

Notes for this application form.

You must read and accept the University of East London's **Terms of Admission** located on the UEL website at www.uel.ac.uk/essguide/part2/section_k.htm and by applying you will be declaring that you have done so.

Please note that possession of the entry requirements does not in itself guarantee a place. For Professional and Practitioner Doctorates, please consult the relevant programme specification before making an application. For all other research degrees, you may find it helpful to contact the relevant School before submitting your application. The general entry requirements for Postgraduate Research Degrees are set out in Part 9 of the Manual of General Regulations located on the University of East London website. Enter the following link into a web browser: www.uel.ac.uk/qa/manual/documents/PART9-ResearchDegrees.pdf

If you have any problems please email gradschool@uel.ac.uk or phone **The Graduate School** on +44 (0) 208 223 2976.

Please ensure you enclose the following with your application form:

- A research proposal, if applicable (see Section 8 of this form)
- True and certified copies of transcripts or certificates as proof of relevant qualifications
- Proof of your English Language ability, if applicable (see Section 6 of this form)
- References from your two nominated individuals (see Section 12 of this form)

N.B. If you do not or can not include any of the above documents with your application, you will be asked for them at a later date and your application may be delayed. Please do not send any further documentation once you have submitted your application unless requested to do so.

1. Programme applied for

Please enter the programme you wish to study as follows:

- **Enter the research degree for which you are applying (e.g. MPhil, Professional Doctorate)**
- **Programme Title:** Enter the title of the programme you wish to study or your area of research
- **Mode of study – Full time or Part time:** State whether you want to study full or part time
- **Academic Year and Month:** State what year and month you want to start your studies

Please note that International Students can only apply for full-time programmes.

Please tick the research degree you wish to apply for by double-clicking on the box and selecting "CHECKED" in the default value option:

- | | |
|---|--------------------------|
| MPhil | <input type="checkbox"/> |
| MPhil with possibility of upgrade to PhD | <input type="checkbox"/> |
| Direct entry PhD | <input type="checkbox"/> |
| Professional Doctorate (insert title below) | <input type="checkbox"/> |
| Practitioner Doctorate (insert title below) | <input type="checkbox"/> |
| MPhil by Publication | <input type="checkbox"/> |
| PhD by Publication | <input type="checkbox"/> |
| Higher Doctorate (insert title below) | <input type="checkbox"/> |

| | |
|---|----------------------------|
| Mode of study required – Full time or Part time | Academic Year and Month |
|---|----------------------------|

| | |
|--|--|
| | |
|--|--|

Programme Title or Title of Proposed Research (for MPhil, PhD or Higher Doctorate)

Please tick if you anticipate needing ATAS (Academic Technology Approval Scheme) clearance for your programme of study (double-click on the box and select "CHECKED" in the default value option):

Further details are located on the Foreign and Commonwealth Office's website. Enter the link below link into a web browser to go to the website.

www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1186674480243

2. Personal Details

Please enter your personal details as follows:

- **Surname/Family Name:** Enter your Surname or Family name in **BLOCK CAPITALS**
- **First/Given Name:** Enter your First or Given name in **BLOCK CAPITALS**
- **Title:** Enter your title (e.g. Mr, Mrs, Miss, Ms etc.)
- **Preferred Name:** Enter the first or given name that you prefer to be called by
- **Previous Surname, if changed:** Enter any previous surname you have had in the past, for example if you have been married
- **Date of Birth:** Enter your date of birth (e.g. 14/01/80)
- **Gender:** Enter your gender M for Male or F for Female
- **Country of Birth:** Enter the country in which you were born
- **Country of Domicile:** Enter the country in which you currently live. Applicants who currently live in the United Kingdom should enter either: England, Northern Ireland, Scotland, Wales, Channel Islands or the Isle of Man
- **Nationality:** Enter your nationality

Surname/Family Name (BLOCK CAPITALS)

First/Given Name (BLOCK CAPITALS)

Title (e.g. Mr Mrs Miss Ms Dr, etc.)

Preferred name

Previous Surname, if changed

Date of Birth (DD/MM/YY)

Gender (M for Male or F for Female)

Country of Birth

Country of Domicile (i.e. the country in which you currently reside)

Nationality - as it appears on your Passport

If you are currently living in UK/European Union (EU) or European Economic Area (EAA) and this is not your country of residence, please state the date of your first entry to the UK/EU/EAA

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Have you been living in the UK/EU/EAA continuously since this date Yes No

What was your main purpose for coming to the UK/EU/EAA?

Did you require a student visa for entry to the UK? Yes No

Will you require a student visa for study in the UK? Yes No

3. Permanent Address

Please enter your permanent address details as follows:

- **Address:** Enter your full postal address that we would be able to contact you at in **BLOCK CAPITALS**
- **Telephone Number:** Enter your telephone number including international and national codes as appropriate
- **Email address:** Please ensure you regularly check this email address, as much of our correspondence will be sent electronically

Address Line 1 (BLOCK CAPITALS)

Address Line 2

Town

County

Postcode

Country

Telephone Number

(including international and national codes as appropriate)

Alternative Telephone Number (if different)

Email Address

3b. Correspondence Address

Please enter your correspondence address details as follows:

- **Address:** Enter your full postal address that we would be able to contact you at in **BLOCK CAPITAL**
- **Telephone Number:** Enter your telephone number including international and national codes as appropriate
- **Email address:** Please ensure you regularly check this email address, as much of our correspondence will be sent electronically

Address Line 1 (BLOCK CAPITALS)

Address Line 2

Town

County

Postcode

Country

Telephone Number

(including international and national codes as appropriate)

Alternative Telephone Number (if different)

4. Education / Qualifications

Please enter in chronological order (most recent first) details of educational institutions attended.

For each educational institution, enter the examinations or assessments taken for which the results are known, Please begin each separate examination's details on a separate line as shown:

- **School, College or University:** Enter the School, College or University that you attended
- **From (Month/Year):** Enter the month and year you started at the School, College or University
- **To (Month/Year):** Enter the month and year you finished at the School, College or University
- **Examinations or assessments taken for which results are known (including those failed):** Enter any qualifications for which you have received the results, giving the subject studied, level of examination, date of result or award, the result/grade obtained, the mode of study (full-time, part-time or distance learning) and indicate in which language the examination or assessment was taken if not English using the format given in following examples

Please Note: Grades should be provided as they are recorded on certificates example, 2:2, GPA (e.g. 2.90 GPA), a percentage qualification, or a verbal result such as "Mention très bien".

School, College or University No.1

School, College or University attended

From (Month/Year)

To (Month/Year)

Examinations or assessments taken for which results are known (including those failed)

(example: History / BSc / June 2004 / 2:2 / Full time)

School, College or University No.2

School, College or University attended

From (Month/Year)

To (Month/Year)

School, College or University No.3

School, College or University attended

From (Month/Year)

To (Month/Year)

Examinations or assessments taken for which results are known (including those failed)

(example: History / BSc / June 2004 / 2:2 / Full time)

5. Qualifications not yet completed or certificated

Please enter details of examinations or assessments to be completed, or for which the results are not yet published, as follows:

- **School, College or University:** Enter the School, College or University where the study has taken place or is taking place
- **Date exam(s) set or scheduled:** Enter the dates when the examinations were sat or are scheduled to be taking place
- **Date result(s) published:** Enter the dates when the results are expected to be published
- **Subject(s) and level of examination(s):** List the subjects studied, level of examination, mode of study and in which language the examination or assessment was taken if not English.

Examination (s) No.1

School, College or University

Date exam(s) set or scheduled (Month/Year)

Date result(s) published (Month/Year)

Examinations or assessments for which results are not yet known
(subject / level / mode of attendance)

Examination (s) No.2

School, College or University

Date exam(s) set or scheduled (Month/Year)

Date result(s) published (Month/Year)

Examinations or assessments for which results are not yet known
(subject / level / mode of attendance)

Examination (s) No.3

School, College or University

Date exam(s) set or scheduled (Month/Year)

Date result(s) published (Month/Year)

Examinations or assessments for which results are not yet known
(subject / level / mode of attendance)

6. English Language Qualifications

Please provide details of any English Language qualifications (e.g. GCSE/GCE 'O' level/IELTS/TOEFL/WAEC) that you have completed or expect to complete. Please note you will be asked to provide evidence of these qualifications.

MPhil and PhD students are expected to have a verified English level of IELTS, or equivalent, 7.0 overall with a minimum of 6.5 in all components. Please contact the Graduate School for further information. You should provide evidence of your English level with this application.

International students should also indicate if the qualifications being entered into the **Education and qualifications** and **Qualifications not yet completed or certificated** sections of this application in English. Answer 'Yes' if they were. If not, those that were assessed in English should be indicated here.

Pre-sessional and In-sessional English courses are available to international students from our **English Language Centre**. For more information visit the **English Language Centre** located on the UEL website at www.uel.ac.uk/elc

| Qualification and awarding body | Results (all components) | Month MMM / Year YY completed / expected to complete |
|---------------------------------|--------------------------|--|
| | | |
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| | | |

7. Employment

Where you feel it is relevant to your application, please enter in chronological order (most recent first) details of employment as follows:

- **Name of employer:** Enter the name of the person or company you worked for
- **From (Month/Year):** Enter the date you started working for the person or company
- **To (Month/Year):** Enter the date you finished working for the person or company
- **Nature of your job:** Enter your job title and a brief explanation of your main responsibilities and duties

If you have no employment experience, enter '*not applicable*'

N.B. Applicants for Professional or Practitioner Doctorate programmes must provide details of their employment history.

Employer No.1

Name of Employer

From
(Month/Year)

To
(Month/Year)

Nature of your job

Employer No.2

Name of Employer

From
(Month/Year)

To
(Month/Year)

Nature of your job

Employer No.3

Name of Employer

From
(Month/Year)

To
(Month/Year)

Nature of your job

8. Research Proposal

Use this space to provide a research proposal of 1,000 to 1,500 words. Please see the following for guidance located on the UEL website at:

www.uel.ac.uk/gradschool/resources/doclibrary/documents/TheResearchProposal.doc

9. Availability for interview

It is University policy to interview prospective research degree students where possible, either in person or by telephone. As such, please say when you would not be available for interview, either by listing specific dates or using a phrase such as, for example, "At any time except Monday mornings"

Please state when you would **NOT** be available for interview:

10. Criminal Conviction

We need to know about criminal convictions in two situations:

1. In circumstances where that information may help us to reduce the risk of harm or injury to our students and staff:

A relevant criminal conviction in this context is one for offences against the person, whether of a violent or sexual nature, or for offences that concern 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 do not have to be revealed.

If you do have a relevant criminal conviction that is not spent you must answer yes to this question.

Your application will still be considered if you answer yes, but we may ask for further information before making our decision.

If you are convicted of a relevant criminal offence after you have made your application, you must tell us and we may then ask you for further details.

2. Where it is a consideration because of the nature of the programme of study chosen.

Programmes involving work with children or vulnerable adults, or in teaching, health, social work or veterinary subjects are exempt from the Rehabilitation of Offenders Act 1974. This means that any criminal convictions including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders, must be declared and are never spent for this purpose.

If you are applying for such a programme, we will require you to agree to a criminal record check. An 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service may also be necessary. This allows the information to be made available to the university if the criminal record check identifies that you have had a conviction.

We will send you the relevant documents to fill in where appropriate.

If you are convicted of any criminal offence after you have made your application for a programme involving work with children or vulnerable adults, or in teaching, health, social work or veterinary subjects, you must tell us and we may then ask you for further details.

Do you have a relevant criminal conviction?

(Please answer Yes or No)

11. Fee Sponsorship

If you are being, or are likely to be, financially sponsored please give the name, full postal address, telephone number (including any international code) and email address of the sponsoring organisation. Please be aware that these details will be subject to verification.

Name

Address of sponsor

Telephone number of sponsor

Email address

12. Referees

Please provide details of two referees, at least one of whom must be academic and the other either academic or professional. If you are enclosing references with your application, please ensure they are signed and either on headed paper or accompanied by the relevant institutional stamp. Please note that selectors may request further information from your nominated referees.

Contact details, including email addresses, should be those related to the capacity in which the individual is providing your reference (e.g. the address should be that of a university), NOT personal contact details.

Please fill in the name, address and contact details for each referee in the boxes below.

First Referee

Name

Address and name of institution/employer

Telephone number

Email Address

Second Referee

Name

Address and name of institution/employer

Telephone number

Email Address

13. Additional Needs

Additional needs include any disabilities or special educational needs that you may have. These include dyslexia, blindness or partially sighted, deafness or hard of hearing, mobility difficulties (i.e. are you a wheelchair user?), Autistic Spectrum Disorder or Asperger Syndrome, mental health difficulties, diabetes, epilepsy or a heart condition etc. If you have no disability please enter 'NONE'

Do you have any disabilities or special educational needs?

Please give further details of any disability or special needs

14. Data Protection

Please read the statement that accompanies the question below. We are seeking permission to use your applicant data to send you further information about our programmes and services. Please select "I Agree" or "I Do Not Agree" to let us know what we should do. Applicant data is covered by our **Data Protection Policy** located on the UEL website at www.uel.ac.uk/essguide/part2/section_m.htm and is stored for a limited period. This only applies to the supply of additional information and does not apply to communications or materials that relate directly to this application's progression, where it is necessary that we contact you.

We would like to use the data that you have supplied to us in this application to help us provide you with information about other opportunities for study, activities and events that we feel may be of interest to you. We will only use it for the University of East London's own purposes, to inform you about its products and services, in accordance with our **Data Protection Policy** located on the UEL website at www.uel.ac.uk/essguide/part2/section_m.htm and will not pass it to any third party, except where reputable contractors are used by the University to assist with particular marketing projects.

Under the terms of the 1998 Data Protection Act you have the right to object to the use of your data for such purposes. Please indicate if you agree to us sending you marketing materials, or contacting you for any purpose other than the processing of this application, or not, by entering "I Agree" or "I Do Not Agree" below:

You may use my data in this way
(I Agree/I Do Not Agree)

Please also note that under the terms of the 1998 Data Protection Act you may withdraw your consent to us using your data in this way at any future point. If you would like us to keep you informed at present, but change your mind later please email marketing@uel.ac.uk asking for your record to be amended accordingly.

15. Declarations

Please read the declarations and show that you agree to them by entering your signature in the box below.

Please check all of your responses carefully. When you send this form you will be making the following declarations:

- I confirm that the information input into this form is accurate.
- I agree to abide by the UEL **Terms of Admission** located on the UEL website at www.uel.ac.uk/essguide/part2/section_k.htm
- I have read the **Programme Specification** for this programme and/or consulted the Graduate School or relevant School and understand what I am applying for.
- I understand and accept my options and obligations under UEL's **Fees Policy** located on the UEL website at www.uel.ac.uk/essguide/part2/section_l.htm
- I understand that the information referred to in sections 2, 3 and 4 above may be updated from time to time and that I should satisfy myself of the current terms when accepting any offer made. (Updated fee information will usually be supplied to international applicants with offers.)

I agree to these declarations (Signature)

Date

You will be asked to supply proof of the information submitted, or to otherwise confirm the details of this application, in person, at a later date. This will include providing proof of identity.

Please return this form to the Graduate School. You can send this form as an email attachment, or you can print out and send it by surface mail or fax.

Graduate School

Email: gradschool@uel.ac.uk

Tel: +44 (0)20 8223 2976

Fax: +44 (0)20 8223 2826

Address:
The Graduate School,
University of East London
Docklands Campus
University Way
London E16 2RD
England

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| | |
|--|--|
| School: | Candidate interviewed in person or by telephone/teleconference (please delete as appropriate): If neither, please give reason: Names of selectors: 1. _____ 2. _____ 3. _____ |
| Decision (please tick by double-clicking on the box and selecting "CHECKED" in the default value option): U (nconditional Offer) <input type="checkbox"/> C (onditional Offer) <input type="checkbox"/> R (ejected) <input type="checkbox"/> If C , state conditions*: If R , give reason(s): * Please note that conditions apply only to the stated entry criteria | |
| Field of research/title of programme: As far as you are aware, will the applicant require ATAS clearance? YES NO | Proposed supervisory team: 1. Director of Studies Name and title: Tel: Email: 2. Second Supervisor Name and title: Tel: Email: 3. Third Supervisor Name and title: Tel: Email: |
| If bench fees are to be levied and have been agreed by Financial Services, please state amount and whether termly or annual: £ _____ | |
| Mode of attendance: FT PT | |
| Proposed date of enrolment | Signature of Dean of School or nominee (e.g. Research Leader) _____ Date _____ Print name _____ |

Checklist for Schools

Please ensure the following are enclosed before sending to The Graduate School:

- The completed application form
- A research proposal
- 2 references
- True and certified copies of transcripts or certificates of relevant qualifications translated into English
- Proof of English language ability (where applicable)