

LEEDS METROPOLITAN UNIVERSITY

APPLICATION FOR ADMISSION TO A RESEARCH AWARD

CONFIDENTIAL

This form should be typewritten or word-processed

1: CANDIDATE DETAILS

Surname:	First Name(s):
Contact Address:	
Telephone numbers:	Email:
Fax number:	Date of Birth:
Expected start date :	

RESEARCH AWARD APPLYING FOR (tick one box as appropriate):

Research Diploma	<input type="checkbox"/>	Masters by Research (MRes)	<input type="checkbox"/>
Master of Philosophy (MPhil)	<input type="checkbox"/>	Doctor of Philosophy (PhD)	<input type="checkbox"/>
Professional Research Doctorate (Ed D; D Eng; DBA)	<input type="checkbox"/>	Doctor of Philosophy by Published Work	<input type="checkbox"/>
European Doctorate	<input type="checkbox"/>		

MODE OF STUDY (tick one box as appropriate):

Full time	<input type="checkbox"/>	Part time	<input type="checkbox"/>
Full time (distance learning)	<input type="checkbox"/>	Part time (distance learning)	<input type="checkbox"/>

2: QUALIFICATIONS

Please read the attached page entitled 'Requirements for registration' before completing this section

Educational qualifications:		
Institution	Award	Date
Please tick to confirm that you have included Certified copies of the qualifications detailed above.		<input type="checkbox"/>

Other relevant experience:	
Applicants not holding the required educational qualifications need to complete this section in order for their application to be considered. Other candidates may use it to set out additional information.	
Please tick to confirm that you have included evidence to support the experience detailed above.	<input type="checkbox"/>

Professional Research Doctorates only:	
Details of appropriate professional experience. This is normally understood to be at least 3 years practical experience in the relevant field of enquiry.	
Please tick to confirm that you have included evidence to support the experience detailed above.	<input type="checkbox"/>

3: PROPOSED RESEARCH PROGRAMME

Outline of project
Indicative title (maximum 20 words):

Broad aims of the project and intended coverage (maximum 1 side of A4):

4: LOCATION OF STUDY

Will the project be undertaken substantially within the University? If not, please specify your expected location and the facilities there which will enable you to carry out the programme of research.

5: GROUP PROJECTS

If your proposed project is part of a larger group project, please outline your own expected contribution and how this will be able to be identified.

6: REFEREES

Please give the details of two academic referees:

Name:	Name:
Position:	Position:
Institution:	Institution:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:

7: CRIMINAL RECORDS BUREAU

Where a proposed research project entails access to children or to vulnerable adults (as defined by Part V of the Police Act 1997) a disclosure certificate from the Criminal Records Bureau is required.

Does your project require CRB clearance Yes No

If yes, please tick to confirm that you have included a disclosure certificate

Please note that if a certificate is required and is not included, you will be required to provide this before you can be accepted as a candidate for a research award of the University.

UNIVERSITY APPLICATION INFORMATION:

8. RESIDENCY AND FEE PAYMENT

Nationality:		If not born in the UK please specify date of first entry into the UK	
Do you have unrestricted right to live in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Who is expected to pay your fees? Please give details.			

9. FOR OVERSEAS CANDIDATES ONLY

- The minimum entry requirements are as follows:
- Minimum IELTS 6 or equivalent is required for all Leeds Metropolitan University courses and research degrees.
- A higher education degree in which English language or literature form a substantial part.
- If you need to improve your English language proficiency, the University offers courses at different levels throughout the year. These include both general English and specialist courses, such as English for researchers.
- Attendance of a two or four week pre-sessional English course, immediately before the start of the academic year in September may be a useful introduction to your studies at the University.

Please give details of your English language qualifications

10. ETHNIC ORIGIN

<i>This section of the form is designed to collect statistics so that the university can monitor the effectiveness of its equal opportunities policies.</i>			
If you are from the UK please enter the code for the description which most closely matches your ethnic origin.			
Asian or Asian British	Code	White	Code
Indian	31	British	11
Pakistani	32	Irish	12
Bangladesh	33	Other	19
Chinese	34	Other Asian background	39
Black/ Black British		Mixed	
Caribbean	21	White/ Black African	42
African	22	White / Asian	43
Other black background	29	Other mixed	49
		Other ethnic	80

11. DISABILITY INFORMATION

The University is fully committed to the implementation of a policy to achieve equal opportunities for all students. In order that we can provide appropriate support for disabled students, it is important that any additional needs are outlined at the time of application.

Please enter in the box below, the code from the list, which is most appropriate to you. If you are not disabled or have no special needs or medical condition, use code 0.	
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0	None
1	You have dyslexia
2	You are blind or partially sighted
3	You are deaf or hard of hearing
4	You are a wheelchair user/have mobility difficulties
5	You need personal care or assistance
6	You have mental health difficulties
7	You have a disability which cannot be seen e.g. diabetes, epilepsy or a heart condition
8	You have two or more of the above
9	You have a disability, special need or medical condition that is not listed above

If you have entered code 1-9 in the box, please give details of any support you might need:

Applicants who indicate support needs may be invited to discuss these in further detail, if appropriate.

12. GENDER INFORMATION (please tick appropriate box)

MALE	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>
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13. AGE INFORMATION

20-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>
Over 60	<input type="checkbox"/>		

14. MEDIA ANALYSIS

How did you hear about Leeds Metropolitan University? *Please tick appropriate box*

Telephone call	<input type="checkbox"/>	Internet	<input type="checkbox"/>	Personal contact	<input type="checkbox"/>
Prospectus	<input type="checkbox"/>	Leeds Met Brochure	<input type="checkbox"/>	Alumni	<input type="checkbox"/>
Friends	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Undergraduate Directory	<input type="checkbox"/>
Prospects Directory	<input type="checkbox"/>	British Council	<input type="checkbox"/>	Recruitment fair	<input type="checkbox"/>
Other	<input type="checkbox"/>				

15. APPLICANT DECLARATION

- I confirm that the information given on this form in any accompanying documents is true, complete and accurate.
- I have not omitted any information requested or other material information.
- I accept that, should this prove not to be the case, the University reserves the right to cancel my application and I shall have no claim against in relation thereto.
- I give consent to the processing of my data by Leeds Metropolitan University, the Higher Education Statistics Agency and any other organisation which has a statutory right to receive any of it.
- The University has a statutory duty to comply with the Data Protection Act 1998. The Act provides safeguards to individuals about the collection, use, storage and retention of personal information by the University.

Applicants signature	Date

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO THE APPROPRIATE RESEARCH ADMINISTRATOR IN THE FACULTY TO WHICH YOU ARE APPLYING.

REFERENCES

Referees:

Please provide details of two people who would be willing to act as referees for your application. Ideally these will be academic referees but it is also possible to have, professional or vocational referees).

1.

Name:	
Address:	
Telephone:	
e-mail:	

2.

Name:	
Address:	
Telephone	
e-mail	

COMMUNICATION TRACKING

Office use only

Date received	
Date sent to School/Research Unit	
Receipt of Applicant Decision Form	

REQUIREMENTS FOR REGISTRATION

REGULATIONS GOVERNING ADMISSION TO A RESEARCH AWARD OF THE UNIVERSITY.

Section A4 of the University Research Regulations

A4.1 Entry Qualifications

A4.1.1 Entry Qualifications for Admission

Applicants for registration for a research award of the University must fulfil the required entry qualifications for that award.

A4.1.2 Evidence of Qualifications

All applicants will be required to provide satisfactory evidence of the qualifications or experience claimed. Falsification of such evidence will lead to the termination of registration.

A4.1.3 Postgraduate Diploma in Research

The normal entry qualification for the Postgraduate Diploma in Research is a degree of a United Kingdom higher education institution; or one recognised by the University as equivalent.

Admission may also be through a diploma or vocational qualification and appropriate professional experience, which is regarded by the Registrar and Secretary and the Chair of the University Research sub-committee as equivalent.

A4.1.4 Masters by Research, MPhil, PhD

The normal entry qualification for registration for the degrees of Master by Research, MPhil or PhD, is an appropriate honours degree of a United Kingdom higher education institution; or one recognised by the University as equivalent.

Admission may also be through a qualification which is regarded by the Registrar and Secretary and the Chair of the University Research sub-committee as equivalent.

A4.1.5 Professional Research Doctorates

Candidates for Professional Research Doctorates should normally have an appropriate honours degree of a United Kingdom higher education institution; and have had a minimum of three years of professional experience. Professional experience will be understood as practical experience within the relevant field of enquiry.

A4.1.6 Non-standard Entry Qualifications

An application made by someone other than those holding an appropriate entry qualification is considered on its merits. Evidence is required to demonstrate that the background knowledge is appropriate and that the student has the ability to carry out the research to the level required for that award.

Such an application is considered by the Faculty Research Awards sub-committee for consideration. This sub-committee takes into account professional experience, publications, written reports or other appropriate material and makes a recommendation to the Registrar and Secretary and the Chair of the University Research sub-committee who will consider

the recommendation in the context of consistency and fairness across the University and make a recommendation for acceptance of the applicant for initial registration.

A4.1.7 English Language Qualification

If a candidate's first language is not English, the University may require evidence that the candidate has the necessary language to fulfil the requirements of the award.

A minimum of International English Language Testing System Grade 6 (IELTS 6) or equivalent is required for all research awards.

A4.1.8 Transfer of Registration from another Institution

An applicant wishing to transfer his or her registration from another institution in the United Kingdom, must provide evidence:

- that the proposed programme of study has been accepted by that institution; and
- the level at which it was accepted.

Subject to the satisfactory provision of evidence, an applicant for transfer into the University may register for the target award of PhD, MPhil or MRes. Candidates whose programme of study was approved for the award of MPhil or MRes, and who wish to register for a higher award with the University, will be required to submit for confirmation of their registration on their target award. See Section A7 below.