

## Application for entry onto a postgraduate research degree: guidance for applicants

All applications for entry onto the postgraduate research (PGR) degrees of PhD, MRes or Professional Doctorate at Edge Hill University must be made using the application form available from [edgehill.ac.uk/graduateschool](http://edgehill.ac.uk/graduateschool). This is known as the standard route.

The exceptions to this are applications to the Graduate Teaching Assistant (GTA) or Doctoral Tutor (DT) PhD studentships, which should be submitted through the University online staff vacancy application process. Studentships other than GTA or DT should be applied for through the standard route.

This document will guide applicants through the standard route application form section-by-section.

Please ensure you complete the form in its entirety and submit all necessary supporting documents or your application may be delayed or rejected.

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### 1. Personal details

This information allows your applicant record to be created. Your contact details will be used to contact you in the event of queries or an invitation to interview.

### 2. Equal opportunities monitoring

Any information you provide in this section will be deleted or redacted by the administrators **before** your application is passed to the recruiting department. This removes any risk of the department taking the information into account when deciding whether or not to offer you an interview (or, if successful, a place).

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### **Required information**

The following information is required; without it, an applicant record cannot be created so your application cannot be processed:

- Sex
- Date of birth
- Country of permanent residence
- Country of birth
- Nationality

### **Optional information**

The following information is optional but it will help the University understand more about the people applying to and studying on our postgraduate research degrees, and will allow us to monitor for implicit biases involving these characteristics. To complete these fields, please select just one disability code and one ethnicity code on the form, as defined below:

- Disability

0	No disability or special need, or not aware of any additional support requirements in study or accommodation
1	Dyslexia
2	Blind/partially sighted
3	Deaf/hard of hearing
4	Wheelchair user/mobility difficulties
5	Need personal care or assistance
6	Mental health difficulties
7	Unseen disability e.g. diabetes, epilepsy, asthma, heart condition, etc.
8	Two or more of the above
9	Disability or special need not listed above
T	Autistic disorder

- Ethnicity

11	White British
12	White Irish
19	White other
31	Indian
32	Pakistani
33	Bangladeshi
34	Chinese
39	Other Asian background
21	Caribbean
22	African
29	Other black background
41	White and black Caribbean
42	White and black African
43	White and Asian
49	Other mixed background
80	Other ethnic background

### 3. Programme details

- Professional Doctorate: available only in particular subject areas so please specify your chosen one. Please refer to the Graduate School web pages for a list of available Professional Doctorates.
- Mode of study:
  - All part-time PhD applications require approval from the Pro Vice Chancellor (Research) before an interview may be offered because the University prioritises full-time PhD.
  - MRes applications may be either full- or part-time without the prior approval of the PVC (Research).
  - Professional Doctorates are only available on a part-time basis.
- Intended start date:
  - There is one entry point each year – September.
  - **All** PGRs must attend the mandatory induction at the start of the programme.

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#### 4. Fee payment arrangements

Please specify how you intend to pay your tuition fees e.g. self-funded, or if your fees will be paid by a funder directly to the University or through you.

If you are applying for a studentship offered by Edge Hill, please clearly state which one. N.B. applications for GTA and DT studentships cannot be accepted using this form.

- UK/EU students should consult [edgehill.ac.uk/registry/fees-scholarships-and-bursaries](http://edgehill.ac.uk/registry/fees-scholarships-and-bursaries) for further information on fees.
- International students should consult [edgehill.ac.uk/international/fees](http://edgehill.ac.uk/international/fees) for further information on fees.

#### 5. Further details

- Passport number/issue dates: please provide your current passport details as requested.
- Residential category: tick **one** box that best describes your residential category. The University may request further information/documentation to make an accurate assessment of your fees status. The codes are defined as follows:

<b>A</b>	<b>UK/EU national. Always</b> lived in the UK, EU or EEA
<b>B</b>	You/your parent/your spouse have been recognised by the UK Government as a <b>refugee</b> and lived in the UK ever since
<b>C</b>	You/your parent/your spouse have been granted <b>exceptional leave to enter or remain</b> as a result of an <b>asylum</b> application and have lived in the UK ever since
<b>D</b>	You/your parent/your spouse are an <b>EEA national</b> who has recently come to the UK to work
<b>E</b>	You/your parent/your spouse are currently seeking <b>asylum</b> in the UK and are waiting for a decision from the Home Office
<b>F</b>	<b>Not</b> a UK/EU national but have been living <b>in the UK</b> for at least <b>three</b> years; you have permission to stay <b>indefinitely</b> in the UK and did <b>not</b> come here as a student
<b>G</b>	UK/EU citizen. Lived <b>outside the EEA</b> in the last <b>three</b> years
<b>O</b>	<b>Never</b> lived in the UK, EU or EEA
<b>Z</b>	None of the above

- Have you been a student in the UK before?
  - Yes if you have studied in the UK, even for a short course. Details should be provided in section 5.
  - No if you have never studied in the UK.

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## 6. Education

- **5a.** Please provide details of your qualifications from A-level (or equivalent) and above.
  - Please start with your most recent.
  - You should include relevant examinations taken but not yet awarded.
  - Please state PENDING in the 'Subjects & grades/results' column if results are not yet available.
- **5b.** If English is not your first language, or if you are from a country whose national language is not English, provide details of any English Language Tests completed. Details on the entry requirements for postgraduate research degrees can be found at [edgehill.ac.uk/international/entry](http://edgehill.ac.uk/international/entry).

## 7. About you

- Use this section to provide information about you and your reasons for applying, paying particular attention to the list of topics provided on the form.
- Your detailed research proposal should be provided as a separate document accompanying your application.

## 8. Academic references

- Provide the names and contact details of two **academic references**. Any offer made will be subject to receipt of satisfactory references.
- Your referees must not be a relative or family friend.
- If you are unable to obtain an academic reference, a work related reference may be acceptable but please contact the Admissions Office before proceeding.
- You should send each of your referees the academic reference form, available on the Graduate School web pages. They should send that directly to the University when completed.

## 9. Criminal convictions

- Please tick either yes or no; if this is left blank your application may be delayed or rejected.
- Answering yes to this question may not preclude you from starting a programme of research at Edge Hill University but you will be asked for further details.
- Certain research topics require the student to obtain a DBS clearance. See [gov.uk/government/organisations/disclosure-and-barring-service](http://gov.uk/government/organisations/disclosure-and-barring-service) for further information.

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## 10. Document checklist

- Please ensure that you submit the required supporting documentation with your application.
- Standard route studentship applicants may be required to provide additional documents specific to the vacancy; this will be specified when the studentship is advertised.
- You should encourage your academic referees to submit their references in a timely manner.

## 11. Declaration

By submitting an application, you agree to the declaration on the form and acknowledge the following conditions:

- i. Any offer of a place you may receive is made on the understanding that the information provided by you is accurate and complete and that you have not omitted any mandatory information requested. By accepting the offer, you agree to abide by the rules and regulations of Edge Hill. By signing this form, you are confirming your agreement to this.
- ii. If Edge Hill University has reason to believe that you or any other person has given false information, omitted any information requested in the instructions or the application form, has made any misrepresentation therein or has omitted any material information, the Institution will take whatever steps it considers necessary to establish the accuracy and validity of this information. Edge Hill reserves the right at any stage to request that you provide further information relating to any aspect of the application form, e.g. proof of identification, academic qualifications, etc. If such further information is not provided within the time stipulated, or the information provided is subsequently found not to be accurate or complete, Edge Hill reserves the right to cancel your application and any offer of a place that may have been made.
- iii. The information provided on this form will be used by Edge Hill University for the administration of your application, for your academic record and for the purposes of student and welfare services. The University reserves the right to disclose this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or detect fraud. The information supplied will also be used for research and the compilation of statistics. When used for this purpose, the data will not allow personal identification.
- iv. You are agreeing that Edge Hill University may hold and use the information which you supply to it, for the purposes to which this form relates Unless you tell us that you object, you are also agreeing that the Institution may retain such information for marketing purposes and may contact you by post, telephone, email and short messaging service with details of and relating to courses and of its other products and services. If you do not want to receive this information please enter an X in the box at section 10, the Declaration, of the application form.

*Guidance updated: 12 May 2017*