



University of
Chester

Postgraduate Research Degree Application Form (MPhil/PhD)

University use only:

Date application received:

Decision of interview panel: Accept Reject

Date offer letter sent:

Start date:

Please complete this form in typescript using the Guidance Notes provided at the end of this form.
 Please email the completed application form and supporting documents to gradschool@chester.ac.uk.

1. Personal Details		
Title	Forename(s)	Last name (family name, surname)
Male/Female	Date of birth (dd/mm/yy)	Previous surname (if applicable)
Nationality		
Address for correspondence		Permanent address (if different)
Postcode Telephone number Email address		Postcode Telephone number Email address

2. Registration	
Final degree aimed for MPhil <input type="checkbox"/> PhD <input type="checkbox"/>	Mode of attendance Full time <input type="checkbox"/> Part time <input type="checkbox"/>
Proposed start date	Name of principal supervisor

3. Previous Study/Qualifications
<p>University and Professional Qualifications Achieved/Expected <i>(Please attach official certificates/transcripts of academic record)</i></p> <p>a. University/Institution attended:</p> <p>Degree title:</p> <p>Class or Grade: Year of award: Full time/Part time: Dates of Attendance:</p> <p>Full time <input type="checkbox"/> Part time <input type="checkbox"/></p> <p>b. University/Institution attended:</p> <p>Degree title:</p> <p>Class or Grade: Year of award: Full time/Part time: Dates of Attendance:</p> <p>Full time <input type="checkbox"/> Part time <input type="checkbox"/></p> <p>Professional Qualifications <i>(Please provide details, including type of qualification, subject, grade and date.)</i></p>
<p>Have you made any previous applications or undertaken research degree study at another institution? <i>If yes, please provide details</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>English Language Qualifications <i>(Please attach an official copy of your English Language certificate (where appropriate))</i></p>

What is your first language?

If English is not your first language, please give details of your English Language qualifications:

IELTS Score	Date taken/to be taken
Other qualification (please specify) Score	Date taken/to be taken

4. References (Please give the details of two persons whom you have approached to be your referees. See Guidance Notes)

a. Name Position Name of Institution Address Email	b. Name Position Name of Institution Address Email
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5. Financial Support (Please attach copies of sponsorship/scholarship letters where appropriate)

- a. Please state how you intend to finance your studies (eg self-funding, sponsorship)**
- b. Have you applied for a scholarship/sponsorship?** Yes No
If yes, please give details, including dates
- c. Have you already been awarded a scholarship/sponsorship?** Yes No
If yes, please give details, including dates
What will this sponsorship / scholarship cover? (e.g.tuition fees, maintenance)

6. Disability

The Disability Discrimination Act (DDA 1995) describes a disability as:

“A physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Do you regard yourself as disabled, as defined by the DDA? Yes No

7. Criminal Convictions

Do you have any criminal convictions? Yes No

If you have answered “Yes” to this question, please ensure that you attach a note to this application form describing the nature and date of the conviction and the consequences of that conviction in terms of sentence served or caution received. N.B. If you do not answer this question, we cannot process your application. See the guidance notes for more information.

8. Publicity

How did you first learn about postgraduate research at University of Chester? Please check one box

- University prospectus Internet
 Departmental Advisor/Supervisor/Careers Advisor
 British Council Office (please indicate location) >
 Education Exhibition/Careers Fair (please indicate venue) >
 Professional journal/other publication (please specify) >
 Alumni Friends/Relative
 Other (please specify) >

9. Checklist

I enclose the following documents with this form (please check all the appropriate boxes)

- Evidence of academic or professional qualifications (including transcripts where necessary)
 Copy of Curriculum Vitae
 Supervision and Financial Arrangements Form (RO1PGR) (see guidance notes)
 Copies of English Language certificates (where appropriate)
 Sponsorship/scholarship letter/financial statement (where appropriate)

10. Personal Statement *(Please explain why you wish to undertake research and how it relates to your career/academic objectives. You may wish to include details of other relevant skills and experience, for example, full-time employment, teaching or research experience, foreign language ability, IT skills, driving licence)*

11. Proposed Research Area *(In 100-250 words please outline your proposed area of research)*

12. Signatures (Before registration we will forward your application form to your principal supervisor for signing. We will return your application form to you with your registration pack for you to sign and return to the Graduate School.)

Name of Principal Supervisor (please enter the name of your proposed supervisor)

I can confirm that I have read the proposed research area and that the suitability and feasibility of the project are appropriate.

It is the supervisor's responsibility to arrange an interview and to complete the relevant form. Please state the date of the interview

Signature of Principal Supervisor

Date _____

Declaration

The details in this form are, to the best of my knowledge correct. If I am accepted onto the programme I hereby agree to comply with the rules and regulations of the Institution and the Statutes, Ordinances, Regulations and by-laws of the University Safety and Disciplinary Regulations. I agree to the University processing personal data contained in this form, or other data which the University may obtain from me or other sources. I agree to the processing of such data for any purpose connected with my studies or my health, welfare and safety or for any other legitimate reason. I understand that the information may be disclosed to other organisations for academic registration purposes and in support of council tax exemption claims. I am aware that I may request a copy of information held about me on request and payment of the appropriate fee.

Signature of applicant _____

Date _____



Postgraduate Research Degree Application Form (MPhil/PhD)

Guidance Notes for Completion of the Form

These notes are intended to help you complete the application form, and to ensure that, once completed, your application may be processed as efficiently as possible. The application and accompanying documentation must be returned by email to gradschool@chester.ac.uk.

Section 1: Personal Details

Address for Correspondence: this should be an address where you may be contacted throughout the period leading up to your registration as a student. If your correspondence address changes, please inform us immediately. An email address is very helpful, if available.

Section 2: Previous Study / Qualifications

Please include copies of your academic transcripts (i.e. degree/professional certificates) with your application, if available. You will be asked to provide originals at a later date.

In this section you should give details of your current or most recent academic studies.

University Qualifications Achieved / Expected

University / Institution attended: give the name of the institution and the country in which your institution is located.

Degree title: indicate here the type of award you studied for e.g. BA, BSc, MA etc.

Class or Grade: Give the grades you attained and indicate the system of assessment used, e.g. degree class, grade point average (GPA) percentile rank, numerical or alphanumerical scale (indicate the minimum and maximum scores) etc.

Year of Award: If you have not yet achieved your award please indicate when you expect to receive the results.

Professional Qualifications: List here any non-academic qualifications you hold.

English Language Qualifications: If English is not your first language, you will have to produce documentary evidence of your English language ability. A range of English language tests is acceptable, including IELTS.

Section 3: References

It is your responsibility to provide the names and addresses of two referees who have agreed to act on your behalf and to ensure that the reference forms are returned directly to the Graduate School. Your referees must have recent experience of your knowledge and expertise.

Section 4: Financial Support

Please give as much detail as possible about your known or anticipated funding arrangements. If you are an international student you should note that you will have to demonstrate to the Immigration Officer when you enter the UK that you have sufficient funds to pay for your fees and support yourself throughout the course.

Section 5: Disability

This section is included for the purposes of monitoring equal opportunities and to ensure the University can provide students with appropriate facilities. It will not affect the University's decision whether or not to offer you a place and the information remains strictly confidential.

Section 6: Criminal Convictions

In order to protect our students, we are required to ask if you have any criminal convictions.

You must tick the "Yes" box if you have a conviction, unless it is:

- A motoring offence for which you have received a fine or three penalty points; or
- A spent sentence (as defined by the Rehabilitation of Offenders Act 1974), except for certain programmes, particularly in health, social work or other programmes involving work with children.

If you have not been convicted of a criminal offence, you must tick the "No" box.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens Advice Bureau or probation services, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice.

Section 7: Publicity

It would be helpful if you give an indication of where you first heard about University of Chester in order for us to target our publicity more effectively.

Section 8: Checklist

Please ensure that your application consists of:

- This completed application
- Copies of Transcripts/certificates
- Curriculum vitae
- Completed Supervision and Financial Arrangements Form (RO1PGR). This should be completed by your main supervisor and can be obtained from the Graduate School page on SharePoint.
- Copies of English Language certificates (where appropriate)
- Sponsorship/scholarship letter/financial statement (where appropriate)

Section 9: Personal Statement

Include in this section any experience you have gained, whether in formal training or otherwise, which may be relevant to your studies.

Section 10: Proposed Research Area

This section provides an opportunity for you to outline your proposed area of research, in typically 100-250 words, but no more than 500 words. In many cases 100-250 words will be sufficient; however you will need to take advice from your potential supervisor about the nature of the project and the appropriate number of words. You may wish to include the rationale and aims of the project and details of appropriate methodology.

Section 11: Signatures

Before registration we will forward your application form to your principal supervisor for signing. We will return your application form to you with your registration pack for you to sign and return to the Graduate School.