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**Application form to study for a Postgraduate Research Degree
Please read the accompanying Guidelines for Applicants (at the back of this form). The completed form should be returned to:**Postgraduate Recruitment & Admissions, Manchester Metropolitan University, Business School and Student Hub, All Saints Campus, Oxford Rd, Manchester M15 6BH Or, email your completed form to: pgradmissions@mmu.ac.uk

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| **1. Application Information**If you are applying for multiple scholarships/research projects, please complete a separate application for each one. For applicants proposing their own research project, please note that a reference number may not be relevant, please use N/A. |
| **Research project/Scholarship Reference Number (if applicable):**       |
| **Title of project:**       |
| **2.Personal Details**  |
| **Title** (Mr/Mrs/Ms/Miss)      | **Surname/Family Name**      | **First Name(s)/Given Name**      | **Gender – M /F/Other**      |
| **Correspondence address**(This address will be used for all correspondence)

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| Postcode       |
| Mobile number       |
| Other contact number       |
| Email address       |
| Skype address       |

 | **Date of Birth** (dd/mm/yyyy):       |
| **Previous Surname** (if applicable)       |
| **Permanent Home Address** (if different from correspondence address)

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| **3. Nationality/Residence/Visa/Finance Details** |
| Nationality |       | **Applicants not born in the United Kingdom please state**

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| Date of first entry to the UKdd/mm/yyyy |       |
| Date of most recent entry to the UK (excluding holidays)dd/mm/yyyy |       |
| Have you been granted Indefinite Leave to Enter/Remain in UK? | Yes/No |

If you are a non-British EU National who is not living in the UK, will you have been resident in the EU for 3 years prior to the 1st of September of the year in which the course begins? Yes [ ]  No [ ]  |
| Country of Birth |       |
| Country of permanent residence |       |
| Who is expected to pay your Tuition fees? (**see section 3 of ‘Guidelines for Applicants’ & enter the correct number**) |       |
| If you have chosen code 09 ‘other’ please explain |       |
| Do you intend to carry out your research in the UK? | [ ]  Yes [ ]  No [ ]  Not Yet Known |
| Do you need a Visa to study in the UK? Yes [ ]  No [ ]  If yes, please provide your passport number:      If no, and you are entering the UK to study, under what Tier will you enter the UK?       Have you previously been granted a visa to study in the UK? (If yes, please attach a copy of any such visas to your application form) Yes [ ]  No [ ]  |

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| **4. Research Degree Programme** |
| Please state which postgraduate research degree you wish to apply for:(Please tick)[ ]  MA By Research [ ]  Master of Research (MRes) [ ]  Doctor of Business Administration (DBA)  in Education & Society[ ]  MSc By Research [ ]  Doctor of Education (EdD) [ ]  Master of Research (MRes)[ ]  LLM By Research in Management & Business [ ]  Professional Doctorate programme in Health[ ]  MPhil [ ]  PhDOther *(Please State)*Proposed mode of study:**[ ]** Full-time**[ ]** Part-time **[ ]** Distance Learning [ ]  Other *(Please State)*      Proposed enrolment period **(please note that the Faculty of Business & Law offers January and September entry only):** [ ]  September [ ]  January [ ]  April Proposed Year of entry      Proposed Campus: [ ]  Manchester *Please note: If your application is relating to a University-funded scholarship, please check the scholarship advert for information on your options regarding your mode of study, enrolment period and campus etc.*  |

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| **5. Details of the subject area of your proposed research programme** |
| Please state the subject area in which you wish to undertake the research, e.g., Business, History, Biology, Art & Design, Education, etc.     Please indicate if you have had preliminary discussions with a member of staff within the University to discuss a research project:*(State name(s)):*     If you are applying in response to a specific advertisement for a scholarship, please indicate:a. where you saw the advert      b. if unsuccessful in an application for a scholarship, do you wish to be contacted about self-funded research degree opportunities?       |

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| **6. Education and Qualifications gained** \* Academic or ProfessionalThese qualifications can be academic or professional. Should you need to, please continue on another sheet. |
| Educational Establishment(Including City/Country) | Year From/To | Qualifications Obtained\* | Subject | Result/Classof Award | Full-time or Part-time |
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| **7. Work history** |
| Give details of your work experience, training and employment. Continue on a separate sheet if necessary. |
| Job TitleNature of work/Training | Name and address of employer | Full or part-time | Start date | End date |
|  |  |  | Month | Year | Month | Year |
|       |       |       |       |      |       |      |
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| **8. English language**  |
| Is English your first language? Yes [ ]  No [ ]  All applicants whose first language is not English, must provide evidence that they meet the minimum English Language requirements, which is IELTS 6.5 (or equivalent) with no element below 6.0. Please confirm below if you have completed an English Language qualification and provide documentary evidence of your results. Applicants must have completed an English Language test within two years of the starting date of the selected course. For guidance on the full array of English tests recognised by Manchester Metropolitan University, please see the English Language requirements page: <https://www2.mmu.ac.uk/international/courses/english-language-requirements/> |
| **Name of English language qualification**Type of test taken | **Awarding body/****College/University** | **Date qualification obtained/date you are taking the qualification** | **Result** |
|       |       |       |       |
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| **9. Details of previous research experience.** This can include, but is not limited to, research undertaken as part of an undergraduate or masters qualification. Please provide evidence of how your past research activity maps onto your proposed project or, for specific project applications, the advertised post. Please also include any publications or outputs produced or connected to previous work experience. |
| Continue on a separate sheet if necessary.      |

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| **10.Personal Statement**  |
| This section should be used to provide a personal statement including a detailed explanation of your reasons for applying. This should include:1. The skills you possess that are specifically relevant to the project you are proposing or applying to join
2. Why you have chosen to study at Manchester Metropolitan University
3. Your reasons for applying for a Postgraduate Research Degree
4. Your future career aspirations following your successful completion of a Postgraduate Research Degree
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| **11. Research Proposal** |
| **This section relates to how you would plan to carry out your research project**Please provide details of the general research area in which you would like to undertake research. If you are applying for a scholarship, please give information in the context of the project details provided.(It is not necessary to have a fully formulated proposal at this stage).Give a brief synopsis (c.500 words) of your personal research project and interest. The main thrust of this section should be the research problems or questions you intend to address.You should use the following headings to structure your case - more guidance is available in the guidelines at the back of this form:1. Brief title for your proposed programme of research
2. Your reasons and purposes for undertaking this project
3. Your research project
4. Training and Preparation

Arts and Humanities applicants:- If your proposal will involve practice-led research in art and design, please provide a sample pdf of up to 10 images of the work, with titles, size, and media.- If your proposed project involves an element of creative writing, please provide a sample of your recent creative writing. As a general measure, this might consist of 8-10 poems (regardless of word/line count), or a chapter of prose fiction.  |
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| **12. Further Information** |
| **Please answer the following three questions:**1. In what way did you learn about research degrees at Manchester Metropolitan University? (e.g. through work, a previous contact with the University, a web search etc.).

     1. Have you previously been registered for a postgraduate research degree in this or any other institution?

 \* [ ]  Yes [ ]  No*\*(If yes please specify which course and institution.)*      1. Have you made an application for admission to any other research programme in this or any other institution?

+ [ ]  Yes [ ]  No+ (If yes, please specify which course and institution.)      |

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| **13. Disability/Special Needs** | **14. Criminal Convictions**  |
| Please enter the appropriate code in the box provided if you have a disability which may in some way affect your studies or may require special facilities or treatment.*Refer to the Guidelines for Applicants at the back of this form for the appropriate code.* |

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 | **Please read the Guidelines for Applicants at the back of this form before replying to this question.**If you have a relevant criminal conviction, please place an ‘X’ in the box. | **[ ]**  |

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| **15. References** Where possible, both referees must be academic referees. It is your responsibility to contact your referees and ensure references reach Manchester Metropolitan University. To assist your referees with completing your reference, please refer to the Reference Completion Guidance at the end of this form. |
|  | **Name** | **Post Held** | **Address** | **Telephone No** | **Email** |
| **A** |       |       |       |       |       |
| **B** |       |       |       |       |       |

DECLARATION

I declare that the information on this form is correct. I understand that any offer of a place is subject to my acceptance of the University's terms and conditions. I accept that if I do not fully comply with these requirements Manchester Metropolitan University reserves the right to cancel my application.

I agree that Manchester Metropolitan University may record and process the information contained in this form for statistical and administrative reasons in accordance with the Data Protection Act 1998.

Applicant’s Signature:       Date:
(Can be inserted electronically)

**Monitoring Form**

**Planning Statistics**

This page of the application form is for equal opportunities monitoring only and will not be used for selection purposes.

**Please only complete this page if you have stated in section 3 above that your country of permanent residence is in the UK.**

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| **Ethnic Origin** |
| Please state the research degree which you are applying for:      Please choose from the ethnic origin terms printed here the code which you feel most closely describes your ethnic origin and enter the code in the box below:

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| **Ethnic Origin Codes**10 White14 Irish Traveller21 Black or Black British – Caribbean22 Black or Black British – African29 Other Black background31 Asian or Asian British – Indian32 Asian or Asian British – Pakistani | 33 Asian or Asian British – Bangladeshi34 Chinese39 Other Asian background42 Mixed – White & Black African43 Mixed – White & Asian49 Other Mixed background80 Other Ethnic background |

**Application Form to study for a Postgraduate Research Degree **

Reference Completion Guidance

This section is for the applicant to provide to two referees as a guide on what to include in a reference.
- Where possible, both referees must be academic (if this is not possible, please see the ‘Mature Students’ note in the Confidential Statement section below).
- It is preferable that the application is received complete with references attached. However, if this would delay submission beyond the deadline, references can be submitted separately, as soon as possible after the deadline, by the referees in line with the requirements below.
Please request that referees send the completed reference through to Admissions at pgradmissions@mmu.ac.uk

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| Applicant Information |
| All references should include the following Applicant information:* Full Name of the Applicant
* (if known) The Scholarship Reference Number
 |
| Referee Information |
| All references need to include the following information about the Referee:* Name
* Post/ occupation
* Relationship to the Applicant
* Address
* Telephone
* Email
 |
| Confidential Statement |
| We ask that referees provide the following information and consider the questions below regarding the Applicant’s application for their chosen research degree in order to ensure the reference received is robust enough to meet Manchester Metropolitan’s selection requirements:1. In what capacity have you known the applicant and for how long?
2. What is your estimate of the applicant’s suitability for undertaking a research degree and, where relevant, the particular research project being applied for?
3. To what extent are you able to verify the academic qualifications claimed by the applicant?
4. What intellectual and personal qualities does the applicant bring? Including:
5. Development to date and previous examination performance – with special reference to any factors which may, in your opinion, have adversely influenced the result.
6. Present performance.
7. The Applicant’s potential, including any assessment of the probable results of any pending examinations
8. The Applicant’s career aspirations

**Mature Students:**Referees may have difficulty commenting on the academic abilities of mature applicants who may not have any recent educational experience and, in these circumstances, it is understood that references will need to reflect this and need not cover all of the above points. |
| Reference Submission |
| * All references need to be sent from an official email address e.g. (academic) forename.surname@mmu.ac.uk
* Wherever possible, all references should be on either a letter headed document, or one which bears a university stamp
* All references should be signed and dated by the Referee
* If being submitted separately to the application form, references should be sent to pgradmissions@mmu.ac.uk
 |

**Application Form to Study for a Postgraduate Research Degree**

**Guidelines for Applicants**

**General**

Before completing this form, PLEASE ENSURE THAT YOU READ THESE NOTES CAREFULLY.
You should also read the current institution literature relating to the programme or research area for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. The Research Degree Regulations are available on the Graduate School website
<http://www2.mmu.ac.uk/graduate-school/>

 **Exclusions**

You should **NOT** use this form when applying for entry to any course other than a research degree.

**Mature Applicants**

The University welcomes mature students including those who do not have conventional qualifications for admissions to higher education. Full account is taken of relevant experience and other educational achievements.

 **Data Protection Act**

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

1. To enable your application for entry to be considered.

2. To enable the University to complete 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.

3. To enable the University to initiate your student record.

 **Despatch arrangements**

Some research programmes may have a deadline by which applications should be received. Please consult the prospectus/advertisement and/or programme literature. It is preferable that your application is received complete with references. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for the references to be provided separately. Send the completed application form direct to the University (contacts on first page of application form).

 **1. Application Reference Number**: If you have applied in response to a specific advert, please include the reference number from the advert in this field

**2. Personal details**

Previous surname

If you have changed your name by marriage or otherwise, state your previous surname or family name.

Correspondence address

This address and your email address will be used for all correspondence unless an alternative is provided.

Permanent Home Address

If different to Correspondence Address

**3. Nationality/Residence/Visa/Finance details**

Please complete this section as fully as possible.

Finance

Please give details of how you will finance yourself at Manchester Metropolitan University or enter one of the following codes in the box.

List of fee payers and codes

1. Research Council
2. University Scholarship
3. Industry
4. Part industry and part self funded
5. Self funded
6. NHS
7. Overseas government, university, industry or agency
8. Staff development/departmental funding (Manchester Metropolitan University staff only)
9. Other (please state in Section 2)
10. Not known

Visa requirement

In order to support the processing of documentation required for visa applications, applicants requiring a visa to study in the UK should indicate by ticking the appropriate box. If you are entering the UK under a different visa please indicate which Tier you are entering under.

**4. Details of course(s) to which you wish to apply**

Please tick the appropriate box for the postgraduate research degree you wish to apply for.

 **Proposed mode of study.** Please indicate whether you plan to study full-time or part-time.

**Proposed enrolment period** Some Faculties only offer September and January enrolment each year i.e. the Faculty of Business and Law, otherwise, the University offers three enrolment periods for a research degree. Please indicate which point of entry you would wish to enrol and the year. Please consult the prospectus/advertisement and/or programme literature.

**Proposed Campus** Please indicate which main campus you wish to study at.

**5. Details of the subject area of your proposed research programme**

Please indicate the general subject area in which your research interest falls.

If you have been in contact with staff to discuss your application, please insert their full name. This may be either to discuss your application or as a potential supervisor.

If you are applying for a scholarship through an advertisement, please indicate where you saw the advert.
Please also indicate if you wish to be contacted about self-funded research opportunities.

**6. Educational establishments attended and qualifications gained**Enter the exact subject name used by the examination board in the relevant column.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School and Higher School Certificates, Apolytyrion, Baccaluareate, Diploma di maturita, Examen Artium, Reifezeugnis, Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

**7. Work history**

Please include all your work experience and training paid or unpaid, fulltime, in your home or outside

**8. English Language qualifications**

The section should be completed if you are a non-native speaker. The minimum level of proficiency for English requirements is normally an IELTS score of 6.5 with no element below 6.0. Some subject areas may require a higher IELTS score. If you do not meet the minimum IELTS score, it may be possible to attend a pre-sessional English programme.

**9. Details of previous research experience (if any)**

This can include, but is not limited to, research undertaken as part of a previous qualification. For advertised scholarship and self-funded opportunity applications, please provide evidence of how your past research activity maps onto the advertised post. Please also include any publications or outputs produced or connected to previous work experience.

**10. Personal Statement**

This is concerned with your personal reasons for applying for a postgraduate research degree and your aspirations for the future in relation to this.
Using the questions as a guide, please provide information on:

1. Relevant skills for the research project such as practical, software, analytic, data gathering and communication skills for example
2. Why Manchester Metropolitan? What attracted you? This could be reputation, supervisory offer, location, recommended to you or any other reasons that apply
3. Reasons for applying: examples of this could be career advancement, pursuit of knowledge and academic excellence, curiosity, self-challenge, development etc.
4. Your career aspirations: are you considering a career change or perhaps intend to pursue a specific role in academia or industry?

**11. Research Proposal**

This section plays a key part in the assessment of your application. The assessors are interested in your ability to present your case clearly and concisely. Use the subheadings below to set out as clearly as you can the work you intend to undertake.

1. Please give a brief title for your proposed programme of research
2. Your reasons and purposes for undertaking this project (c. 100 words) State briefly why you wish to pursue this research project. How does your proposed work relate to what you have studied already? Where there is a significant overlap between your Master’s dissertation (if you completed one) and your doctoral study, you should demonstrate clearly how the project goes beyond your Master’s study. How does it relate to your eventual career aims?
3. Your research project (c. 300 words)
Give a brief synopsis of your proposed research project. The main thrust of this section should be the research problems or questions you intend to address. These should be clearly defined in your proposal. You should describe:

• The research problems or questions you intend to

 address.

• The research context in which those problems or questions are located. In describing the context, you should refer to the current state of knowledge and any recent debate on the subject.

• The particular contribution to knowledge and understanding in this area that you hope to make. You should explain why the work is important. The fact that an area has not been studied previously is not, in itself, a case for the proposal to be accepted. We are also seeking a description of relevance beyond the development of your own skills or experience, though this is important as well.

•The research methods and critical approaches that

 you plan to use to address the problems or questions

 you have set.

• The sources that you will use, if appropriate. You will need to state where these sources and materials are located and how these will be accessed. It is sometimes helpful to put forward alternative strategies or approaches if you are aware that problems might arise.

• You should say, as far as you can, how the project will develop over the period of study.

1. Training and preparation (c. 100 words) Give a brief indication of the training and preparation you have already undertaken that is relevant to your proposed study. Please say what further training you will require. If you have already discussed your training needs with the university, include brief details and say how these needs will be met. For practice based subjects, you should include details of your professional or work experience (including relevant voluntary work or exhibitions). You should give a realistic assessment of the academic challenges you will face in undertaking the project, and say how you will overcome them.

**12. Further information**

Please provide answers to the three additional questions.

**13. Disability, special needs or medical condition codes**

We aim to create an environment that enables all students to participate fully in university life. To help us make any necessary reasonable adjustments, please use the following codes to indicate your specific needs.

|  |  |
| --- | --- |
| 00 | No known disability |
| 02 | You are blind or partially sighted |
| 03 | You are deaf or hearing impaired |
| 04 | You use a wheelchair or have mobility difficulties |
| 05 | You require personal care support |
| 06 | You have mental health difficulties |
| 07 | You have a disability that cannot be seen, for example diabetes, epilepsy, asthma |
| 08  | You have multiple disabilities |
| 10  | You have Autistic Spectrum Disorder or Asperger Syndrome |
| 11  | You have a specific learning difficulty, for exampledyslexia |
| 96  | You have a disability, special need or medical condition that is not listed here |

**14. Criminal Convictions**

Place an X in the box if you have a conviction (not including a motoring offence for which you received a fine or three points, or a spent sentence**\***, as defined by the Rehabilitation of offenders Act 1974). Leave the box blank if you have not been convicted of a criminal offence.
**\*** For some courses particularly in teaching, health, social work and other courses involving work with children, you must disclose all criminal convictions including spent sentences and cautions (written or verbal).

**15. References**

The two referees’ reports are an integral and important part of the selection process, and the information provided will help to guide the Research Degree Co-ordinators in making their decisions.

In order to ensure that your reference fulfils all of the required criteria, please refer to the **Reference Completion Guidance** earlier in this form and ensure your referees have access to this guidance also.

It is preferable that your application is received complete with the references attached. However, if this would delay your application beyond the deadline, your references can be submitted, as soon as possible after the deadline, separately by your referee in line with the reference requirements which you will find in our Reference Completion Guidance.

In this case, please request that your referees send the completed reference through to: pgradmissions@mmu.ac.uk

**IMPORTANT NOTE**

The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the institution interfere with its ability to provide such services, the institution undertakes to use all reasonable steps to minimise the resultant disruption to educational services.

**Declaration**

Any offer of a place you may receive is made on the understanding that in accepting, you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement. Please use an electronic signature if you are emailing the application form.

**Please ensure that the form is completed legibly in black ink or type written. Before submission, please check that all sections of the form have been completed correctly.**

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