

POSTGRADUATE RESEARCH PROGRAMMES APPLICATION Notes for Applicants

Please read the following notes carefully before completing the application form, and check that all questions have been answered, before returning the form by email to PGR@uws.ac.uk.

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Section 1 Personal details

Check that you have completed all sections clearly.

Section 2 Fee Assessment

Complete this section if you are an overseas student from outside the European Economic Area).

Section 3 Study Details

School applied to (Engineering and Science, Social Sciences etc)

Programme: Applicants may apply for admission to undertake research leading to one of the following higher degrees:

	<i>Higher Degree</i>	<i>Mode</i>	<i>Duration in Months</i>	
			<i>Min</i>	<i>Max</i>
(i)	the degree of MPhil only	full-time	18	48
		part-time/distance	30	48
(ii)	MPhil/PhD - the degree of MPhil, with probability of transfer to PhD	full-time	33	72
		part-time/distance	45	72
(iii)	the degree of PhD direct	full-time	24	72
		part-time/distance	36	72

It is important that you indicate your preference in the space provided on page 1 of the Application Form. Please note, however, that you will be registered at the level deemed most appropriate in the light of your previous qualifications and experience, in compliance with the University's Research Degree Regulations. The details of your research programme will be confirmed by your Director of Studies within 3 months of your enrolment, to allow you time to develop your proposed topic, in consultation with academic staff.

Mode of Study: Indicate whether you are seeking full-time or part-time attendance or "distance supervision" (see note, below). Provision of this information will avoid delays in processing your application. It is also important that you inform us if you have previously attended the University, or are currently a member of staff.

Distance Supervision Arrangements

If you are applying to undertake a University of the West of Scotland supervised programme of research externally (ie at a distance) you should note that current University Regulations require that you:

- (i) normally, spend a minimum of 6 consecutive weeks per year working on the project at the University
- (ii) submit the final thesis in English
- (iii) attend for final oral examination at the University

Section 3 Referees

The University will require two references when considering your application. It is important that you send the enclosed Referee Forms to two individuals who can testify to your academic ability or relevant experience, with instructions that they complete and return these to Innovation & Research Office, University of the West of Scotland, without delay. One referee should be your current (or most recent) Head of Department or employer.

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Section 5, 6, 7 Previous Qualifications, Employment History & Membership of Professional Bodies

Applicants for a higher degree will normally be expected to be the holder of a first or second class honours degree of a university in the United Kingdom or of the former Council for National Academic Awards (CNAA), or of an equivalent qualification. You are asked to provide full details of your previous academic and professional qualifications and employment history. A single A4 continuation sheet may be appended, if required.

Section 8 English Language Proficiency (Overseas Students)

The enclosed leaflet details minimum English language requirements recognised by the University for overseas students seeking admission to the University. Please attach current documentary evidence of your attainment in this area.

Section 9 Criminal Convictions

The University asks you to say on the application form whether you have any criminal convictions. This is to help them look after their students.

You must tick the 'Yes' box if you have any convictions, not including:

- a motoring offence that you received a fine or three penalty points for; or
- a spent sentence (as defined by the Rehabilitation of Offenders Act 1974), except for certain courses (see below).

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

If you tick the 'Yes' box, the University will ask you to send them more details.

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 service, 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.

You should be aware that for certain courses, particularly in teaching, health, social work and other courses involving work with children, you must tell us about any criminal conviction, including spent sentences and cautions. Please contact the University to ascertain whether this applies.

If you do not tick either the 'Yes' or 'No' box, we will not process your form. We will contact you to get the information, but this will delay your application.

If you are convicted of a criminal offence after you have applied, you must tell the University. You may then be asked for more details.

If you are in prison

If you are serving a prison sentence, you must tick the 'Yes' box. You must also give the prison address as your postal address on page 1 of the form, and a senior prison officer must support your application.

Section 10 Disability/Special Needs

You are asked to inform us of any disability or special needs which might require the provision of special facilities or have implications for health and safety issues in laboratories, workshops etc. *The University Guide on the Special Needs Service* is available at www.uws.ac.uk/specialneeds

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Section 12 Financial Support

Please list all sources to which application for financial support has been made, and indicate any responses received. Students from overseas and other externally-sponsored students are required to provide details of their financial guarantor, and to append a letter confirming their source of funding support. Fee and living costs are quoted in the accompanying printout.

Section 13 Residence

It is important that you enter a tick in one of the three boxes in this section. The term "ordinary resident of the UK/EU" applies if you have been resident in the UK for a minimum of three years prior to the academic year in which you start your course, for purposes other than full-time education. You will be required to provide evidence of your residential status.

Section 14 Research Experience

Please give details of your previous research activity and/or publications (if any). A single A4 sheet may be appended if required.

Section 15 Enclosures & Signature

Please check that you have completed all sections of the form and enclosed all necessary documentation, before signing the declaration. Copies of the documents or certified translations should be enclosed with the application form. Original documents must be produced before the application process can be completed.

INSERT - PAGE 4 - Proposed Area of Research

On the separate sheet provided, please enter your name clearly in BLOCK CAPITALS and the specific studentship for which you are applying (if applicable). Then outline - in no more than 500 words - your preferred area of study, and any proposals you wish to put forward for a research project. You may wish to indicate the general discipline and methodology which you would be interested in exploring, or to give a more detailed outline proposal, with reference to relevant research literature and information sources. The research programme will be subject to further discussion with academic staff. Please indicate whether or not you have already discussed your proposal with the appropriate school.

Acknowledgement

Your application form will be acknowledged and passed to the appropriate academic school for consideration. The University generally aims to respond to all applications within one month of receipt. However please note that this is not normally possible for higher degrees by research. If you have not received a response to your application within 6 weeks, please contact the Innovation & Research Office in the first instance (tel: 0141 848 3919).

Checklist of Contents

Application Form including Proposed Area of Research (pages 1-4)
Confidential Statement by Referee Form x 2 (1 x on web)
English Language Proficiency (Overseas Students)
Fee Schedule
Postgraduate Prospectus (see web)