**CONFIDENTIAL**

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| **LEEDS BECKETT UNIVERSITY**  ***APPLICATION FOR ADMISSION TO A RESEARCH AWARD*** |

***This form should be completed electronically – we cannot accept handwritten applications***

**SECTION 1: PERSONAL DETAILS**

|  |  |
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| **TITLE:** Mr/ Mrs/Ms/Miss (other please specify) |  |
| **SURNAME:** | **FIRST NAME(S):** |
| **CONTACT ADDRESS:** | |
|  | |
| **TELEPHONE NUMBER**  **HOME:**  **MOBILE:** | **EMAIL:** |
| **HOME ADDRESS (If different from above):** |  |
|  | **DATE OF BIRTH:** |
| **NATIONALITY:** | **PASSPORT NUMBER:** |
| **ARE YOU A MEMBER OF STAFF OF THIS UNIVERSITY?: YES NO** | |

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| **MALE** |  | **FEMALE** |  |

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| **20-29** |  | **30-39** |  |
| **40-49** |  | **50-59** |  |
| **Over 60** |  |  |  |

**COURSE DETAILS**

**WHICH RESEARCH AWARD DO YOU WISH TO APPLY FOR? (Tick one box)**

|  |  |  |  |
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| **MASTER OF PHILOSOPHY (MPhil)**  **Duration:** Full-time 3 years, part-time 4 years  *This includes the final year on writing-up, if applicable.* |  | **MASTERS BY RESEARCH (MRes)**  **Duration:** Full-time 1 year, part-time 2 years |  |
| **PROFESSIONAL RESEARCH DOCTORATE**  **(DProf, EdD, Deng, DBA)**  **Duration:** Part-time option only -5 years  *This includes the final year on writing-up, if applicable.* |  | **DOCTOR OF PHILOSOPHY (PhD)**  **Duration**: Full-time 4 years, part-time 6 years  *This includes the final year on writing up, if applicable*. |  |

**MODE OF STUDY (Tick one box)**

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL-TIME**  Minimum commitment of 37 hours of study per week. This may vary at different times during your programme of study. |  | **PART-TIME**  Minimum commitment of 12 hours of study per week. This may vary at different times during your programme of study. |  |

**WHEN DO YOU WISH TO START YOUR RESEARCH AWARD? (Please note the deadlines for applications)**

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| **OCTOBER** | **FEBRUARY** |
| Deadline for applications end of **MAY** | Deadline for applications end of **SEPTEMBER** |

**Non-EU applicants wanting to study in the UK can only be considered for a full-time programme due to Tier 4 visa restrictions.**

**WHERE ARE YOU STUDYING?**

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| **IN THE UK:** |  | **IN MY COUNTRY (FEBRUARY INTAKE ONLY)**  Please note that ‘offshore’ applications will only be considered if the following are satisfied:  1. *A letter from your employer confirming you will be released for the required 8-week period and confirmation of the dates*.  2. *A letter from a local education institution confirming you will be able to use their facilities during your period of study.* |  |

**If you have contacted a member of staff in relation to your application, please state who**

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| **NAME** | **POSITION** |

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| **ARE YOU APPLYING THROUGH AN AGENT?**   |  |  |  |  | | --- | --- | --- | --- | | **YES** |  | **NO** |  |   **IF YES, PLEASE PROVIDE THE AGENT’S DETAILS,**   |  | | --- | | **NAME OF AGENT:** | | **ADDRESS:** | | **TELEPHONE:** | | **EMAIL:** |   **FEE STATUS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **I AM A PERMANENT RESIDENT IN (Please tick)** | |  |  |  | | --- | --- | --- | | **UK** | **EU** | **OUTSIDE UK/EU** | | | **COUNTRY OF BIRTH** |  | | **NATIONALITY** |  | | **COUNTRY OF RESIDENCE** |  | | **DO YOU REQUIRE A STUDENT VISA TO STUDY IN THE UK?** | |  |  | | --- | --- | | **YES** | **NO** | | | **HAVE YOU PREVIOUSLY HELD A TIER 4 STUDENT VISA FOR STUDY IN THE UK?** | |  |  | | --- | --- | | **YES** | **NO** | | | **DATE OF FIRST ENTRY TO THE UK:** |  | | **DATE OF MOST RECENT ENTRY TO THE UK:** |  | |

**PAYMENT (Please indicate how you intend to finance your studies)**

|  |  |
| --- | --- |
| **I AM PAYING MY OWN FEES AND LIVING COSTS** |  |
| **MY EMPLOYER IS PAYING MY FEES (please confirm your employer’s details)** |  |
| **I AM SPONSORED (please confirm your sponsor’s details )** |  |

**SECTION 2: PREVIOUS STUDY AND QUALIFICATIONS**

**QUALIFICATIONS**You will normally be expected to have a good first degree (minimum 2:1 classification) or masters degree. For professional doctorates, you should also have relevant professional experience (3 years’ practical experience in a relevant field).

Please include information on ALL your qualifications. **If you have more than one undergraduate, masters or PhD degree, you must provide us with this information. (Please also include information on any qualifications you may not have completed.)**

**Undergraduate degree Masters degree PhD (if already started)**

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| Name of university **and** country |  | | | |  | | | |  | | | |
| Mode of attendance  **(please tick the relevant box)** | Full-time | | Part-time | | Full-time | | Part-time | | Full-time | | Part-time | |
| Month and year in which your course started and finished (or will finish) | Start date  mm yy | | End date  mm yy | | Start date  mm yy | | End date  mm yy | | Start date  mm yy | | End date  mm yy | |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Who paid your fees? |  | | | |  | | | |  | | | |
| Subject of study |  | | | |  | | | |  | | | |
| Qualification type  (for example, BA, MA, PhD). For non-UK degrees, please give the typeof the degree in the **language as it appears on the certificate** |  | | | |  | | | |  | | | |
| Degree results or expected class/grade |  | | | |  | | | |  | | | |
| Visa / type  (international students only) |  | | | |  | | | |  | | | |
| **Other visa information, if applicable. (Please ensure all visas are submitted with your application)** | | | | | | | | | | | | |
| If you have gaps in your immigration history which you have not been able to outline above, please detail this below giving as much information as possible, eg post-study work visa/dependent visa etc. | | | | | | | | | | | | |
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**All candidates must attach a transcript of degree results and certificate for all relevant qualifications**

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| Please tick to confirm that you have included certified copies of the qualifications detailed above. |  |

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| **Non-standard Entry Qualifications** | |
| If you do not hold an undergraduate or postgraduate qualification then please state the experience and knowledge you have gained which you feel is relevant to your application and which demonstrates your ability to carry out the research to the level required for the award you are applying for. | |
|  | |
| Please tick to confirm that you have included evidence to support the experience detailed above. |  |

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| **Professional doctorate awards only:** | |
| Please give details of appropriate professional experience.(This is normally understood to be at least 3 years’ practical experience in the relevant field of enquiry). Please also include a CV. | |
|  | |
| Please tick to confirm that you have included evidence to support the experience detailed above. |  |

**FOR INTERNATIONAL STUDENTS ONLY - ENGLISH LANGUAGE QUALIFICATIONS**

The minimum entry requirements are as follows:

1. Minimum overall IELTS score of 7.0, with no individual score below 6.5, or an equivalent TOEFL iBT or Pearson PTEis required for all Leeds Beckett University research degrees.

|  |
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| Please enter the English language qualification you have achieved, eg IELTS. (A copy of your certificate is required.) |

**EMPLOYMENT HISTORY (Please cover the last 10 years)**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Address:** |  |
| **Job Title:** |  |
| **Start date:** |  |

**OTHER RELEVANT PREVIOUS EMPLOYMENT DETAILS**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Address:** |  |
| **Job Title:** |  |
| **Start date/end date:** |  |

**SECTION 3: RESEARCH PROPOSAL IN SUPPORT OF YOUR APPLICATION**

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| **Please provide an outline of the research to be undertaken using the headings below as a guide. Using Arial 12-point font size, this** should be fourA4 pages in length and include a bibliography. Please use the Harvard style for your references.  Your proposal should include:   1. Working title. 2. Research context: A brief overview of the general area of study and current state of knowledge. 3. Research questions: The central aims and questions that will guide your research and the approach you plan. 4. Research methods: The methods you plan to use and how you will analyse your findings. 5. Significance of your research: An explanation of the importance and originality of your research. 6. Scale and scope of the proposed research: In terms of delivery within the appropriate time frames of the award. 7. Bibliography: A summary of the most relevant works for your topic. |

**SECTION 4: OTHER QUESTIONS**

**CRIMINAL CONVICTIONS**

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| --- | --- | --- | --- | --- |
| Please note that the university operates in accordance with legislation concerned with the rehabilitation of offenders and often having a criminal record is not a bar to entry. However, we do need to ensure that all declarations of criminal records are properly investigated in order to discharge our duty of care to other members of the university community. Please do not give details here; if you declare an unspent criminal conviction you will be contacted separately. | | | | |
| Do you have any criminal convictions that are not spent | Yes |  | No |  |

**SECTION 5: EDUCATIONAL REFERENCES**

**REFEREES**

**Please give the details of two referees:**

|  |  |
| --- | --- |
| **Full Name:** | **Full Name:** |
| **Position:** | **Position:** |
| **Institution:** | **Institution:** |
| **Address:** | **Address:** |
|  |  |
|  |  |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |

**DISABILITY INFORMATION**

**Leeds Beckett University is fully committed to equal opportunities for all students. In order that we can provide appropriate support for disabled students, it is important any additional needs are outlined at the time of application.**

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| --- | --- |
| **Please enter in the box the code from the list that is most appropriate to you.** |  |

1. **No disability or medical condition**
2. **Two or more impairments**
3. **Learning difficulties, eg dyslexia**
4. **Autistic Spectrum or Asperger Syndromes**
5. **Long-standing illness**
6. **Mental health condition**
7. **Physical impairment**
8. **Deaf/hearing impairment**
9. **Blind/visual impairment**
10. **Disability not listed above**

|  |
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| **If you have any special requirements, please give details of the support you may require.** |

**ETHNICITY**

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| **Please tick the description below which most closely matches your ethnic origin.** |

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| --- | --- | --- | --- |
| **White** |  | **Other Asian background** |  |
| **Gypsy or traveller** |  | **Mixed – White/Black Caribbean** |  |
| **Black/Black British - Caribbean** |  | **Mixed – White/Black African** |  |
| **Black/Black British - African** |  | **Mixed White/Asian** |  |
| **Other Black background** |  | **Other mixed background** |  |
| **Asian/Asian British - Indian** | |  | **Arab** |  |
| **Asian/Asian British - Pakistan** | |  | **Other ethnic background** |  |
| **Asian/Asian British - Bangladeshi** | |  | **Not known** |  |
| **Chinese** | |  | **Information refused** |  |

**MARKETING**

**Please tell us how you heard about Leeds Beckett University**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Telephone call** |  | **Internet** |  | **Personal contact** |  |
| **Prospectus** |  | **Leeds Beckett brochure** |  | **Alumni** |  |
| **Friends** |  | **Newspaper** |  | **Undergraduate directory** |  |
| **Prospects directory** |  | **British Council** |  | **Recruitment fair** |  |
| **Other** |  |

**APPLICANT DECLARATION**

The university has a statutory duty to comply with the General Data Protection Regulation (GDPR) and any subsequent update to GDPR and the Data Protection Act 2018. The regulation provides safeguards to individuals about the collection, use, storage and retention of personal information by the university.

I agree that by signing below, I am giving the university permission to use my personal information for the purpose of processing my application. Including all of the University’s online systems, for which I will receive email notifications, and, if I am offered a place at the University which I then accept, will form part of my university student record.

**Please tick all boxes to confirm:**

I confirm that the information given on this form and in any accompanying documents is true, complete and accurate.

I have not omitted any information requested or other material information.

I accept that, should this prove not to be the case, the university reserves the right to cancel my application and I shall have no claim against in relation thereto.

I give consent to the processing of my data by Leeds Beckett University, the Higher Education Statistics Agency and any other organisation which has a statutory right to receive any of it.

I have supplied scanned copies of my certificates.

I have supplied proof that I meet the English language requirements (international students only).

I have supplied a research proposal.

|  |  |
| --- | --- |
| **Candidate’s name:** |  |
| **Candidate’s signature:** |  |
| **Date:** |  |

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO**

**The Graduate School –** [**Researchadmissions@leedsbeckett.ac.uk**](mailto:Researchadmissions@leedsbeckett.ac.uk)