

*For office use only*

 Student No:

Application form Masters by Research

*Please read the accompanying Notes for Guidance before completing this form.*

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| 1 Personal details |
| Title (PLEASE TICK APPROPRIATE BOX)Dr [ ]  Mr [ ]  Mrs [ ]  Miss [ ] Ms [ ]    | Surname / Family name (BLOCK CAPITALS) |
| First name (s) | Previous surname / Family name, if changed |
| Address | Correspondence address |
| Postcode | Postcode |
| Passport Number (for Overseas Applicants only)*(Please send photocopy of passport)* | Will you require details on campus accommodation?Yes [ ]  No [ ]  |
| Have you studied at the University before? If yes, what is your Student Number?Yes [ ]  No [ ]  |
| Daytime telephone number | Evening telephone number | Mobile telephone number |
| Email Address |
| GenderMale (M) [ ]  Female (F) [ ]   | Date of birth  Click here to enter a date. |
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| 2 Details of Research Degree |
| MRes Course Title | Mode of studyfull-time / part-time | Start datemonth / year |
| Proposed Title of Research Project*(Please attach a research outline to this application form. See the guidance notes at the end of this document.)* |
| Please indicate how you heard about research degrees at the University of Worcester |
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| 3 Financial and residential details |
| Country of permanent residence | Nationality |
| Applicants not born in the European Union please state date of first entry into the EU/UK    |
| Name of individual or organisation expected to pay your fees (e.g. the name of the LEA / TDA/ NHS /Employer or Yourself) |

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| 4 Disabilities and Special needs |
| Please enter appropriate code here: (see notes for guidance) | Support required: |

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| 5 Work experience |

*Give details of work experience, training and employment. Continue on a separate sheet if necessary.*

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| Job title | Name of organisation | Full time/ part time | From  | To |
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| 6 Last two educational establishments at which you studied and gained an award |
| Name and address of establishment | From | To | Full time or part time |
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| 7 Qualifications  |

*Degree and other recognised qualifications taken or results pending e.g. In professional examinations or overseas*

*qualifications. For overseas qualifications please state UK equivalent****.*** *Continue on a separate sheet if necessary.*

***Please enclose certified copies of certificates and transcripts awarded.***

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| Qualification  | Subject | Date | Place of study **and** awarding body (if different) | Results (Grades or bands) | CATS/ECTS points (if applicable) |
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| 8 English Language - **Please enclose certified copies of certificates**. |
| Is English your first language? Yes [ ]  No [ ]  |
| If no, what is your first language? |
| IF no give details of English language course taken / to be taken (eg IELTS,TOEFL) |
| Qualification | Date taken and location | Overall score | Written score |

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| 9 Personal statement (please see Notes for Guidance) |
| Some courses may have additional application requirements. Please check the course entry on the website. |

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| 10 Referees’ names and addresses (please see Note for Guidance) |
| Name | Name |
| AddressEmail Address: | AddressEmail Address: |
| Postcode | Telephone number | Postcode  | Telephone number |

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| 11 Ethnic origin **(to be completed only if country of permanent residence is in the UK)** |
| *This information is not used in the selection process and is used for statistical purposes only.*Ethnic origin is not the same as nationality, place of birth or citizenship, but is about your broad ethnic group.**Please circle appropriate number:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| White |  | Black or Black British |  | Asian or Asian British |  |  Mixed |  |
| White | 10 | Black Caribbean | 21 | Indian | 31 |  White and Black Caribbean | 41 |
| Irish Traveller | 14 | Black African | 22 | Pakistani | 32 | White and Black African | 42 |
| Information Refused | 98 | Other Black | 29 | Bangladeshi | 33 | White and Asian | 43 |
|  |  |  |  | Chinese | 34 | Other mixed | 49 |
|  |  |  |  | Other Asian | 39 | Other ethnic group | 80 |

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| 12 Disclosure of criminal convictions |
| If you have a relevant criminal conviction, enter an **X** in the box. See notes for guidance for a definition of relevant criminal convictions. [ ]  |

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| 13 Declaration |

*I confirm that the information I have given on this form is true, complete and accurate and no information requested or other*

*material information has been omitted. I have read the Notes of Guidance, in particular those relating to this section.*

*I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this*

*form will be used in accordance with the Data Protection Act 1998 and will be used to form the basis of my student record.*

*I give my consent to the processing of my data by the university. If I do not fully comply with these requirements the*

*university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.*

Applicant’s Signature: Click here to enter a date.

**PLEASE RETURN THE COMPLETED APPLICATION FORM, TOGETHER WITH RELEVANT PHOTOCOPIES OF CERTIFICATES AND EVIDENCE OF IDENTITY TO:**

Research School

University of Worcester

Henwick Grove

Worcester

WR2 6AJ

Tel: 01905 542182

Email: research@worc.ac.uk

#### Notes for Guidance

These notes contain important information on how to make an application to the university. If these notes do not answer all your questions please contact us. **Please ensure that you read these notes for guidance carefully**. Your application may be photocopied before it is sent to admissions tutors and it is important that you either write neatly using black ink or type.

**Section 1 - Personal details**

Complete this section in BLOCK CAPITALS

Surname/family name and first name(s): please enter your full name as it appears in your passport or other official documentation.

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname/family name.

Correspondence address: enter the address to which you expect all correspondence to be sent.

Please enclose a photocopy of birth certificate or relevant page in passport.

**Section 2 – Details of Research Degree**

Information about our research degree programmes can be found at [www.worc.ac.uk/research](http://www.worc.ac.uk/research).

At the University of Worcester we want to admit students who have a research proposal that has the potential to become a viable research project at MPhil or doctoral level. We can also only admit students where we have the supervisory capacity to support this research project so please pay careful attention to the list of supervisory areas provided on our web pages and supporting documentation. This section should therefore be used to state your intended area of research.

Please attach a 3-5 page research outline (900-1500 words) written in appropriate academic style. Please see the guidance notes for preparing your research outline attached at the end of this document.

**Section 3 – Financial and residential details**

The level of tuition fees you pay (home or overseas) depends on your residential category and your immigration status. If you live in the UK state your area of permanent residence. If you live on a permanent or settled basis outside the UK, state the country (e.g. Italy) where you are living as your area of permanent residence. Some candidates may be required to complete a Fee Status questionnaire in order for the University to assess the level of fees to be charged.

Please give details of who you expect to pay your fees. If all, or part, of your tuition fees will be paid by an award from another organisation (eg Training and Development Agency or an employer) please indicate this on the form.

**Section 4 - Disability/Special Needs**

Please enter in the box the code from the list of statements below which is most appropriate to you. Please record any special needs or support required in the space provided. The university will use this information to make appropriate arrangements to support your studies at the university.

Disabilities/support required:

0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation.

2 You are blind/are partially sighted.

3 You are deaf/have a hearing impairment.

4 You are a wheelchair user/have mobility difficulties.

5 Personal care support

6 You have mental health difficulties.

7 You have an unseen disability, e.g. diabetes, epilepsy, asthma.

8 Multiple disabilities

10 You have Autistic Spectrum Disorder

11 You have a specific learning difficulty e.g. dyslexia

96 A disability not listed above

97 Information refused

98 Information not sought 99 Not known

**Section 5 - Work Experience**

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside.

**Section 6 - Last two educational establishments at which you studied**

Please provide details in the space provided e.g. schools, college, universities

**Section 7 - Qualifications**

All qualifications including GCSEs, A levels, degree and relevant professional qualifications should be listed, and photocopies included with the application form.

**Section 8 - English Language**

Please enclose certified copies of certificates and transcripts awarded.

**Section 9 - Personal Statement**

Enter here any further information you may wish to offer in support of your application. You do not have to use all the space provided. Admissions Tutors will be interested in your reasons for choosing to embark on a research degree, your career aspirations, any relevant experience and information concerning your intellectual, social or other interests. If you have been out of education for some time, please outline any relevant experience that may also be taken into account in lieu of formal qualifications, either at home, voluntary or paid work. It may also be helpful to explain any breaks in your career.

**Section 10 - References**

Your referees should know you well enough to write about you and your suitability for a research degree. At least one of your referees must be able to comment on your ability to manage study at doctoral level and how you will balance this with your other commitments (if applicable). The referees should not be a family member, other relatives or friends. References are often provided by an employer or a tutor from higher education but it is expected that 1 referee will be from the Institution of your latest degree.

**Section 11 - Ethnic origin**

State your ethnic origin using the codes provided. Only applicants whose area of permanent residence is in the UK (see Section 3 of the application form) should complete this section. This information is not used in the selection process and is used for statistical purposes only.

**Section 12 - Disclosure of criminal convictions**

To help reduce the risk of harm or injury to students and/or staff caused by the criminal behaviour of other students, you must inform us about any relevant criminal convictions that you have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them unless you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults.

By entering an **X** in the box you will not be automatically excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision.

**Courses in teaching, health, social work and courses involving work with children or vulnerable adults**

For these courses, you must enter **X** in the box if any of the following statements apply to you

(a) I have a criminal conviction

(b) I have a spent criminal conviction

(c) I have a caution (including a verbal caution)

(d) I have received a reprimand and/or final warning

(e) I have a bind-over order

(f) I am serving a prison sentence for a criminal conviction.

If statement (f) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. For these courses, you will need an ‘enhanced disclosure document’ from the **Disclosure and Barring Service**. We will send you the appropriate documents to complete.

**All other courses**

For these courses, you must enter **X** in the box if either of the following statements apply to you:

(a) I have a relevant criminal conviction that is not spent

(b) I am serving a prison sentence for a relevant criminal conviction.

If statement (b) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

**If you are convicted of a relevant criminal offence after you have applied, you must tell us.** Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

**Section 13 - Declaration**

When you sign the form, you agree to the following conditions:

1. The information you have given is complete and accurate. If we believe that you or your referee have left out any information or given false or misleading information we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
2. The university may, at any time, ask you, your referee or your employer to provide more information abut your application (eg proof of identify or qualifications). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application.
3. The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays or if the university changes its decisions later.

 (d) If you accept an offer of a place you agree to abide by the rules and regulations of the university.

(d) If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus.

If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.

(f) The university 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.

(g) Your application is a contract between you and the university. No one else can enforce any part of this

contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

(h) If you become a student of the university, this notice shall be a term of any contract between you and the university. Any offer of a place made to you by the university 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. The university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The university will provide data about you to the Higher Education Statistics Agency.

**The Data Protection Act**

When you sign your application form, you consent to the processing of your personal data (as defined by the Data Protection Act 1988) by the university. You accept that:

1. We may keep a copy of your application and use the information to collect statistics or monitor equal opportunities (or both);
2. We may use or disclose information on your application for research purposes, but no information that could identify you as an individual will be published.

We will take all reasonable steps to follow the terms of the Data Protection Act 1988.

We confirm that the information provided in your application will normally be confidential between:

1. you
2. your referees
3. the appropriate staff at the university
4. your exam board(s) or awarding body

However, we reserve the right to or we may have to give outside organisations, including the police, the Home Office, Local Authorities, examination boards or awarding bodies and the Department for Work and Pensions and its agencies, information from your application to prevent or detect fraud.

The university will use the information on your application to create a student record about you for the Higher Education Statistics Agency.

We confirm that, in line with the terms of the Data Protection Act, you are entitled to a copy of all your personal data that we hold. We will make a charge for this service to cover administrative costs.

**Preparing your research outline**

As part of the application process you are asked to present an outline of your proposed research project. The purpose of these notes is to give you some guidance as you prepare your outline

**The research outline**

The purpose of the research outline is twofold. Firstly it will enable the university to assess whether your proposed area of research will be suitable for Masters level study to which you are applying. Secondly it will enable the university to be sure that it can provide appropriate supervisory support to help you to complete your research.

At the same time the research outline will not be a fully worked-out proposal. The purpose of the first year of your programme and the mandatory taught module (RTP401) is to help you to refine your ideas for research and to think about how you will develop your competencies to undertake that research.

**Format for the research outline**

The research outline will be a written document of between 2 and 4 pages (A4), and 600-1000 words in length, and should be written in an appropriate academic style.

It should address the following key areas:

**The research area and research question:**

This section should identify what you want to research with specific reference to the research question, or questions, you will address. You should seek to be as clear and as specific as possible in stating your research problem.

**Significant prior research**

You are not expected to have completed a full literature review but you should identify major research and important theoretical contributions, themes or issues in the area. You should also reference key authors who have informed your current thinking or who have contributed to the understanding of the topic.

**The importance of the research for theory and/or practice**

This section addresses the question of whether the research is worth doing. Accordingly, you should indicate concisely why there is a need for the research either from an academic perspective or a professional/practice perspective.

**Your interest in the topic**

Any research undertaken at Masters level will present a challenge and it is important that you have a deep and enduring interest in the focus of the research. Accordingly this section should briefly outline your motivation and interest in undertaking research in the area selected.

**Possible research approach or research methodology**

This section relates to how you propose to approach the research. It is important to provide an indication of the intended methodology. For example, will a qualitative or quantitative methodology be appropriate? Will data be obtained using questionnaires, interviews, simulations, or will you use existing data?

**Ethical Issues**

Are there likely to be any ethical issues associated with your research? If so, how will you address these?

**Any other relevant information**

Finally you should provide any other information you consider relevant to support your application relating to the research area.