

## Postgraduate Research Application Form

By completing this initial enquiry form I understand that the information I provide will be shared with the relevant academic School(s) at the University of Suffolk and the relevant admissions team at the University of Brighton. My form may also be shared with the University's central admissions team and/or international team, if this is required, in order to progress the application.

### 1. Course Information

- a) Title of research programme for which you are applying:  PhD  MPhil
- b) Research subject area/topic of study: \_\_\_\_\_
- c) Proposed title (maximum 20 words): \_\_\_\_\_
- d) School/Institute:  Engineering, Arts, Sciences & Technology  Health & Sports Sciences  Suffolk Business School  
 Social Sciences & Humanities  Institute (please specify) \_\_\_\_\_
- e) Mode of Study:  Full-time (3 – 4 years)  Part-time (6 – 7 years)
- f) Year of entry:  2021  2022  2023
- g) Proposed admission point in the above year:  January  February  March  April  May  June  
 July  August  September  October  November  December

### 2. Personal Details

Title: Mr  Mrs  Miss  Ms  Dr  Other.....

Surname/Family name: .....First name (s): .....

Gender: Male  Female  Non binary  Prefer not to say  Prefer to describe as.....

Date of birth: \_\_\_/\_\_\_/\_\_\_ (DD/MM/YY)

Nationality: ..... Country of Birth: .....

Country of residence for the past three years: .....

#### Permanent home address:

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Telephone: (inc country code) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Correspondence address (if different from above):

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### 3. Qualifications

#### (a) ACADEMIC QUALIFICATIONS COMPLETED

Please list your university qualifications below:

Title: (including qualification level e.g. Bachelor) \_\_\_\_\_

Main Subject(s): \_\_\_\_\_

Awarding Institution: \_\_\_\_\_

Address of Awarding Institution: \_\_\_\_\_

Dates of Study: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Class or mark awarded: \_\_\_\_\_

#### (b) ENGLISH LANGUAGE QUALIFICATIONS

Was the language of instruction for the above qualification in English? Yes  No

Is your first language English? Yes  No

If English is not your first language, please outline below the English Language exams or qualifications you have taken (if any), the date and your most recent score (for example IELTS or TOEFL providing detailed score for each individual component i.e. reading, writing, listening, speaking).

### 4. Other Information

#### Employment History

Please state your previous or present employer(s). Please also submit a copy of your CV.

Position Held	Name of Employer	Dates of Employment	
		From	To

**Other relevant information (professional, academic or relevant experience)**

Please state any professional and/or relevant experience and any unpaid work or qualifications relevant to your application.

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**How do you intend for your fees to be paid?**

Self-Funding/Doctoral Loan  Employer Funding  Research Council  Other Funding Body

Other \_\_\_\_\_

**How did you hear about this programme at the University of Suffolk:**

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**Professional qualifications, publications, experience in advanced study, professional body and/or registration number (if applicable):**

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**5. In the space below, please describe in no more than 200 words the topic that you would like to study:**

<b>6. Fee Information</b> (please <input checked="" type="checkbox"/> as many boxes as apply to you and give dates)	<b>You must include the following CERTIFIED DOCUMENTS please DO NOT send original</b>
<input type="checkbox"/> British Citizen <b>OR</b> <input type="checkbox"/> Holder of Certificate of Entitlement to the Right of Abode in the UK	Copy of relevant page(s) of valid passport (including page(s) confirming name/nationality)
<input type="checkbox"/> Indefinite Leave to Enter / Remain <b>OR</b> <input type="checkbox"/> Discretionary Leave to Remain	Copy of relevant page(s) of valid passport/visa (including page(s) confirming name and nationality) and/or Home Office letter
<input type="checkbox"/> Refugee status <b>OR</b> <input type="checkbox"/> Child, Spouse/Civil Partner of someone granted refugee status <b>OR</b> <input type="checkbox"/> Parent of someone granted refugee status	Copy of valid Immigration Status doc confirming refugee status / Home Office letter (and any relevant enclosures) / valid travel document
<input type="checkbox"/> Applied for asylum, refused refugee status but granted one of the following: <input type="checkbox"/> Indefinite leave to remain <input type="checkbox"/> Exceptional leave to enter/remain <input type="checkbox"/> Humanitarian protection <input type="checkbox"/> Discretionary leave  <input type="checkbox"/> <b>OR</b> you are the child, spouse/civil partner or parent of someone refused refugee status but granted one of the above.	Copy of Home Office letter and/or valid visa (and any relevant enclosures) and copy of relevant page(s) of valid passport (including page(s) confirming name and nationality)
<input type="checkbox"/> Married to a UK Citizen <input type="checkbox"/> EU Citizen	Copy of their valid passport / valid EU Identity Card and Marriage Certificate
<input type="checkbox"/> EEA national, other than UK (The EEA comprises the UK plus Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain, Sweden)	Copy of relevant page(s) of valid passport (including page(s) confirming name and nationality) and/or for EU nationals only a valid National identity card.
<input type="checkbox"/> British national family member ordinarily resident in the UK/EU for last 3 years: Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Civil Partner <input type="checkbox"/>	Copy of their valid British / EU passport and your Birth / Marriage certificate

### 7. Personal Statement

You should explain here why you are applying to do this Postgraduate Research programme, what you expect to achieve from it and how it relates to your academic and career development. The Graduate School will pay particular attention to the information you submit here when assessing your suitability for the programme.

## 8. Research Proposal

Research applicants are required to submit a research proposal. This should describe, as clearly and concisely as possible, your preliminary ideas of your research area, indicating the focussed area of study, objectives and hypotheses, methodology and a short bibliography. Research questions should be realistic and manageable, and you should demonstrate that you have access to primary and secondary sources of data, and that the research thesis can be completed within a reasonable timescale. Your proposal will be circulated to members of the School working in your area of interest and is an extremely important part of your application. You will have received a separate guidance document on writing a research proposal from the Graduate School. Please submit alongside this application form.

## 9. References

Please provide the name, address and positions of your chosen referees. At least one reference should ideally be from an academic perspective. Please note that a proposed member of your supervisory team cannot act as a referee.

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Institution or Company name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Referee Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Institution or Company name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Referee Email: \_\_\_\_\_

## 10. Additional Support

Please indicate below if you consider yourself to have additional learning needs/disabilities.

**11. Criminal Convictions**

Though there is no need to declare a conviction as part of your application, applicants should be aware that on enrolment you will be required to indicate if there are any restrictions (resulting from criminal convictions or cautions) on you which may prevent or limit your ability to study a higher education programme.

**12. Staff or Relative**

Are you a member of University of East Anglia or University of Suffolk staff or are you related to someone who is?

Yes  No

**13. Availability for Interview**

It is University of Suffolk policy to interview all research degree applicants in person (or by telephone/Microsoft Teams in certain circumstances). Please can you advise if there are any particular dates you would not be available to attend an interview (i.e. 'not Monday mornings' or using specific dates).

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**14. Declaration:**

I confirm that the information provided on this form is true, complete and accurate, no information requested has been omitted and that I have completed the application myself.

I agree that I have read the application notes. I undertake to be bound by the terms set out in the application form and application notes. I give consent to University of Suffolk and validating University of Brighton to process the data (given by myself) I have supplied. I understand that in order to process my application the information I provide will be shared with the relevant admissions team at the University of Brighton and, where applicable, to members of staff within the University of Suffolk. This may include (but is not exclusive to) the University's central admissions team, international team and academic members of staff.

I accept that if I do not fully comply with these requirements University of Suffolk and the relevant validating university have the right to cancel any application and that I shall have no claim against the university with regard to this.

Signed: .....Date: .....

Please return this form fully completed with the required supporting documents to the Graduate School, [graduateschool@uos.ac.uk](mailto:graduateschool@uos.ac.uk)

**For completion by Graduate School****(a) INTERVIEW**

Names of Selectors:

- 1.
- 2.
- 3.

**(b) DECISION**

Unconditional Offer/Conditional Offer/Rejected (please delete as appropriate)

If **C**, state conditionsIf **R**, give reasons**c) FIELD OF RESEARCH/TITLE OF PROGRAMME:** \_\_\_\_\_**d) PROPOSED SUPERVISORY TEAM**

1. Lead Supervisor:
2. Co-Supervisor:
3. Co-Supervisor (if applicable):

**e) PROPOSED FIRST DATE OF ENROLMENT:** \_\_\_\_\_**f) MODE OF ATTENDANCE** Full Time/Part Time (delete as appropriate)**SIGNATURE OF DEAN OF SCHOOL**

.....Date.....

Please return the completed form to the Graduate School ([graduateschool@uos.ac.uk](mailto:graduateschool@uos.ac.uk)).