

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
- Criminology
- Psychology

Admissions Requirements

Our research degrees are awarded by the University of East Anglia, however your study and supervision would take place in Ipswich, at the University of Suffolk.

Applicants for postgraduate research degrees are 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.

We have two admission points within the year and successful applicants for postgraduate research degrees will begin their programme of study in October or January. You will find the deadline for each of these admissions points on our website: www.uos.ac.uk/content/research-degree-applications/

Application Documents

Following your initial enquiry to the Graduate School, you will be asked to complete an application and return this along with your research proposal to graduateschool@uos.ac.uk. Within the application form you will be asked to complete your personal details, academic and English language qualifications and personal statement. Your form and proposal, once returned, will be submitted to the relevant Dean of School at the University of Suffolk, who will decide whether there is potential to support your research proposal and whether they wish to invite you to make a full application.

Research Proposal

You will find guidance in a separate attachment and help online for writing a research proposal, however this would 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 and 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.

Invitation to Apply

If the School is able to support your research area and you are invited to make a full application then you will be asked to return the following supporting documents, in addition to your application form and research proposal:

- Transcripts 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)
- 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.

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 the 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 and 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. 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 Skype.

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 by the Postgraduate Research Committee, the 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.