Application for a Research Degree -Home Form

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| Personal identifier | | |
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| Date received | | |
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| This form should only be completed by applicants from the UK/EU  Please refer to the guidance on page 12 | | | | | | | | | | | | |
| 1. Applicant Name | | | | | | | | Title:  Surname/Family name:  Forename(s):  Preferred first name: | | | | |
| 1. Previous Names (if applicable) | | | | | | | |  | | | | |
| 1. Gender | | | | | | | | Male  Female | | | | |
| 1. Date of Birth | | | | | | | | **/****/** | | | | |
| 1. Country of Birth | | | | | | | |  | | | | |
| 1. Place of Birth | | | | | | | |  | | | | |
| 1. Nationality | | | | | | | |  | | | | |
| 1. Passport Number (if you do not have a passport please indicate other form of identification) | | | | | | | |  | | | | |
| 1. Have you previously studied with the OU? | | | | | | | | Yes  No  If Yes please give your Personal Identifier (PI)    I have forgotten my PI | | | | |
| 1. Are you employed by The Open University? | | | | | | | | Yes, full-time  Yes, part-time  Yes, Associate Lecturer  No  If Yes please give your staff number    I have forgotten my staff number | | | | |
| 1. Permanent home address | | | | | | | | Address:  Postcode:  Country:  Tele:  Mobile:  Email: | | | | |
| 1. Contact address (if different) | | | | | | | | Address:  Postcode:  Country:  Tele:  Mobile:  Email: | | | | |
| **Residence** | | | | | | | | | | | | |
| 1. On the day you expect to start your studies (normally 1st October), will you have been ordinarily resident in the UK or EEA for at least three years? | | | | | | | | Yes  No  If ‘No’ please indicate the amount of time you have spent outside the UK/EEA | | | | |
| Research Degree Details | | | | | | | | | | | | |
| 1. In which year are you intending to start your studies? | | | | | | | |  | | | | |
| 1. Programme of study | | | | | | | | PhD  MPhil  Virtual MPhil | | | | |
| 1. Mode of study | | | | | | | | Full time  Part time | | | | |
| 1. Please list the research degree area(s) and research degree topic(s) that you wish to study | | | | | | | | Research Degree Area:  Discipline:  Research Topic: | | | | |
| **Research Proposal** | | | | | | | |  | | | | |
| 1. Title of your proposed project or the subject area within which you wish to study: | | | | | | | |  | | | | |
| 1. Please confirm that you have attached an outline research proposal: | | | | | | | | Yes  No | | | | |
| 1. Have you corresponded with any member of the academic staff at The Open University about your wish to study? | | | | | | | | Yes – who?  No | | | | |
| If you are **responding to an advertisement for a specific research studentship** | | | | | | | | | | | | |
| 1. Name and advertising code of advertised studentship: | | | | | | | |  | | | | |
| 1. Names (and department(s)) of supervisors for advertised studentship: | | | | | | | |  | | | | |
| 1. **Please provide a short statement to explain why you are applying to read for a research degree at The Open University** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Qualifications (University, College Education or Professional) | | | | | | | | | | | | |
| **Start date** | **End date** | | **University or college attended**1 | | | **Subjects studied** | | | **Full-time / Part-time** | | **Qualifications awarded or sought, e.g. BA** | **Class or grade awarded or predicted outcome**2 |
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| 1. Have you been awarded a prize or distinction for your academic work? | | | | | | | | Yes – please give details below    No | | | | |
| English Language Competence | | | | | | | |  | | | | |
| 1. Is English your first language? | | | | | | | | Yes  No | | | | |
| 1. Was English the language of instruction of your first degree? | | | | | | | | Yes  No | | | | |
| 1. Was English the language of instruction in your place of employment? | | | | | | | | Yes  No | | | | |
| 1. Do you hold a SELTS (Secure English Language Test) certificate at level B2 or above? | | | | | | | | Yes  No  If ‘Yes’ please provide details  Name of test:  Listening:  Reading:  Writing:  Speaking:  Date certificate issued: | | | | |
| Research Experience | | | | | | | |  | | | | |
| 1. Do you have prior experience of qualitative and/or quantitative research? | | | | | | | | Yes – please give details below (course code / title / description / credits awarded / year of completion)  No | | | | |
| 1. Have you undertaken any research training? | | | | | | | | Date course/module completed:  Institution:  Content of course/module: | | | | |
| 1. Have earned credits from any of your research training or experience? | | | | | | | | Yes – how many?  No | | | | |
| 1. Please list any publications or any other evidence of research experience | | | | | | | |  | | | | |
| Employment | | | | | | | |  | | | | |
| **Start Date** | | **End date** | | | **Position held** | | | | | **Name and address of employer** | | |
| **Current Employment** | |  | | | | | | | | | | |
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| **Previous Employment** | |  | | |  | | | | |  | | |
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| Funding | | | | | | | |  | | | | |
| 1. How are you intending to finance your studies? | | | | | | | | I am paying my own fees and living costs  I am applying for a funded studentship (please give details below)  My employer / organisation is paying my fees  OU staff fee waiver  I’d like to be considered for a fee bursary  Other or combination of the above – please give details | | | | |
| **Referees** | | | | | | | |  | | | | |
| Name: | | | | | | | | Name: | | | | |
| Address: | | | | | | | | Address: | | | | |
| Telephone: | | | | | | | | Telephone: | | | | |
| Email: | | | | | | | | Email: | | | | |
| Position held: | | | | | | | | Position held: | | | | |
| 1. If the referee knows you by a different name please give details | | | | | | | |  | | | | |
| 1. Can we contact your referees prior to interview? | | | | | | | | Yes  No | | | | |
| Further information | | | | | | | | | | | | | |
| 1. Where did you first hear of the research degree for which you are applying? | | | | | | | OU website  jobs.ac.uk  findmeaphd.com  OU faculty website/pages  Personal recommendation  National press advertisement  An OU course  Advertisement in specialist publication  Prompted to work with a specific OU academic  (Please give his or her name:     )  Other, please state: | | | | | | |
| 1. Do you have any disability, health condition, mental health disability or specific learning difficulty (such as dyslexia), or additional requirement that might affect your studies or examination, and for which you might need support? | | | | | | | Yes  No | | | | | | |
| 1. If Yes, please provide further information:   The University welcomes people with disabilities and we encourage you to tell us as early as possible of any requirements. We will only use this information to assess and arrange services to support you as a student. | | | | | | |  | | | | | | |
| **Declaration** | | | | | | | | | | | | | |
| By submitting this form to the Research Degrees Office you confirm that:  I understand that the information I provide will be treated as confidential by The Open University and will be made available to Open University staff and to agents of the University (e.g. the Higher Education Statistics Agency (HESA)) as appropriate, solely for the purposes of providing me with appropriate facilities and for statutory purposes. I hereby consent for the information to be processed for this purpose.  I also understand that The Open University reserves the right to withdraw any offer made on the basis of information that proves to be untrue or misleading | | | | | | | | | | | | | |
| Signature: | | | | | | | Date: | | | | | | |
| Date you are sending this form  Attachments below included? | | | | | | | Yes  No | | | | | | |
| Application form, fully completed  Copies of degree certificates  Transcripts of academic qualifications  Certified translations of degree certificates and transcripts (if applicable)  Copies of English language qualification certificates (if applicable)  Copies of your passport, or any other form of identification  Documentation supporting a change of name (if applicable) | | | | | | | Copy of research proposal / statement / project description  Two independent references  List of publications or evidence of research experience  Equal opportunities and HESA Monitoring Form | | | | | | |
|  | | | | | | |  | | | | | | |
| FOR RESEARCH DEGREES OFFICE USE  Authorised/endorsed/supported by  Not authorised/endorsed/supported because | | | | | | | | | | | | | |
| Name and position of signatory in Research Degrees Office  Date | | | |  | | | | | | | | | |

Research degrees:

Equal opportunities and Higher Education Statistical Agency (HESA) monitoring form

Please answer the following questions. This information will not affect your registration with The Open University.

|  |  |
| --- | --- |
| Surname or Family name: |  |
| First Name(s): |  |
| Date of birth: | /     / |
| Gender: | Male  Female |
| HESA number:  **A HESA number is issued to each higher education student in the UK. If you’ve studied recently at a UK university and already have one, please give it here** | I don’t know it |
| Do you consider yourself disabled?  (Under the Disability Discrimination Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities). | Yes    No    I prefer not to answer this question |
| **What is your ethnic origin?**   |  |  | | --- | --- | | 10 White | 31 Asian or Asian British-Indian | | 11 White - British | 32 Asian or Asian British-Pakistani | | 12 White - Irish | 33 Asian or Asian British-Bangladeshi | | 13 White - Scottish | 34 Chinese | | 14 Irish Traveler | 39 Other Asian background | | 19 Other White Background |  | |  | 41 Mixed-White and Black Caribbean | | 21 Black or Black British-Caribbean | 42 Mixed-White and Black African | | 22 Black or Black British-African | 43 Mixed-White and Asian | | 29 Other Black background | 49 Other mixed background | |  |  | | 98 I prefer not to answer this question | 80 Other ethnic background | | |
| **Occupation status: Occupation type:**  01 In full-time work/self-employed  01 Modern professional occupations  02 In part-time work/self-employed  02 Clerical and intermediate occupations  03 Looking after the family/home  03 Senior managers and administrators  04 Retired from paid work  04 Technical and craft occupations  05 Doing unpaid voluntary work  05 Semi-routine manual and service  06 Unable to work because of long-term occupations  sickness of disability  06 Routine manual and service occupations  07 Unemployed and looking for a job  07 Middle or junior managers  08 Not in paid work for some other reason  08 Traditional professional occupations  09 Never been in paid work | |
| **Please tell us what is (or was) the full title of your main job (e.g. Teacher, Administrator, Surveyor). Please give your job title and not a grade or salary band.** |  |
| **Please describe your marital status:** | Single (never married or never in a civil partnership)  Married or in a civil partnership  Separated (still legally married or in a civil partnership)  Divorced or civil partnership dissolved  Widowed or a surviving partner from a civil partnership  Co-habiting  I prefer not to answer this question |
| **Please describe your sexual orientation** | Towards people of a different sex (straight)  Towards women of the same sex (lesbian)  Towards men of the same sex (gay)  Towards people of both sexes (bisexual)  Other (e.g. asexual)  I prefer not to answer this question |
| **Please describe your religion or belief** | No religion  Buddhist  Christian  Christian – Church of Scotland  Christian – Roman Catholic  Christian – Presbyterian Church in Ireland  Christian – Church of Ireland  Christian – Methodist Church in Ireland  Christian – Other denomination  Hindu  Jewish  Muslim  Sikh  Spiritual  Other religion or belief (please state which:      )  I prefer not to answer this question |
| **If you come from northern Ireland, please describe your community background:** | Protestant community  Roman Catholic community  Neither community  I prefer not to answer this question |

Level of education

What was your level of education when you ***first joined*** The Open University?

|  |  |  |
| --- | --- | --- |
|  |  | Qualification level on joining OU |
| **Higher education** | 01 Higher degree of UK institution |  |
|  | 02 Postgraduate diploma or certificate - excluding PGCE |  |
|  | 03 PGCE (Postgraduate Certificate in Education) |  |
|  | 11 First degree of UK institution |  |
|  | 12 Graduate of EU institution |  |
|  | 13 Graduate of other overseas institution |  |
|  | 14 GNVQ/GSVQ level 5 |  |
|  | 15 NVQ/SVQ level 5 |  |
|  | 16 Graduate equivalent qualification not elsewhere specified |  |
|  | 21 OU credit(s) |  |
|  | 22 Other credits from UK HE institution |  |
|  | 23 Certificate or diploma of education (i.e. non-graduate initial teacher training qualification) |  |
|  | 24 HNC or HND (including BTEC and SCOTVEC equivalents) |  |
|  | 25 Dip HE |  |
| **A level/Further education** | 31 GCE A level (with no AS levels) |  |
|  | 32 SCE Higher and CSYS |  |
|  | 33 SCE Higher with no CSYS |  |
|  | 34 Mixed GCE A and SCE Higher |  |
|  | 35 Mixed GCE A and GCE AS qualifications |  |
|  | 36 GCE AS qualifications only |  |
|  | 37 GNVQ/GSVQ level 3 |  |
|  | 38 NVQ/SVQ level 3 |  |
|  | 39 A level equivalent qualification not elsewhere specified |  |
|  | 41 ONC or OND (including BTEC and SCOTVEC equivalent) |  |
|  | 42 International baccalaureate |  |
|  | 43 Foundation course |  |
|  | 44 Accredited ACCESS course |  |
|  | 45 Un-accredited ACCESS course |  |
| **GCSE or equivalent** | 51 GNVQ/GSVQ level 2 |  |
|  | 52 NVQ/SVQ level 2 |  |
|  | 53 GNVQ/GSVQ level 1 |  |
|  | 54 NVQ/SVQ level 1 |  |
|  | 55 GCSE/O level qualification only; SCE O grades and Standard grades |  |
| **Other** | 61 Other UK qualification |  |
|  | 62 Other EC qualification |  |
|  | 63 Other overseas qualification (non-EC) |  |

What is your ***current*** highest qualification level?

01 No qualifications

02 Below GCSE or O level

03 1-4 GCSE or O levels

04 5 or more GCSE or O levels

05 1 A level

06 2 or more A levels

07 HNC

08 HND

09 First Degree

10 Postgraduate Degree

Guidance Notes

|  |  |
| --- | --- |
| What this form is for? | This form is to be used to make an application for an MPhil or a PhD at The Open University |
| Who should complete it? | The applicant should complete the form in full.  Please read the ‘*Degrees we offer’* and ‘*How to apply’* sections of the Research Degrees Prospectus at [www.open.ac.uk/research-prospectus](http://www.open.ac.uk/research-prospectus) before you complete this form. Complete the grey boxes where indicated and submit this form by email, together with any additional documents required (indoc, .jpeg or .pdf format).  If you have any queries please contact the Research Degrees Office (tele: 01908 654882 or email [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk)) |
| How it should be submitted | The form must be submitted by email to the appropriate faculty mailbox, as outlined in Table 1 on page 14. |
| Residence | Applicants who have not been ordinarily resident in the UK or EEA for three years before their degree start date will be liable for the overseas fee rate, which is higher than the fee charged to ‘home’ or EU-based students. Some exceptions apply, so please contact us if your circumstances are unusual, complex or if you wish to check which fee rate you will be charged. This information will also be used to assess whether you meet the eligibility criteria to be considered for studentships funded by the Research Councils UK. |
| Start date | The start date for students is normally 1st October or 1st February. This provides students with the opportunity to fully engage in and benefit from scheduled induction events. Rarely students may be permitted to start at another point of the year. However the start date will always be the 1st of the month. |
| Programme of study | Please note that students registering for a PhD will initially be registered for an MPhil and then transferred to a PhD following successful probation. |
| Short Statement in support of application | Please provide a short stamen explaining why you are applying to read for a research degree at the University.  If you are applying for part time study please include an outline of the research facilities (e.g. library, laboratory) you anticipate you will need, and the name and address of the institution(s) to provide them. Indicate against each whether or not you already have access to these facilities (e.g. as an employee of the institution). |
| Qualifications | Please provide details of your first degree and any higher degrees or professional qualifications achieved. You must also include information about any study for which you are currently registered, and any previous study that you did not successfully complete.  If your qualifications were not obtained as a result of formal study at a college etc., please state the basis on which they were awarded.  Please give name of awarding body if different from university/college attended.  If any of your qualifications were obtained under a name different from the one provided please ensure that you attach official documentation supporting the change of name e.g. a marriage certificate.  Any document that is not in English or Welsh must be accompanied by a certified translation. The translator’s credentials should be given along with their official declaration that the translation is accurate. |
| English language competence | At The Open University, the language of instruction is English. |
| Employment | Please give details of your employment history, starting with your current or most recent employer. |
| Funding | Information can be found in the ’Fees and funding’ section of the *Research Degrees Prospectus* at [www.open.ac.uk/research-prospectus](http://www.open.ac.uk/research-prospectus).  Please note that applicants who have not been ordinarily resident in the UK or EEA for three years before their degree start date will be liable for the overseas fee rate, which is higher than the fee charged to ‘home’ or EU-based students. Some exceptions apply, so please contact us if your circumstances are unusual, complex or if you wish to check which fee rate you will be charged. This information will also be used to assess whether you meet the eligibility criteria to be considered for studentships funded by the Research Councils UK. |
| Referees | Please name two independent people whom the University can consult in confidence regarding your application. At least one referee should be a tutor or other member of the academic staff of the university or college at which you most recently studied. If you previously studies at The Open University at least one of the referees must come from someone outside the University. References from potential supervisors will not be accepted.  The referees’ reports may be requested before or after any interview to which you may be invited. |
| Additional Information | The University is required to collect statistical information about our students for the Higher Education Statistics Agency (HESA). HESA observes strict rules of disclosure required by the Data Protection Act and will not give your details to third parties. Further information on our data protection policy can be found on our website at [**www.open.ac.uk/our-student-policies**](http://www.open.ac.uk/our-student-policies).  We also monitor how well we are performing against our equality and diversity targets. We aim to ensure that our services are accessible and that we achieve fair outcomes for people regardless of their age, gender, ethnic group or disability status. We use the ethnicity classifications from the Census in England and Wales, Scotland and Northern Ireland as recommended by the Commission for Racial Equality, in order to monitor the extent that we are achieving this. |
| Resources | This form can be downloaded from the Forms and Guidance notes page of the Graduate School Network (GSN) at [www.open.ac.uk/students/research](http://www.open.ac.uk/students/research)  The Research Degrees student handbook is at <http://www3.open.ac.uk/res-handbook/index.shtml> |

**Table 1:**

**Send your application, associated documentation and research proposal or supporting statement to:**

|  |  |
| --- | --- |
| **OU research degree area** | **Email address for MPhil/PhD applications** |
| Art History, Classical Studies, English, History, Music, Philosophy, Religious Studies, Economics, Geography, Politics and International Studies, Psychology, Social Policy and Criminology, Sociology | [FASS-PhD-Applications@open.ac.uk](mailto:FASS-PhD-Applications@open.ac.uk) |
| Business and Management, Law | [oubs-research-admin@open.ac.uk](mailto:oubs-research-admin@open.ac.uk) |
| Education and Educational Technology, Languages and Applied Linguistics | [creet-student-enquiries@open.ac.uk](mailto:creet-student-enquiries@open.ac.uk) |
| Earth, Environment and Ecosystems, Life, Health and Chemical Sciences,, Physical Sciences, KMi, Acoustics, Computing, Design, Development Studies, Materials Engineering, Mathematics, Statistics | [STEM-research-student-support@open.ac.uk](mailto:STEM-research-student-support@open.ac.uk) |
| Health, Social Work and Social Care | [hwsc-research-degrees@open.ac.uk](mailto:hwsc-research-degrees@open.ac.uk) |