

## Guidance on Admission to a Postgraduate Research Degree

### General

This guidance is for applicants interested in applying for a postgraduate research degree at University of Suffolk and staff involved in the process of admission.

The Graduate School is responsible for supporting our academic Schools with the process of admission to postgraduate research degrees in any of the following subject areas:

- Health and Biological Sciences
- Computer Science and Informatics
- Social Policy
- Social Work
- Business Management
- Heritage
- Education
- History
- Sport and Exercise Science
- English
- Sustainability

A further description of our areas of research strength is available via our website at:

<https://www.uos.ac.uk/content/postgraduate-research>

A guide for prospective and current doctoral candidates has been published by the Quality Assurance Agency and is available at:

<http://www.qaa.ac.uk/en/Publications/Documents/Doctorate-guide.pdf>

This guide is intended to be helpful to prospective students thinking about studying for a doctoral degree in the UK.

### Admissions Requirements

Our research degrees are awarded by the University of East Anglia.

Applicants for postgraduate research degrees are normally expected to hold a Bachelors (Honours) degree awarded by an institution or body with degree awarding powers in the UK or equivalent from a recognised overseas institution. The majority of subject areas also require the applicant to hold a Masters degree.

Successful applicants for postgraduate research degrees will begin their programme of study in October or January.

### Initial Enquiry Form

All applicants should complete the initial enquiry form on our website and then submit it directly to the Graduate School at [graduateschool@uos.ac.uk](mailto:graduateschool@uos.ac.uk) . Before completing this form applicants should explore whether their proposed field of research fits with individual staff interests and expertise at

University of Suffolk. Applicants should consult our website at [www.uos.ac.uk](http://www.uos.ac.uk) for details.

The initial enquiry form asks for personal details, academic and English language qualifications and a brief summary of your research proposal. Your form will be submitted to the relevant Dean of School at University of Suffolk, who in consultation with colleagues at the University of East Anglia, will decide whether there is potential to support your research proposal and whether they wish to invite you to make a full application.

All initial enquiry forms must be submitted to the following email address [graduateschool@uos.ac.uk](mailto:graduateschool@uos.ac.uk). Inquiry forms submitted elsewhere will inevitably take longer to process. The primary mode of communication from the Graduate School will be via email so please check your emails regularly after you have submitted an enquiry and check that your spam filters do not block communications from us.

### **Invitation to Apply**

If you are invited to apply then you will then be sent a full application pack normally by email (The application pack can be posted as hard copy if requested). It is at this stage you will be asked to submit a 1,000 word research proposal. There is no prescriptive structure for a research proposal and it is understood that proposals do differ according to subject area and topic, but they will typically include:

- Working title
- Summary of the aims and objectives of the research
- An outline of the ways the aims and objectives will be met, referring to research methods and specific resources
- Evidence of an awareness of relevant literature and theoretical approaches
- An overview of the expected outcomes and the original contribution the research will make to existing bodies of knowledge
- A timescale for the research and an awareness of the need for good planning

The research proposal is a very important part of your application. The proposal will be read by staff that may be able to act as your research supervisor. In order for them to be able to assess whether they could be an appropriate member of staff and provide high quality guidance and supervision of your research project, they will need to receive a good research proposal. This proposal should not exceed 1000 words (excluding references).

### **Supporting documents**

You should also arrange to send all your supporting documents with your full application form. These documents include:

- Full application form
- Transcript of your university-level studies to date (undergraduate and masters)
- Copies of certificate (s) for any degrees or awards that have been completed (undergraduate and masters)
- Research proposal
- Your CV
- Scan of your passport photo page
- Your IELTS (International English Language Testing System) (or equivalent) certificate (if your first language is not English)

All applications should be sent directly to the Graduate School at [graduateschool@uos.ac.uk](mailto:graduateschool@uos.ac.uk). From there they will be sent to the relevant academic School for consideration. If the application lacks the relevant supporting documentation, it will be sent to the School with the proviso that any such omissions are addressed (e.g. that proof of qualifications is sought).

### **References**

Applicants must provide contact details for two referees, at least one of whom must be academic. Referees will be contacted in the event that an applicant is invited to attend an interview.

### **English Language**

To study for a postgraduate research degree you will need to have a good command of English. If English is not your first language we require evidence of your ability unless you can demonstrate that your previous education and qualifications have been in the English Language medium. The English language requirement for study at postgraduate research level is **IELTS 6.5** or equivalent, unless a higher IELTS score is required for study at postgraduate level in that subject area.

### **Interviews**

All applicants will be interviewed before there can be an offer of a place as a research student at University of Suffolk. Interviews will normally be held at our Waterfront campus, Ipswich and details of date and time will be sent to you if you are invited to interview. The interview will provide you with an opportunity to meet your potential supervisory team discuss your research proposal further, assess your ability and potential to succeed and assess whether there are sufficient resources and facilities available to support the project appropriately. The interview will last for approximately an hour.

All UK-based students should normally be interviewed in person, by a panel consisting of at least two appropriately trained and research active academic staff. Wherever possible, one panel member should be a member of the anticipated supervisory team. The Graduate School will inform the interviewee that they are to provide evidence of their identity (i.e. photographic ID) at the interview. In the case of overseas applicants or where there is a compelling reason for the applicant being unable to attend an interview in person, interviews may be conducted by telephone or teleconferencing.

Applicants are asked prior to the interview to inform the Graduate School as to whether there are any reasonable adjustments that need to be made at the interview, for example access to interview rooms, alternative equipment, hearing loops etc.

**Formal Offer**

Following a successful interview and confirmation that any outstanding requirements of admission have been met, including approval of the Postgraduate Research Sub-Committee, University of Suffolk may wish to send you a formal offer. Any formal offer will be sent by the Graduate School office.

On acceptance of this offer the Graduate School will send full details of enrolment and induction to you.

**Contact Information**

The Graduate School team is available to assist you with the admission process and can be contacted via email at [graduateschool@uos.ac.uk](mailto:graduateschool@uos.ac.uk)

Our postal address is:

The Graduate School

University of Suffolk

Waterfront building

Neptune Quay

Ipswich

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