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|  | **Research Unit****High Wycombe campus****Queen Alexandra Road****High Wycombe, Buckinghamshire****HP11 2JZ****Tel. No. 01494 522141** |
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| **Guidance Notes for Completion of Research Degrees Application Form** **RES1** |
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| ***Please read these guidance notes carefully:*** |
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| 1. | **General** |
|  | The application form should be completed in full using typescript or CAPITALS in black ink.Your education and career history should be continuous – you must provide explanations for any gaps.The form must be returned to the Research Unit at: ResearchUnit@bucks.ac.uk |
|  | **CV’s** |
|  | * Please **do not** submit a CV – we require information from all applicants in a consistent and uniform layout.
 |
| **3.** | **Reference Forms** |
|  | You would require two referees. If you are invited to interview, you will need to request that they send a reference to Buckinghamshire New University before the date of your interview. The forms would be sent to you by the Research Unit to forward to your referees.Neither of the referees should be a partner, family member or a potential supervisor.At least one of your referees must have direct knowledge of your academic work but only one can be from Buckinghamshire New University. |
| **4.** | **Transcript and Degree Certificates** |
|  | Please attach to this application form, a certified copy of your degree certificate(s) and transcripts of your higher education studies (official documents setting out details of subjects studied and grades obtained).You will be required to produce the original degree certificate(s), if invited for interview on campus. |
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| **5.** | **English Language Competence** |
|  | If English is not your first language and you do not have a degree from a UK institution, you will be required to demonstrate your competence through the attainment of a minimum IELTS score (or equivalent) of 6.5.Please attach to this application form a copy of your most recent English test score.You will be required to produce the original test score report at your interview.If you are invited for an interview you may asked to complete a written English test. |
| **6.** | **Interview** |
|  | * If you are invited for a formal interview you will normally be interviewed by a panel of three.
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| **7.** | **Change of Address** |
|  | If you change your address (or other contact details) after you have submitted your application please let us know. |
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| **8.** | **Criminal Convictions** |
|  | If you have any criminal convictions you may be asked to provide additional information about the nature of your convictions. Provision of this information will not affect the academic consideration of your application. |
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| **9.** | **Outcome of your Application** |
|  | You will be notified within 10 working days of the Admissions Panel meeting date as to whether or not we are able to progress your application. If you are invited for an interview, reference requests shall be sent to you for forwarding to your referees to complete. |
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| **10.** | **Visas (for non-EU applicants)** |
|  | Any UKVI requirements would need to be dealt with by our Compliance Administration Department further to a successful interview. A place would not be confirmed until clearance is obtained. |
| **11.** | **Start Date** |
|  | Possible start dates are: 1 October, 1 February and 1 May. |
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| **12.** | **Equal Opportunities Policy** |
|  | You have our promise that we will do everything to ensure you never receive less favourable treatment because of race, colour, nationality, sex, marital status, family responsibility, ethnic or national origins, sexual orientation, disability, trade union activity or political or religious beliefs. |
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| **13.** | **Data Protection** |  |  |  |  |
|  | The information which you give on your application form will be used to enable the University to:* consider your application
* compile statistics, provided that no information which would identify you will be published
* initiate your student record
 |
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| **14.** | **Ethnic origin** |
|  | The University is required by HESA (Higher Education Statistical Agency) to collect this information. Information on ethnicity will not affect the outcome of your application. Please insert the code which best describes you:10 White15 Gypsy or traveller21 Black or Black British - Caribbean22 Black or Black British - African20 Other Black background31 Asian or Asian British - Indian32 Asian or Asian British - Pakistani33 Asian or Asian British - Bangladeshi34 Asian or Asian British - Chinese39 Other Asian background41 Mixed – White and Black Caribbean42 Mixed – White and Black African43 Mixed – White and Asian49 Other mixed background50 Arab80 Other ethnic background98 Information refused |
|  |  |
| **15.** | Physical or other disabilities or medical conditions |
|  | Please enter in the box the code from the list of statements below which is most appropriate to you:0 You do not have a disability nor are you aware of any additional support requirements.1 You have dyslexia2 You have a sight impairment3 You have a hearing impairment4 You use a wheelchair or have mobility difficulties5 You need personal care / support6 You have mental health difficulties7 You have an unseen disability (eg diabetes, epilepsy, asthma)8 You have two or more of the above special needs.9 You have a disability not listed above.Describe your condition, where it is not obvious; indicate whether you have any special needs. |

Only complete applications received by the submission deadline will be considered for the following start date. **Deadline dates for application submissions are stated on the website** in **June, September and January.**

**A complete application comprises:**

* Completed application form (on the website);
* Research proposal (up to 2500 words);
* Copies of certificates of previous degree-level qualifications;
* Passport.

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|  | **Application Form RES1 –** **Research Degrees (MPhil or MPhil/PhD)****Research Unit****High Wycombe campus****Queen Alexandra Road****High Wycombe, Buckinghamshire****HP11 2JZ** **Tel. No. 01494 522141**  |
| **Complete in full electronically or print in black ink and then return to the Research Unit at:** **ResearchUnit@bucks.ac.uk** **Receipt of applications will not be acknowledged unless specifically requested** |
| **1. Personal Details. *This information is required to create an application record and is not used in the selection process.*** |
|  |  |  |  |  |  |  |
|  | **Surname/Family Name (*BLOCK CAPITALS*)** |  |       |  |
|  |  |  |  |  |  |  |  |  |
|  | **First Name(s)** |       |  | **Title** |       | *(Mr/Ms/Miss/Mrs etc)* |  |
|  |  |  |  |  |  |  |  |  |
|  | **Maiden / Previous Name** |       |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Day** | **Month** | **Year** |  |  | **Male** | **Female** |  |
|  | **Date of Birth** |    |       |      |  | **Are you** | [ ]  | [ ]  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Permanent Address** |  | **Correspondence Address *if different*** |  |
|  |  |  |       |  |
|  | **Postcode** |       |  | **Postcode** |       |  |
|  |  |  |  |  |  |  |  |  |
|  | **Telephone (Day)** |       |  | **Mobile** |       |  |
|  | **Telephone (Eve)** |       |  | **E-mail** |       |  |
|  |  |  |  |  |  |  |  |  |
|  | **Nationality** |       |  | **Country of Birth** |       |  |
|  | **Country of Permanent Residence** |       |  | **Dependants** |  | **Yes** | **[ ]**  | **No** | **[ ]**  |  |
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| **2. Academic History** |
|  |
|  | **Title of Qualification(s) taken/to be taken** | **Subject** | Full Name of Institution(s) Attended | **Degree Classification/ Grade/GPA if known** | **Year completed** |  |
|  |            |            |            |            |          |  |
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| **3. Work Experience/Relevant Experience** |
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|  | **Full Name of Employer** | **Nature of Work** | **From****Month & Year** | **To****Month & Year** |  |
|  | Current Post      |       |       |       |  |
|  | Other Posts      |       |       |       |  |
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| **4. English Language** |
|  |  |  |  | **If English is not your first language (*as in point 5 above*) please give a recent English test score and the date it was taken (*you will be required to attain a minimum IELTS score (or equivalent) of 6.5)*:** |  |
|  | **Was your first degree taught in English?** |  |  |  |
|  | **Yes** | [ ]  |  | **Score** | **Date** |  |
|  | **No** | [ ]  |  |       |       |  |
| ***If you have taken an IELTS, TOEFL or similar test in the past 24 months please attach a certified copy of your test score.*** |
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| **5. Proposed Programme of Study** |
|  | **Do you wish to study** | **Full-time** | [ ]  | **Part-time** | [ ]  |  | **When do you wish to commence your studies (please select month & enter year)** | 1 October1 February 1 May |  |
|  | **State Degree applied for: MPhil only or MPhil/PhD and Proposed Title of Research Project below:** |  |
|  |       |  |
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| **6. Additional Information** |
|  | **Please give details of any previous applications to BNU** |       |  |
|  | **How did you get to hear about the postgraduate programme?** |       |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Have you been in contact with any representative from BNU? If so please name that person:** |  |
|  | **Name** | **School** |  |
|  |       |       |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Please give any additional information in support of your application (including interests, activities, relevant experiences, prizes or scholarships, language & computer skills) and your reasons for wishing to undertake postgraduate research studies.** |  |
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| **7. Finance** |
|  | **Please give details of any scholarship/sponsorship applied for** |  |
|  |       |  |
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|  | **If you do not obtain funding:** | **Who will pay your fees?** |       |  |
|  |  | **How will you meet your living expenses?** |       |  |
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| **8. Referees** |  |
| Please give the names and addresses of the two referees ,whom we may contact. Your referees will be asked to provide a reference of your suitability as a postgraduate research student. Neither of the referees should be a partner or family member. At least one referee must provide an academic reference. |  |
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|  | Name |       |  | Name |       |  |
|  | Address |       |  | Address |       |  |
|  | Post code |       |  | Post code |       |  |
|  | Tel. No. |       |  | Tel. No. |       |  |
|  | Fax No. |       |  | Fax No. |       |  |
|  | Email Address |       |  | Email Address |       |  |
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| **9. Criminal Convictions** |
| You are required to state whether you have any criminal convictions, excluding spent sentences or motoring offences for which a fine and/or three penalty points were imposed: |  |
|  | Do you have any Criminal convictions? | **Yes** | **[ ]**  |  | **No** | **[ ]**  |  |  |  |
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| **10. Ethnicity** *Please select from the list (note 15)*  |  |
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| **11. Disability support** *Please select from the list (note 16 )the code that applies to you* |
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|  | Please give further details of disability/special need or information that would be helpful in determining your study support needs |
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| **12.****Declaration** |  |
| *I confirm that, to the best of my knowledge, the information given in this form is correct and complete.**I agree to Buckinghamshire New University processing personal data contained in this form in accordance with the Data Protection Act 1998.* |  |
|  | **Applicant’s Signature**  |  |  |  |  |  |  | Date |  |  |  |
|  |  |  |  |  |  |  |       |  |  |
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