUALIFICATIONS:** Please give details of formal academic qualifications which you currently possess. *(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	Qualification awarded – please state subject studied and results/grades/degree classification obtained

**8. MEMBERSHIP OF PROFESSIONAL BODIES/PROFESSIONAL QUALIFICATIONS (if any)**

Name of Body/Qualification	Dates	Class/Grade of membership (please state method of study)

**9. ADDITIONAL TRAINING:** Please give details of any courses you have attended or specialist skills training undertaken.

Organising Body	Dates	Course Title/Subject

**10. 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

**11. ADDITIONAL INFORMATION (Please explain how your skills, abilities, and experience demonstrate relevant research competence and experience – see Notes of Guidance)**

**12. ACADEMIC REFEREES** (see *Notes of Guidance*)

**FIRST REFEREE:**

**SECOND REFEREE:**

**13. RESEARCH PROPOSAL**

**Please give details of your proposed research project** (minimum 500 words. Add additional page(s) if necessary. See *Notes of Guidance*):

**Main subject area:**

**Proposed title:**

**Aim(s) of the proposed research programme:**

Details of topic/main thrust of research interest:

**AN APPLICATION FOR ACCEPTANCE AS A POSTGRADUATE RESEARCH STUDENT SHOULD BE SENT TO ONE OF THE RESEARCH ADMINISTRATORS NAMED BELOW – send your application (PAGES 1 TO 6 ONLY) to the Administrator in the School relevant to the subject of your research proposal.**

Applications can be posted to the named Administrator as follows: (ADMINISTRATOR'S NAME AND SCHOOL – [see listings below](#)), NORTHUMBRIA UNIVERSITY, ELLISON BUILDING, ELLISON PLACE, NEWCASTLE UPON TYNE, NE1 8ST, UNITED KINGDOM

**If no original documents are required in addition to the application form, applications (PAGES 1 TO 6 ONLY) can be e-mailed direct to the administrator's e-mail address listed below:**

SCHOOL OF APPLIED SCIENCES - Applications to this School should be addressed to:  
Susan Irving/Linda Barlow, Research Administrator (School of Applied Sciences – Ellison Building)  
[susan.irding@unn.ac.uk](mailto:susan.irding@unn.ac.uk) OR [linda.barlow@unn.ac.uk](mailto:linda.barlow@unn.ac.uk)

SCHOOL OF ARTS AND SOCIAL SCIENCES - Applications to this School should be addressed to:  
Deborah Scott, Research Administrator (School of Arts & Social Sciences – Lipman Building)  
[deborah.scott@unn.ac.uk](mailto:deborah.scott@unn.ac.uk)

SCHOOL OF THE BUILT ENVIRONMENT - Applications to this School should be addressed to:  
Brenda Cartwright, Research Administrator (School of the Built Environment – Ellison Building)  
[brenda.cartwright@unn.ac.uk](mailto:brenda.cartwright@unn.ac.uk)

SCHOOL OF DESIGN - Applications to this School should be addressed to:  
Lee Sweeney, Research Administrator (School of Design – City Campus East, Building 2) [lee.sweeney@unn.ac.uk](mailto:lee.sweeney@unn.ac.uk)

SCHOOL OF COMPUTING, ENGINEERING AND INFORMATION SCIENCES - Applications to this School should be addressed to: Gillian Brooks, Research Administrator (School of Computing, Engineering & Information Sciences – Ellison Building) [iz.research-admin@unn.ac.uk](mailto:iz.research-admin@unn.ac.uk)

SCHOOL OF HEALTH, COMMUNITY & EDUCATION STUDIES - Applications to this School should be addressed to: Lorna Kennedy, Research Administrator (School of Health, Community and Education Studies), University of Northumbria, Coach Lane Campus, Benton, Newcastle upon Tyne NE7 7XA [lorna.kennedy@unn.ac.uk](mailto:lorna.kennedy@unn.ac.uk)

SCHOOL OF LAW - Applications to this School should be addressed to:  
David Fox, Research Administrator (School of Law – City Campus East, Building 1) [david.fox@unn.ac.uk](mailto:david.fox@unn.ac.uk)

NEWCASTLE BUSINESS SCHOOL - Applications to Newcastle Business School should be addressed to:  
Sarah Boon, Research Administrator, Academic Support Office, Newcastle Business School, City Campus East, Northumbria University, Newcastle upon Tyne, NE1 8ST. [nb.nbs-research-admin@unn.ac.uk](mailto:nb.nbs-research-admin@unn.ac.uk)

SCHOOL OF PSYCHOLOGY & SPORT STUDIES - Applications to this School should be addressed to:  
Paul Agnew (Research Administrator – Northumberland Building) [paul.agnew@unn.ac.uk](mailto:paul.agnew@unn.ac.uk)

## **NOTES OF GUIDANCE ON COMPLETION OF RESEARCH APPLICATION/ENQUIRY FORM**

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.

Your application will be photocopied so it is important that you write neatly using **black ink or typescript**.

The areas of research in which the university is able to provide research supervision can be found at: <http://northumbria.ac.uk/static/worddocuments/pgrsubjectsphdmphil.doc> [Document and link to be updated]

### **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 FOR THE DEGREES OF MASTER OF PHILOSOPHY (MPhil) & DOCTOR OF PHILOSOPHY (PhD)**

The University's **Regulations for the degrees of Master of Philosophy (MPhil) & Doctor of Philosophy (PhD)** detail the University's requirements for acceptance to study as a research degree student. Regulations 1.1. to 1.4 (inclusive) explain the criteria for the award of the degrees. 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://northumbria.ac.uk/static/worddocuments/pgrregs.doc>

### **FRAMEWORK FOR THE PROFESSIONAL DOCTORATE AWARD**

The University's **Framework for the Professional Doctorate Award (effective from September 2007)** details the University's requirements for acceptance to study as a Professional Doctorate student. Section 1.3 details the requirements for admission and registration. A copy of the regulations can be found on the University's www page at:

<http://northumbria.ac.uk/static/worddocuments/newfmwkprofdoct.doc>

### **SECTION 2 - SPECIAL NEEDS**

Please advise us you have a special needs or medical condition such as:

- Autistic Spectrum Disorder/Asperger Syndrome
- Blind/partially sighted
- Deaf/Hearing difficulties
- Dyslexia/Specific learning difficulties
- Mental Health difficulties
- Multiple disabilities
- Unseen disability (e.g. diabetes, epilepsy, asthma)
- Wheelchair user/mobility difficulties

### **SECTION 3 - CRIMINAL CONVICTIONS - this question must be answered**

The University asks all applicants to declare any criminal convictions excluding motoring offences for which a fine and/or a maximum of 3 penalty points were imposed or sentences that are spent under the Rehabilitation of Offenders Act 1974.

**Some research in the areas of teaching, health and social work will require all convictions, including 'spent' sentences and cautions, to be declared.** If your proposed research programme falls into this category you will be required to complete a detailed declaration; you will be advised of the specifics of this process if you are offered a place of study at Northumbria University.

**SECTION 4 - FEE STATUS – 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 Residence** – Enter 'UK' if you live in the United Kingdom. If you live outside the UK state the country where you are living (e.g. Italy)

**Nationality** – must be entered by all applicants

**SECTION 5 - 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:

<http://northumbria.ac.uk/static/worddocuments/resfees0708.doc>

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. International and UK/EC applicants are all eligible to apply, but competition is strong. International students may apply at any time to the British Council or the Foreign & Commonwealth Office who will supply details of postgraduate research scholarships, fellowships and awards – see the relevant page in Northumbria University's Postgraduate Prospectus for details.

**SECTION 7 - 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 11 – 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 12 - 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 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 if the Academic School has the supervisory expertise and capacity 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.