|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | | |
| **Application for Admission to a Programme of Study Leading to the Award of Doctor of Philosophy (PhD) or Master of Philosophy (MPhil)** | | |
|  | | |
| Please complete all sections of this form, either electronically or in BLOCK LETTERS with a black pen.  Before completing the form, please read the Guidance Notes. Please note that research degrees offered by Birmingham Newman University are validated and awarded by Liverpool Hope University.  Please consult Section 10: Checklist below for details of all documents to be submitted as part of the application.  The completed form MUST be returned to: John Howard, Research Office Administrator, Graduate School,  Dwyer Building Room DW120, Birmingham Newman University, Genners Lane, Bartley Green, Birmingham B32 3NT.  Telephone: 00 44 (0)121 387 4546; Email: john.howard@staff.newman.ac.uk. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Your personal details** | | | |
|  | | | |
| **Title** Mr/Mrs/Miss/Ms/Dr/Other (specify) | **Last name** [surname/family name] | **First name** | **Other names** |
| **Gender** | **Nationality and country of birth** | **Previous last name** (if applicable) | **Date of birth** [DD/MM/YYYY] |
| **Permanent Address** | | **Address for correspondence** (if different from your permanent address) | |
|  | |  | |
| Postcode | | Postcode | |
| Country | | Country | |
| Telephone | | Telephone | |
| Email | | Email | |
| **Do you have a disability, or any other special requirements, that you wish to disclose**? | | YES | NO |
| **Do you require a visa to study in the UK?** | | YES | NO |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 2: Your proposed research** | | | | | | |
|  | | | | | | |
| **Are you applying to read for a PhD or an MPhil** [select ONE]**?** | | | | PhD | MPhil | |
| **Do you wish to study on a full-time or a part-time basis?** | | | | Full-time | Part-time | |
| **When do you wish to begin your research** [month and year]**?** | | | | | | |
| **Have you already made contact with a potential supervisor at Birmingham Newman University?** | | | | YES | NO | |
| If YES: please give name: | | | | | | |
| **Please provide a sentence briefly indicating the area of your proposed research topic:** | | | | | | |
|  | | | | | | |
| **Section 3: Research ethics** | | | | | | |
|  | | | | | | |
| **Please confirm that you have consulted Birmingham Newman University’s research ethics guidelines (**[**http://www.newman.ac.uk/research-activity/1530/research-ethics-and-governance**](http://www.newman.ac.uk/research-activity/1530/research-ethics-and-governance)**)** | | | | YES | NO | |
| **Would your research involve the use of human participants?** | | | | YES | NO | |
| If you have answered YES, note that your methodology will need to be approved by the Research Ethics Committee of Birmingham Newman University before you collect any data. If, following approval, you wish to change your methodology substantively, you would need to seek further approval. | | | | | | |
|  | | | | | | |
| **Section 4: Your qualifications** | | | | | | |
|  | | | | | | |
| **Please list your academic and other relevant qualifications (continue on a separate sheet if necessary)** | | | | | | |
| **Qualification** | **Class/ Grade** | **Subject(s) studied** | **Awarding institution and place of study** | | | **Awarded (month/year)** |
|  |  |  |  | | |  |
|  |  |  |  | | |  |
|  |  |  |  | | |  |
|  |  |  |  | | |  |
|  |  |  |  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 5: Your proficiency in the English Language** | | | |
|  | | | |
| **Is English your first language?** | | YES | NO |
|  | | | |
| **If your first language is *not English* please indicate below the type of evidence you can provide to demonstrate your proficiency, and provide details requested in the guidance notes.** | | | |
| **Type of evidence** | **Details** | | |
| O Level equivalent |  | | |
| DUMB test |  | | |
| IELTS |  | | |
| TOEFL |  | | |
| Degree |  | | |
| Other |  | | |

|  |
| --- |
| **Section 6: Your proposed funding arrangements** |
|  |
| **Please indicate below how your studies are to be funded** |
|  |
|  |
| **Section 7: Your present employment (if any)** |
|  |
| **Your present employer** |
| Address |
|  |
| Postcode |
| Telephone Number |
| **Position held** |

|  |  |  |
| --- | --- | --- |
| **Section 8: Your professional experience/employment history** | | |
|  | | |
| **Please state your professional experience/previous employment in chronological order (continue on a separate sheet if necessary):** | | |
| **Dates** | **Position held** | **Employer and place** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Section 9: Your referees** | |
|  | |
| **Please enter the names, addresses and status of TWO referees who should be able to comment on your *academic suitability* for research and provide a reference using the Postgraduate Reference form below.** | |
| **Referee 1** | **Referee 2** |
| Name | Name |
| Status | Status |
| Address | Address |
| Postcode | Postcode |
| Email | Email |

|  |  |
| --- | --- |
| **Section 10: Checklist** | |
|  | |
| **Have you included each of the following?** | |
|  | |
| **Document** | **Included [YES or NO]** |
| Your research proposal (approximately 3,000 words) |  |
| Sample piece(s), if creative work will form a part of your thesis (e.g. up to 5,000 words for creative writing) |  |
| Academic transcripts and degree certificates |  |
| A full curriculum vitae |  |
| A clear photocopy of the personal information page of your passport (international students) |  |

|  |  |  |
| --- | --- | --- |
| **Section 11: Your Formal Declarations** | | |
|  |  | |
| **1** | **The details in this form are, to the best of my knowledge, correct.** | |
|  |  | |
| **2** | **If I am accepted as a research student I hereby agree to comply with the Rules and Regulations of Birmingham Newman University, including the Academic Regulations, the Ethical Guidelines, and regulations governing Health, Safety and Disciplinary matters.** | |
|  |  | |
| **3** | **If my studies are to be undertaken, wholly or in part, at another institution, I agree to comply with the rules and regulations of that institution.** | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| **Signed:** | | **Date:** |
|  |  | |

|  |
| --- |
| **MONITORING INFORMATION** |
| Birmingham Newman University is committed to a policy of equal opportunities. In order to monitor the effectiveness of this policy, applicants are asked to complete this monitoring form. These statistics are used solely for the purpose of monitoring application and admission rates and form no part of the selection procedure. Please return your form together with your application. The monitoring form will be separated from your application  🞎(11) White – British  🞎 (12) White – Irish  🞎 (19) Other White Background  🞎 (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 or Other ethnic background – Chinese  🞎 (39) Other Asian background  🞎 (41) Mixed – white and Black Caribbean  🞎 (42) Mixed – white and Black African  🞎 (43) Mixed – white and Asian  🞎 (49) Other Mixed background  🞎 (80) Other Ethnic Background  🞎 (90) Not known  🞎 (98) Information refused |
| **TO BE COMPLETED BY ALL STUDENTS** |
| **DISABILITY/SPECIAL NEEDS**  🞎(0) You do not have a disability nor are aware of any additional support requirements in  study or accommodation  🞎 (1) You have dyslexia  🞎 (2) You are blind/partially sighted  🞎 (3) You are deaf/have a hearing impairment  🞎 (4) You are a wheelchair user or have mobile difficulties  🞎 (5) You need personal care support  🞎 (6) You have mental health difficulties  🞎 (7) You have an unseen disability e.g. diabetes, epilepsy, asthma  🞎 (8) You have two or more of the above disabilities/special needs  🞎 (9) You have a disability not listed above  Please specify:  Course applied for:  \* These have been based on the categories in the Office of Population Censuses and Surveys (OPCS) 1991. |

|  |  |
| --- | --- |
| **Confidential Postgraduate Reference Form** | |
|  | |
| **Section 1: To be completed by the applicant** | |
|  | |
|  | |
| Title (Mr/Mrs/Ms/Miss/Dr etc) | Date of Birth (DD/MM/YYYY) |
|  | |
| First name(s) | Surname/family name |
|  | |
| Programme/Research degree applied for: | |
|  | |
| Subject: | |
|  | |
| Proposed Start Date: | |
|  | |
|  | |
| **Section 2: To be completed by the referee** | |
|  | |
| The above named person is applying for admission to a postgraduate research degree programme at Birmingham Newman University and has named you as a referee. Please complete this form and either return it directly to Birmingham Newman University at the address below, or place it in a sealed envelope, sign across the seal and return it to the applicant for forwarding to us. | |
|  | |
|  | |
| **Name of Referee** | |
|  | |
| **Position** | |
|  | |
| **Name of institution/company and address** | |
|  | |
| **Telephone** | |
|  | |
| **Email** | |
|  | |
| **How long and in what capacity have you known the applicant?** | |
|  | |
| **Commentary on the applicant’s suitability for admission to the programme** | |
| Please provide comments on the academic suitability and, if relevant, research ability of the applicant. | |
| You may wish to comment on the applicant’s prior academic achievements, their motivation and commitment to the programme they have chosen, academic writing skills and (if the applicant is not a native speaker of English) their English language ability. | |
| If you prefer, you may attach a separate report on your institution’s letterhead. | |
|  | |
|  | |
| **Referee’s signature** | **Date** |
|  | |
| If applicable, please use institution/company official stamp | |
|  | |
| Thank you for your time and co-operation in completing this reference form. | |
|  | |
|  | |
| **Please return the completed form to:** | |
| John Howard, Research Office Administrator, Graduate School, Dwyer Building Room DW120,  Birmingham Newman University, Genners Lane, Bartley Green, Birmingham B32 3NT | |
| T: 00 44 (0)121 387 4546; E: john.howard@staff.newman.ac.uk. | |

|  |  |
| --- | --- |
| **Confidential Postgraduate Reference Form** | |
|  | |
| **Section 1: To be completed by the applicant** | |
|  | |
|  | |
| Title (Mr/Mrs/Ms/Miss/Dr etc) | Date of Birth (DD/MM/YYYY) |
|  | |
| First name(s) | Surname/family name |
|  | |
| Programme/Research degree applied for: | |
|  | |
| Subject: | |
|  | |
| Proposed Start Date: | |
|  | |
|  | |
| **Section 2: To be completed by the referee** | |
|  | |
| The above named person is applying for admission to a postgraduate research degree programme at Birmingham Newman University and has named you as a referee. Please complete this form and either return it directly to Birmingham Newman University at the address below, or place it in a sealed envelope, sign across the seal and return it to the applicant for forwarding to us. | |
|  | |
|  | |
| **Name of Referee** | |
|  | |
| **Position** | |
|  | |
| **Name of institution/company and address** | |
|  | |
| **Telephone** | |
|  | |
| **Email** | |
|  | |
| **How long and in what capacity have you known the applicant?** | |
|  | |
| **Commentary on the applicant’s suitability for admission to the programme** | |
| Please provide comments on the academic suitability and, if relevant, research ability of the applicant. | |
| You may wish to comment on the applicant’s prior academic achievements, their motivation and commitment to the programme they have chosen, academic writing skills and (if the applicant is not a native speaker of English) their English language ability. | |
| If you prefer, you may attach a separate report on your institution’s letterhead. | |
|  | |
|  | |
| **Referee’s signature** | **Date** |
|  | |
| If applicable, please use institution/company official stamp | |
|  | |
| Thank you for your time and co-operation in completing this reference form. | |
|  | |
|  | |
| **Please return the completed form to:** | |
| John Howard, Research Office Administrator, Graduate School, Dwyer Building Room DW120,  Birmingham Newman University, Genners Lane, Bartley Green, Birmingham B32 3NT | |
| T: 00 44 (0)121 387 4546; E: john.howard@staff.newman.ac.uk. | |

|  |  |  |
| --- | --- | --- |
| ***Guidance Notes*** | | |
|  |  |  |
| **A** | **Completing the application form** | |
|  |  |  |
|  | **Section 1:** | **Your personal details** |
|  |  | **Address, email address and telephone numbers** |
|  |  | Please let the University know immediately if these change. |
|  |  | **Disability/special requirements** |
|  |  | If you have any physical or other disability or medical condition including any which might necessitate special arrangements or facilities, please attach a supplementary sheet giving details. This will help us to determine the support we would need to provide. |
|  |  |  |
|  | **Section 2:** | **Your proposed research** |
|  |  | You may start your studies in October, February or June. The official start date will be confirmed to successful applicants in the formal offer letter. |
|  |  | Your summary of the topic of your research will be treated as the provisional title of your thesis. However, you will be able to amend it later! |
|  |  |  |
|  | **Section 4:** | **Your qualifications** |
|  |  | Please include copies of your academic transcripts, and degree/professional certificates, with your application, if available.  **Doctor of Philosophy (PhD)**  The requirements for admission to a programme of study leading to the award of an PhD are that an applicant should normally:  [a] possess EITHER a Masters degree from a recognised UK Higher Education Institution  OR hold an equivalent non-UK qualification if applying from another country and satisfy the English Language requirements stipulated by the University. In exceptional circumstances applicants with a Bachelors Degree at 2.1 Honours standard or above and with relevant additional paid or unpaid research experience may be considered.  [b] successfully undertake a research degree interview as part of the application process.    **Master of Philosophy (MPhil)**  The requirements for admission to a programme of study leading to the award of an MPhil are that an applicant should:  [a] possess EITHER a Bachelors Degree at 2.1 Honours standard or above from a recognised UK Higher Education Institution  OR hold an equivalent non-UK qualification if applying from another country and satisfy the English Language requirements stipulated by the University.  [b] successfully undertake a research degree interview as part of the application process. |
|  |  | Please note that equivalency of qualifications is judged by Birmingham Newman University, and all decisions are final. |
|  |  |  |
|  | **Section 5:** | **Your proficiency in the English Language** |
|  |  | This section is for applicants whose first language is not English. As all tuition is in English, such students must possess a suitable English Language qualification or provide other evidence that they will therefore be able to pursue the proposed research. |
|  |  | Enter in this section details of your English proficiency, or give details of your English qualifications, including grade or class, awarding body and date awarded or expected. |
|  |  | Suitable English Language qualifications include: |
|  |  | A pass in English Language (Ordinary level) in a GCE examination, conducted by a UK examining board |
|  |  | A pass in the DUMB test for overseas students or the equivalent examination set by other examining bodies |
|  |  | A good score (6.5) in the British Council/Cambridge English Language Testing Service (IELTS) Test |
|  |  | A good score (at least 560) in the Test of English as a Foreign Language (TOEFL). |
|  |  | Certain areas require a higher level of linguistic competence than IELTS 6.5 or TOEFL 560 or internet-based test at 83 or above. |
|  |  | Students who possess a degree or an approved equivalent qualification from an institution in which teaching is normally in English will also satisfy the English Language requirement. |
|  |  |  |
|  | **Section 6:** | **Your proposed funding arrangements** |
|  |  | It will be your responsibility to provide the Student Finance team with documentary evidence of how studies are to be funded, if by a third party. Failure to do this will result in the applicant being invoiced for their tuition fees. |
|  |  |  |
|  | **Section 9:** | **Your referees** |
|  |  | You should pass the reference forms to your two referees and ask them to return the reference to the person listed on the first page of this form. Alternatively, references may be put into an envelope, which must be sealed by the referee, and then enclosed with the application. No offer of a place will be made to an applicant without supporting references. |
|  |  |  |
| **B** | **After the application form is submitted** | |
|  |  |  |
|  | **Acknowledgement** | |
|  |  | You will receive an acknowledgement of the receipt of your application as soon as possible, together with an indication of the person you should contact in the event of any queries. |
|  |  |  |
|  | **Interviews** | |
|  |  | Applicants are normally interviewed before a decision is made to invite a candidate to submit a full application and proposal. Birmingham Newman University reserves the right to reject an application after the interview if the applicant’s qualifications do not reach the University’s standard criteria, the application form has not been fully completed, the submitted proposal is below the required standard or if the applicant wishes to undertake research into a topic for which the University is not currently able to provide supervision. |
|  |  |  |
|  | **Notification of the decision** | |
|  |  | An offer of a place will be made in writing to successful applicants as soon as possible, and normally within six weeks of the receipt of the completed application. Any decision is dependent upon subsequent agreement and approval by Liverpool Hope University. Please note that the application process is complex and can sometimes be lengthy. Your patience is appreciated. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **If you have any queries regarding the completion of this form or the application process,  please contact:  John Howard, Research Office Administrator, Graduate School,  Dwyer Building Room DW120, Birmingham Newman University, Genners Lane, Bartley Green,  Birmingham B32 3NT.** | | |
| **Telephone: 00 44 (0)121 387 4546; Email: john.howard@staff.newman.ac.uk** | | |