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



**Please read the accompanying Guidelines for Applicants. The Completed form should be returned to:**

**The Graduate School (PGR Admissions), Manchester Metropolitan University, Ormond Building, Lower Ormond Street, Manchester**

**M15 6BX or emailed to** [**pgradmissions@mmu.ac.uk**](mailto:pgradmissions@mmu.ac.uk) **Application Reference Number:**

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| **1.Personal Details** | | | | |
| **Title** (Mr/Mrs/Ms/Miss) | **Surname/Family Name** | | **First Name(s)/Given Name** | **Gender – Male /Female** |
| **Correspondence address**  (This address will be used for all correspondence)   |  | | --- | |  | |  | |  | |  | | Postcode | | Mobile number | | Other contact number | | Email address | | | | **Date of Birth** (dd/mm/yyyy): | |
| **Previous Surname** (if applicable) | |
| **Permanent Home Address**  (if different from correspondence address)   |  | | --- | |  | |  | |  | |  | | Postcode | | |
| **2. Nationality/Residence/Visa/Finance Details** | | | | |
| Nationality  Country of Birth  Country of permanent residence  Who is expected to pay your Tuition Fees?  *Please read section 2 in the Guidelines for Applicants before entering a code into the box*   |  | | --- | |  |   *Other (08) (Please state)*  Do you intend to carry out your research in the UK  Yes  No  Not Yet Known | | **Applicants not born in the United Kingdom please state**   |  |  | | --- | --- | | Date of first entry to the UK  dd/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 | | |
| 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? Yes  No  If yes, please attach a copy of any such visas to your application form | | | | |
| **3. 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  MPhil/PhD  PhD  Other *(Please State)*  **Proposed mode of study:** Full-timePart-time  Other *(Please State)*  **Proposed enrolment period**:  September  January  April  Proposed Year of entry  **Proposed Campus**:  Manchester  Cheshire | | | | |

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| **4. Details of the subject area of your proposed research programme** |
| Please state the subject area in which you wish to undertake the research, eg, 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 proposed research project:  *(State name(s)):*    If you are applying in response to a specific advertisement for a studentship, please indicate where you saw the advert |
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| **5. Education and Qualifications gained** \* Academic or Professional | | | | | | |
| Educational Establishment  (Including City/Country) | Year From/To | | Qualifications Obtained\* | Subject | Result/Class  of Award | Full-time  or Part-time |
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| **6. Work history** | | | | | | |
| Give details of your work experience, training and employment. Continue on a separate sheet if necessary. | | | | | | |
| Job Title  Nature of work/Training | Name and address of employer | Full or part-time | Start date | | End date | |
|  |  |  | Month | Year | Month | Year |
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| **7. 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. | | | |
| **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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| **8. Details of previous research experience (if any).** *Continue on a separate sheet if necessary.* |
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| **9. Research Interest).** *Continue on a separate sheet if necessary.* |
| Please provide details of the general research area in which you would like to undertake research. (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:   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 |
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| **10. Further Information** |
| **Please answer the following three questions:**   1. In what way did you learn about Research Degrees at MMU? (eg through work, through previous contact with the University, through a contact 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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| **11. Disability/Special Needs** | | **12. 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 for the appropriate code .* | |  | | --- | |  | | **Please read the Guidelines for Applicants before replying to this question.**  If you have a relevant criminal conviction, please place an ‘X’ in the box. |  |

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| **13. References** (please note that it is your responsibility to contact your referees and ensure references reach MMU) | | | | | |
|  | **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:

**Monitoring Form**

**Planning Statistics**

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| **Ethnic Origin** | |
| This section of the application form will not be used for selection purposes.  Complete this section only if you have shown in section 2 of the form that your country of permanent residence is in the UK.  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:   |  | | --- | |  | | |
| **Ethnic Origin Codes**  10 White  14 Irish Traveller  21 Black or Black British – Caribbean  22 Black or Black British – African  29 Other Black background  31 Asian or Asian British – Indian  32 Asian or Asian British – Pakistani | 33 Asian or Asian British – Bangladeshi  34 Chinese  39 Other Asian background  42 Mixed – White & Black African  43 Mixed – White & Asian  49 Other Mixed background  80 Other Ethnic background |

**Degree for which you have applied: (state which)**

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Reference 1

If this reference is to be sent through separately, please send it through to:

The Graduate School (PGR Admissions), Manchester Metropolitan University, Ormond Building, Lower Ormond Street, Manchester, M15 6BX or email to [pgradmissions@mmu.ac.uk](mailto:pgradmissions@mmu.ac.uk)

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| Confidential statement |
| Applicant’s Full Name:  Name of referee:  Post/occupation/relationship:  Address:  Telephone:  Email:  Please give your opinion about the applicant and her/his capacity to complete postgraduate research study which requires both independent and collaborative work.     1. In What Capacity have you known the applicant and for how long?      1. What is your estimate of the applicant’s suitability for postgraduate research study?      1. To what extent are you able to verify the academic qualification claimed by the applicant?     *(Continue on a separate sheet if necessary)*  Signed:  Date :  **For Office Use Only**  Record of decision:  Accept  Reject  Comments:    Signature of RID/HOD/Research Degree Co-ordinator    Date: |

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Reference 2

If this reference is to be sent through separately, Please send it through to:

The Graduate School (PGR Admissions), Manchester Metropolitan University, Ormond Building, Lower Ormond Street, Manchester, M15 6BX or email it to: [pgradmissions@mmu.ac.uk](mailto:pgradmissions@mmu.ac.uk)

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| **Confidential statement** |
| Applicant’s Full Name:  Name of referee:  Post/occupation/relationship:  Address:  Telephone:  Email:  Please give your opinion about the applicant and her/his capacity to complete postgraduate research study which requires both independent and collaborative work.     1. In What Capacity have you known the applicant and for how long?      1. What is your estimate of the applicant’s suitability for postgraduate research study?      1. To what extent are you able to verify the academic qualification claimed by the applicant?     *(Continue on a separate sheet if necessary)*  Signed:  Date :  **For Office Use Only**  Record of decision:  Accept  Reject  Comments:    Signature of RID/HOD/Research Degree Co-ordinator    Date: |

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

**Guidelines for Applicants**

**General**

Before completing this form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current institution literature relating to the programme 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. If you apply in good time before the deadline, please send the whole application form to your referee for completion and forwarding to the institution. 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 you to separate the references. You should send these to your referees and request that s/he forward the completed section direct to the University. At the same time, send the completed application form direct to the University.

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

1. **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

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

Please complete this section as fully as possible.

Finance

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

List of fee payers and codes

1. Research Council
2. University Studentship
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 (MMU 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.

**3. 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.** The University offers three enrolment periods for a research degree. Please indicate which point of entry you would wish to enrol and the year. Some faculties only offer one enrolment period in September each year.

**Proposed Campus.** Please indicate which main campus you wish to study at as some subjects are offered at both campus.

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

Please indicate the general subject area in which you think 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 studentship through an advertisement either in a newspaper or on the web, please indicate where you saw the advert.

**5. 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.

**6. Work history**

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

**7. 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.

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

Enter here any further information you may wish to offer in support of your application. This could be any publications or outputs produced or connected to previous work experience.

**9. Research interest**

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. We don’t just need to know what youare going to work on, we need to know how you plan to go about it.

• 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.

**10. Further information**

Please provide answers to the three additional questions.

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

We aim to create an environment which enables all students to participate fully in university life. To help us make any reasonable adjustments which may be necessary, 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 example  dyslexia |
| 96 | You have a disability, special need or medical condition  that is not listed here |

**12. 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)

**13. References**

This section should include the contact details for two referees and their post held. Where possible, both referees must be academic referees. It is preferable that your application is received complete with the references. However, if this would delay your application beyond the deadline, it is acceptable for you to separate the references. Please request that your referees send the completed reference through to the Graduate School, the address is on the front of the application form or it can be emailed to [pgradmissions@mmu.ac.uk](mailto:pgradmissions@mmu.ac.uk).

**Declaration**

Any offer of a place you may receive if made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement. A signature is **not** required if you are emailing the application form.

**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 decision to educational services. The institution does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous that the obligations set out herein. Should you become a student of the institution, this notice shall be a term of any contract between you and the institution. Any offer of a place made to you by the institution is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract

**NOTES FOR THE GUIDANCE OF REFEREES**

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

In order that institutions can evaluate an applicant’s academic and intellectual capacity, your reference should if possibly cover:

1. Suitability for the programme applied for.

2. Intellectual qualities including

(a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result;

(b) Present performance;

(c) Potential, including any assessment of the probable

results of any pending examinations

3. Personal qualities

4. Career aspirations

5. Health and other personal circumstances relevant to the application.

Please ensure that the form is completed legibly in black ink or type written. If possible check that the applicant has completed the form correctly and legibly.

**Mature applicants**

Referees may have difficulty commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1,2c.3.4.5.and 6 above.