



BISHOP  
GROSSETESTE  
UNIVERSITY

# Research Student Application Form

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[www.bishopg.ac.uk](http://www.bishopg.ac.uk)





## NOTES FOR GUIDANCE

- (1) This form should be used if you wish to apply for a research degree, either full time or part time.
- (2) For your application to be successful you must meet the necessary English Language and academic entry requirements.
- (3) Please complete the form in BLOCK CAPITALS or type, so that your information can be easily read.
- (4) When completing the form please ensure that you provide your full name (surname/family name and forenames) in the order they appear in your official documents (i.e. passport). This is important because you will be registered in this name and if you successfully complete your course it is this name which will be on your certificate. It will only be changed during your studies if it is changed officially, for example through marriage. Where this is the case a legal document (marriage certificate, standing declaration etc.) will be required to make any changes.
- (5) If your supporting documents are not in English, we require officially translated versions as well as sight of the originals in the original language.
- (6) This form, once completed, should be returned with supporting documents (copies of transcripts, your completed references etc.) to Admissions, Bishop Grosseteste University, Longdales Road Lincoln, LN1 3DY.
- (7) If your application is successful, a firm offer will be issued from Admissions.
- (8) Instructions on how to accept the offer will be sent in your offer pack.
- (9) Instructions on how to register will be sent prior to your start date.

If you have any questions about filling out your application form please do not hesitate to contact Admissions on 01522 583639 or email [admissions@bishopg.ac.uk](mailto:admissions@bishopg.ac.uk).

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## DATA PROTECTION STATEMENT

By signing this form you are consenting that Bishop Grosseteste University may use the information provided from time to time, along with any further information about you that the University may hold, for the purposes set out in the Data Protection Statement.

The information that you provide on your application form will be used for the following purposes:

- To enable your application for entry to be considered and allow our Admissions Advisors, where necessary, to assist you through the applications process;
- To enable the University to compile statistics, or to assist other organisations to do so. No statistical information will be published that would identify you personally;
- To enable the University to initiate your student record should you be offered a place at the University.

# APPLICATION FOR ADMISSION TO RESEARCH STUDIES

This form should be completed and returned (along with supporting documentation as required) to Admissions, Bishop Grosseteste University, Longdales Road, Lincoln, LN1 3DY. Two sealed and stamped references should be included with this application form.

Please complete in BLOCK CAPITALS in black or blue ink, or type.

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## PERSONAL DETAILS

Surname/family name:  First/given names:

Previous surname/family name (if applicable):  Title (Dr, Mr, Mrs, Ms, Miss etc.):

Date of birth:  /  /  Sex:  M  F Present nationality:

Country of birth:  Country of permanent residence:

Permanent home address:  Correspondence address:   
(this must be completed) (if different from home address)

Postcode:   Postcode:

Telephone:  Telephone:

Mobile:  Mobile:

Fax:  Fax:

Email:  Email:

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## PROGRAMME AND MODE OF STUDY

Programme of study:  PhD  EdD Mode of study:  Full time  Part time

Proposed start date:  October  January  April  July

Have you applied to BG previously?  Yes  No If so, please provide details below:

*NB: Candidates accepted onto PhD programmes will normally be registered as Advanced Postgraduate Students. Subject to satisfactory progress and the approval of the Board of Graduate Studies at the University of Leicester, the enrolment will be transferred to the specific degree after one year for full time students and two years for part time students.*

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## UNIVERSITY STAFF ONLY

Please indicate whether you are applying for the remission of part time fees:  Yes  No

For office use only:  Accept - unconditional  Accept - conditional  Reject  Start date

# EDUCATION AND QUALIFICATIONS

Give details of further or higher education since leaving school. Please provide information on qualifications already obtained and examinations still to be taken.

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Name of institution/ address	Date (month/year) of attendance	Qualification/award <i>(include class and division or grade obtained if known)</i>	Main subjects
	From:  To:		

*N.B. Photocopies of all diplomas, certificates and course transcripts awarded for these qualifications must be enclosed with this application. In addition international applicants are requested to provide official copies of their entire course transcripts including explanations of the mark scheme used, and, where possible, an indication of their class ranking/position in class. The University will require sight of the original documents as a condition of enrolment if you are offered a place.*

## ENGLISH LANGUAGE COMPETENCE

Students educated outside the UK in countries where English is not the first language must provide, before they can be admitted to their chosen programme at the University, evidence that they have sufficient command of both spoken and written English. Acceptable evidence includes: GCSE/O-level English Language at grade C or above; an overall score of 6-6.5 in the British Council IELTS test; a score of 600 (80/90 IBT) in TOEFL, with a score of 4.00 in the test of written English (TWE)\*. You will be required to submit originals or certified copies of any certificates and score reports. \*TOEFL & IELTS are only valid for 2 years after the test.

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Is English your first language? Yes  No

Is/was English the language of instruction of your first degree? Yes  No

Please list any formal English Language qualifications with the results obtained (i.e. IELTS, TOEFL, GCE, GCSE) and the dates you took the test, or will be taking the test.

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English qualification	Result	Date
		/ /
		/ /
		/ /
		/ /
		/ /

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## EMPLOYMENT DETAILS / OTHER EXPERIENCE

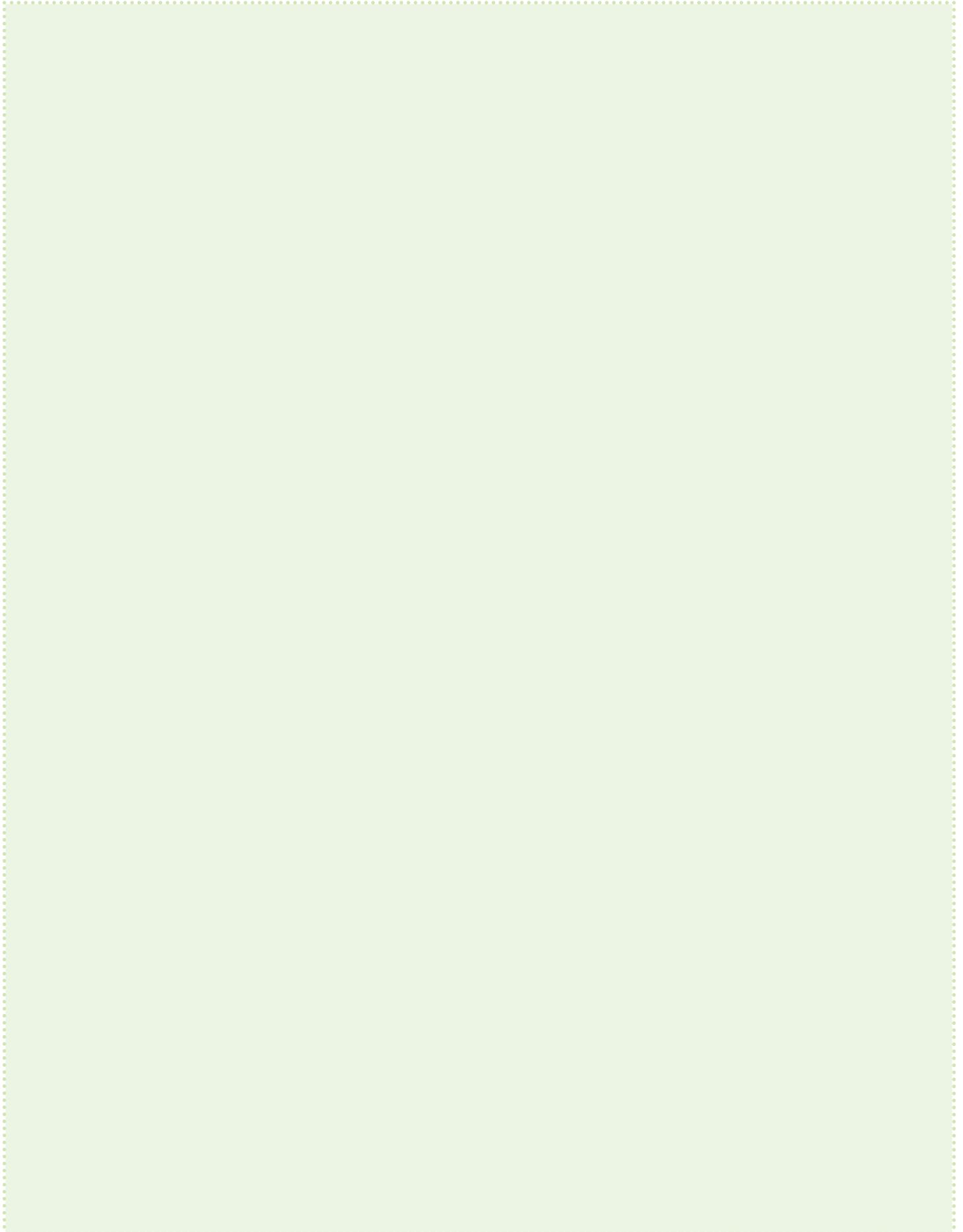
Give details of any industrial, professional or research experience relevant to your application. In particular, applicants for post- experience programmes (e.g. EdD) should complete this section as fully as possible.

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Employer	Title and duties of post	Date from	Date to
		/ /	/ /
		/ /	/ /
		/ /	/ /
		/ /	/ /
		/ /	/ /

# RESEARCH PROPOSAL

Please provide a brief description of up to 250 words of the proposed research topic including the formal title of the proposed field of study. A full proposal of up to 2500 words should be provided as a separate document.



## FINANCIAL SUPPORT

It is important that you give full consideration to how you will be able to finance your studies. For internal purposes, it is useful for us to know how you intend to finance yourself. Please tick as many boxes as apply:

Self  Family  Employer  Scholarship\*  Other\*\*  Studentship

\*If you are applying for or have obtained a scholarship please give details:

\*\*Please give details:

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## SPECIAL NEEDS OR SUPPORT

Please state any support required as a consequence of any disability or medical condition stated under 'monitoring information':

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## OTHER INFORMATION

Yes  No

Do you have any criminal Convictions?

*NB: You are required to state whether you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. If you tick the 'yes' box, you may be required to provide details of any convictions*

Please give details of other institution / programmes of study for which you are also applying at this time:

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## REFEREES

Please give the names and addresses of your two referees below. Your two completed references (sealed and stamped) should be returned with this application form.

Name:  Name:

Postcode:   Postcode:

Telephone:  Telephone:

Fax:  Fax:

Email:  Email:

Occupation:  Occupation:

## PASSPORT INFORMATION

If you need to apply for a visa to study in the UK, it is essential that you provide us with the following:

Passport Number:

Country of issue:

Date of issue:  Expiry date:  /  /

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## DECLARATION

I confirm (by signing this box electronically or by hand) that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I confirm that I have read the Data Protection Statement enclosed. Applicants are advised that any information given which is later found to be false or misleading may lead to the withdrawal of any offer of a place at the University.

Signed:  Date:  /  /

ALL APPLICANTS should note that the University reserves the right to make without notice changes in regulations, courses, fees etc at any time before or after the candidate's admission. Admission to the University is subject to the requirement that the candidate will comply with the University registration procedure and will duly observe the Regulations in force.

## MONITORING INFORMATION

The 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 to the Admissions Office. The monitoring form will be separated from your application. Please tick the box which you feel describes your ethnic origin:

White <input type="checkbox"/>	Other Asian background <input type="checkbox"/>
Irish Traveller <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>
Black or Black British - Caribbean <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>
Black or Black British - African <input type="checkbox"/>	Mixed – White and Asian <input type="checkbox"/>
Other Black background <input type="checkbox"/>	Other Mixed background <input type="checkbox"/>
Asian or Asian British – Indian <input type="checkbox"/>	Other Ethnic background <input type="checkbox"/>
Asian or Asian British – Pakistani <input type="checkbox"/>	Not known <input type="checkbox"/>
Asian or Asian British – Bangladeshi <input type="checkbox"/>	Information refused <input type="checkbox"/>
Chinese <input type="checkbox"/>	

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## DISABILITY/SPECIAL NEEDS

Please tick the box next to the statements below which are appropriate to you:  
(TO BE COMPLETED BY ALL STUDENTS)

You do not have a disability nor are aware of any additional support requirements in study or accommodation <input type="checkbox"/>
You have a specific learning difficulty (e.g. dyslexia) <input type="checkbox"/>
You are blind/partially sighted <input type="checkbox"/>
You are deaf/have a hearing impairment <input type="checkbox"/>
You are a wheelchair user or have mobility difficulties <input type="checkbox"/>
You need personal care support <input type="checkbox"/>
You have mental health difficulties <input type="checkbox"/>
You have an unseen disability e.g. diabetes, epilepsy, asthma <input type="checkbox"/>
You have two or more of the above disabilities/special needs <input type="checkbox"/>
You have Autistic Spectrum Disorder <input type="checkbox"/>
You do not wish to provide details of your disability / special needs <input type="checkbox"/>
You have disability not listed above (please specify) <input type="checkbox"/>





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