

To all Applicants

Please find attached application pack for a research degree programme at UCLan.

You can apply for a Research Degree in two ways:

- by post – please send to the address below
- electronically by email to researchadmissions@uclan.ac.uk

To apply submit:

- the application form, including a detailed research proposal and copies of all qualifications stated on your application form
- Evidence of your English Language Proficiency at IELTS 6.5 with a minimum of 6 in each sub score (or UCLan acceptable equivalent qualification). The IELTS certificate must be dated within 2 years of entry date.
- Two academic references, reference forms can be sent to your academic referees. The completed references should be forwarded to the Research Student Registry – researchadmissions@uclan.ac.uk

It is important to enclose all requested information so the University can make a decision on your application.

Postal applications should be returned to:

Research Admissions Administrator
Research Student Registry
Harris Building Room 104
Preston
PR1 2HE

Applications will be acknowledged and requests for additional documentation may be required.

With thanks in anticipation of your help in this matter.

Research Student Registry

Research Degree Application Checklist

Please use the checklist below to ensure you are sending all the required documents for processing your application. Documents requested which are not submitted with your application may result in a delay in processing your application.

	Detailed research proposal
	Copies of certificates for highest qualification declared on your application form (where certificates are not in English, certified translated copies must be provided)
	Copies of transcripts for highest qualification declared on your application form (where transcripts are not in English, certified translated copies must be provided)
	2 signed academic references (these can be provided later if not available at time of application)
	Copy of current valid passport (international applicants only)
	Copies of current and previous UK visa(s) (international applicants only)
	Copy of English language qualification (international & EU applicants only)

Completed applications and supporting documents should be emailed to
researchadmissions@uclan.ac.uk

(NOT TO BE USED FOR TAUGHT MASTERS & OTHER POSTGRADUATE COURSES)

Application for Admission to a Research Degree Programme

Notes for Guidance

General

Please read these guidelines carefully before completing the form.

You should complete the form in black ink or type, ensuring that all sections are legible.

This form is only for research degree applications (eg MA/MSc/LLM (by Research), MPhil, PhD, MD)

Do **not** use this form for Taught Masters, other Postgraduate qualifications or Undergraduate programmes. All applications should be sent to the Senior Research Administrator (Admissions) preferably with completed references. You may find it useful to discuss your project with the appropriate School Research Degrees Tutor prior to submitting your application.

Section 1 Personal Details

Complete this section in BLOCK CAPITALS.

Home Address: Your permanent home address is required for your offer letter and must be provided even if you are also supplying a correspondence address.

Correspondence Address: This should be an address where you may be contacted throughout the period leading up to the start of the programme. Please inform the Senior Research Administrator (Admissions) immediately if this changes.

Section 2 Further Details

Date of Birth: Please indicate this using the system of date/month/year, i.e. 01/02/1975 for 1st February, 1975.

Disability/Special Needs: Information provided in this section will not be used as part of the selection process.

If you have a disability or special need and may require extra support in your study, fieldwork or accommodation please enter in the right-hand box the code from the list below that is most appropriate to you. If more than one applies to you, please use code 8. Then refer to section 5. If you have no requirements arising from your disability or special need, eg. you are short-sighted but your vision is corrected by spectacles, use code 00. Applicants with no disabilities or special needs should also use code 00. **If you have used any code other than 00, use section 5 on page 1 of the form to describe your disability and indicate clearly what needs you have.**

Disabilities or special needs/support required

- 00 No Disability
- 51 You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.
- 53 You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder.
- 54 You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- 55 You have a mental health condition, such as depression, schizophrenia or anxiety disorder.
- 56 You have a physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair, or crutches.
- 57 You are deaf or have a serious hearing impairment.
- 58 You are blind or have a serious visual impairment uncorrected by glasses.
- 96 You have a disability impairment or medical condition that is not listed above.

If you have a disability or learning difficulty you are strongly advised to contact our Disability Advisory Service (Tel. 01772 892593) at an early stage to discuss your needs. However, the Unit will contact you in due course.

Criminal Convictions:

To help the University reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for a research degree programme in the area of teaching, health, social work or which involves work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these programmes, you may need an 'enhanced disclosure document' from the Disclosure Barring Service or the Scottish Criminal Records Office Disclosure Service. The University will send you the appropriate documents to fill in.

Research degree programmes in teaching, health, social work and programmes involving work with children or vulnerable adults

For these programmes, you must enter **x** in the box if any of the following statements apply to you.

- a) I have a criminal conviction
- b) I have a spent conviction
- c) I have a caution (including a verbal caution)
- d) I have a bind-over order
- e) I am serving a prison sentence for a criminal conviction

If statement **e** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

All Other Research Degree Programmes

For these programmes, you must enter **x** in the box if either of the following statements apply to you.

- a) I have a relevant criminal conviction that is not spent.
- b) I am serving a prison sentence for a relevant criminal conviction.

If statement **b** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Applicants who enter **x** in the box will not be automatically excluded from the application process. However, the University may wish to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction, we may then ask for more details.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974 as they affect those with spent sentences. Advice about whether you will be required to declare a conviction can be obtained from a solicitor, the National Association for the Care and Resettlement of Offenders (NACRO), the Probation Service or the Citizens Advice Bureau.

If your circumstances change after you have applied (for instance you are convicted of a criminal offence) you must declare this information.

Note:

- a) Applicants or their advisers who wish to declare additional material information but do not wish to do so on the application form, should do so by writing direct to the Head of Admissions at this institution.
- b) False information will include any inaccurate or omitted examination results.
- c) Omissions of mandatory information will include failure to complete correctly the Box in Section 2 of the application form relating to criminal convictions or to declare any other information which might be significant to your ability to commence or complete a course of study.

Passport: This is required for international applicants. If you do not have a passport number at time of application you will be required to inform us of this as soon as it is available.

Date of first entry to live in the UK: if you were born outside the United Kingdom, please insert the date when you first entered the UK to live here permanently.

Residential category: enter one code from the following table below which best describes your residential category.

Residential category table

Residential category: Enter one code from the following table below which best describes your residential category at the start of the programme.	
A	<p>You or one of your parents are British citizens or nationals of another European Union¹ country, and</p> <ul style="list-style-type: none"> a) you have lived in the European Economic Area² for the last 3 years, apart from temporary absences and will continue to do so until the start of your research degree programme; and b) your residence has always been for a purpose other than full-time education.
B	<p>You do not fulfil the conditions in category A above, but</p> <ul style="list-style-type: none"> a) you have lived in the UK³ for the last 3 years, apart from temporary absences and will continue to do so until the start of your research degree programme; and b) your residence has always been for a purpose other than full-time education and c) the length of your stay in the UK will not be limited by UK immigration control⁴ at the start of your research degree programme.
C	<p>You, one of your parents or your spouse are recognised by the UK Government as a refugee⁵ or have been granted Exceptional Leave to Enter or Remain as a result of an asylum application and have lived in the UK³ since that status was granted and will continue to do so until the start of your research degree programme apart from temporary absences.</p>
D	<p>You do not fulfil the conditions in category A above, but you, one of your parents⁶ or your spouse is a British citizen or a national of another European Economic Area² country, and</p> <ul style="list-style-type: none"> a) has entered the UK for the purpose of employment in the UK and, apart from brief absences, has been employed since last entering the UK; and b) you have lived for the last 3 years and will, until the start of your research degree programme, continue to live in the European Economic Area², apart from temporary absences; and c) your residence has always been for a purpose other than full-time education; and d) if you are the spouse of a person who meets the requirements of D(a), you are living in the UK with your spouse.
E	<p>You do not fulfill any of the conditions above.</p>

Notes:

1 The European Union includes the following countries: Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark (excluding the Faroe Islands and Greenland); Estonia; Finland; France (including the overseas departments of Guadeloupe, Martinique, French Guiana, Reunion); Germany (including Heligoland); Greece; Hungary; The Republic of Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta, The Netherlands; Poland; Portugal (including the Azores and Madeira but excluding Macao); Romania; Slovakia; Slovenia; Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries); Sweden; The United Kingdom (with Gibraltar).

2. The countries of the European Economic Area include the countries in Note ¹ plus Iceland, Liechtenstein and Norway.

3. The United Kingdom includes for this purpose the Channel Islands and the Isle of Man.

4. Any restrictions on the period a person can remain in the United Kingdom will be endorsed in his or her passport or travel document.

5. Persons recognised by the UK authorities as refugees will have been issued with an official letter confirming their status by the Home Office.

6. For this category 'parent' includes your guardian, any other person having parental responsibility for you and any person having care of you.

7. All British citizens and certain Commonwealth citizens are not subject to UK immigration control.

Section 4 Fee Payment

You should use this section to indicate the intended source of funding for tuition fee payment. Please ensure that at least one of the alternatives is indicated.

You will be expected to provide documentary evidence of all forms of official financial support at enrolment. This will include Research Council or Government Scholarships and employer sponsorship. Alternatively, you will be expected to make satisfactory arrangements for personal payment of fees.

Section 6 Academic History

Please provide certificates and a full transcript of your current qualifications.

A certified translation in English must be provided for a transcript of any qualification obtained outside of the United Kingdom.

International students please note, owing to UK Border Agency rules, it is vital that you declare **ALL** previous periods of study in the UK. Failure to do so could lead to your application being cancelled by the University and your enrolment terminated.

If you do not have formal qualifications but wish to apply for a research degree, you are advised to contact the Senior Research Administrator (Admissions) first. You should use the Further Information section to give details of any relevant experience.

English Language Qualifications – Please refer to the UCLan website for a list of the English Language Qualifications accepted by UCLan.

Section 8 Project Outline

This is an important section. It should be completed in sufficient detail to enable the school to fully consider your intended research project.

Section 9 Further Information

Please explain here your reasons for wishing to pursue a research programme and give any details of any other relevant skills, achievements or experience in support of your application. Continue on a separate sheet if necessary. If you are applying for an advertised studentship which has a project already defined, you should demonstrate in this section the relevance of your qualifications and skills to the project.

Section 10 Academic References

For standard applicants, two academic references are required from your most recent programme of study. Make sure you choose reliable referees (ie an academic whom you know well, is able to comment on your academic abilities and you are sure will send us the form to us quickly). Please note it is your responsibility to contact your referees directly. To speed things up, you should provide your referee with a stamped addressed envelope ready to send to the University or alternatively references can be emailed to researchadmissions@uclan.ac.uk

Section 12 Declaration

Before signing this form please read the following paragraphs carefully

By signing this form you are saying that the information you have provided is accurate and complete and that you have not omitted any mandatory information (see section (c) above). Any offer of a place you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of the University.

The information provided on this form will be used by the University for the administration of your application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also supply 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.

You agree that the 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 also agree that the University may retain such information for marketing purposes and may contact you by post, telephone, e-mail 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 the Declaration section of the application form.

If you require further information or wish to discuss your application do not hesitate to contact the Research Student Registry on 01772 894284 or 01772 894618

Tuition Fees 2015/16

Home/EU

Start Date	Full Time	Part Time
October	£4052	£2000
20% discount	£3242	£1600
January	£3039	£1500
20% discount	£2431	£1200
April	£2026	£1000
20% discount	£1621	£800
July	£1013	£500
20% discount	£810	£400

Sources of Funding on the Internet

The Research Student Registry has listed web links to provide you with additional information on the sources of funding available.

The University of Central Lancashire provides details of available research studentships at:

<http://www.uclan.ac.uk/research/study/studentships.php>

Please note that if you are a UCLAN graduate you can apply to receive 20% off the tuition fees.

The Prospects website is the official source of information on postgraduate study and funding and has information on funding your study including the latest funding opportunities.

<http://www.prospects.ac.uk>

Career Development Loans are one possible source of finance but are available to UK residents only.

Some bursaries can be obtained from companies or other types of organisation from time to time and from the Research Councils although these are very competitive and only open to UK residents.

The Research Councils together with information on other potential sources are listed in a very helpful way on the following web site:

<http://www.manchester.ac.uk/postgraduate/funding/usefulcontactsandresources/>

You can sometimes get funding from charities, foundations or trusts but these are usually only when you have been turned down elsewhere. See Postgraduate Prospects:

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Funding_my_further_study/Charities_foundations_and_trusts/p!egama

We hope this is of some help in your efforts to secure funding.

Research Student Registry
Harris Building Room 104

Please approach academic staff identified to discuss your proposed project and the availability of a suitable supervisory team. To telephone the tutor directly, dial 01772 89 + extension number. The University's main telephone number is 01772 201201

COLLEGE OF BUSINESS, LAW & APPLIED SOCIAL STUDIES

School / Subject area	RDT Contact	Tel.	Email (@uclan.ac.uk)
School of Business			
• <i>Accounting, Business, Marketing</i>	Dr Mitch Larson	4685	MJLarson
School of Management			
• <i>Tourism & Hospitality, Operations Management</i> • <i>Logistics & Supply Chain Management</i>	Dr Steve Willcocks Dr Dorota Ujma Dr Sean Gammon	3410 5704 4919	SGWillcocks DUjma SJGammon
School of Social Work & Community Engagement			
• <i>Social Policy / Social Work</i>	Dr John Wainwright Dr Stephen Gethin-Jones	3460 5464	JPWainwright SGethin-jones
Lancashire Law School			
	Prof Michael Salter	3927	MSalter
	Dr Bogusia Puchalska	3940	BAPuchalska
	Dr Martin O'Brien	3095	MAO-brien
	Dr Tim Owen	2258	TOwen1
Centre for Excellence, Learning & Teaching			
• <i>Education</i>	Dr Candice Satchwell	3799	CSatchwell

COLLEGE OF HEALTH & WELLBEING

School of Nursing			
• <i>Nursing, Philosophy, Mental Health</i>	Prof Tim Thornton Dr Karen Whittaker	5405 3786	TThornton1 KWhittaker1
School of Community Health & Midwifery			
• <i>Health Visiting, Midwifery</i>	Dr Gillian Thomson	4578	GThomson
School of Health Sciences			
• <i>Applied Health</i>	Dr Rob Monks	5113	RMonks
	Dr Susan Williamson	2731	SWilliamson2
• <i>Physiotherapy & Biomechanics</i>	Dr Hazel Roddam	5484	HRoddam
School of Sport & Wellbeing			
• <i>Sport & Exercise</i>	Dr Sarah Jane Hobbs	3328	SJHobbs1
• <i>Nutrition</i>	Prof Nicola Lowe	3599	NMLowe
• <i>Sport Studies</i>	Dr Iain Adams Dr Susan Minten	4915 4927	ICAdams SMinten

COLLEGE OF SCIENCE & TECHNOLOGY

School / Subject area	RDT Contact	Tel.	Email (@uclan.ac.uk)
School of Psychology			
<ul style="list-style-type: none"> • <i>Cognitive & Affective Psychology</i> • <i>Psychobiology</i> • <i>Social Psychology</i> • <i>Forensic Psychology</i> • <i>Health Psychology</i> • <i>Cognitive Neuroscience</i> 	Dr Jeannie Judge	5170	JJudge
	Dr Jamie Taylor	3438	JATaylor2
School of Forensic & Applied Science			
• <i>Forensic</i>	Prof Jai Singh	3515	JSingh3
• <i>Archaeology</i>	Dr Vicki Cummings	3499	VCummings1
• <i>Environmental Science</i>	Dr Chris Lowe	3960	CNLowe
School of Physical Science & Computing			
• <i>Applied Chemistry / Material Science</i>	Dr Antonios Kelarakis	4172	AKelarakis
• <i>Human Computer Interaction</i>	Dr Dan Fitton	3277	DBFitton
• <i>Astrophysics / Physics & Mathematics</i>	Dr Tim Cawthorne	3731	TVCawthorne
	Dr Cristina Popescu	3551	CPopescu
School of Engineering			
• <i>Engineering / Energy</i>	Prof Ian Sherrington	3322	ISherrington
	Prof Bogdan Matuszewski	3250	BMatuszewski1
• <i>Construction</i>	Dr Champika Liyanage	3221	CLiyanage

COLLEGE OF CULTURE AND THE CREATIVE INDUSTRIES

School of Art, Design & Fashion			
• <i>Art, Design, Fashion,</i>	Dr Carol Hunt	5184	CHunt4
• <i>Architecture</i>	Dr Ehab Kamel Ahmed	5394	EkamelAhmed
School of Film, Media & Performance			
• <i>Drama Performance / Music</i>	Colin Murrell	5343	CTMurrell
• <i>Multi-Media Design</i>	Dr Jim Ingham	3256	JIngham
School of Journalism, Language & Communication			
• <i>English, European & Other Languages / Applied Linguistics</i>	Dr Michael Thomas	3148	MThomas4
	Dr Isabela Fairclough	3677	IFairclough
	Dr Petra Bagley	3139	PMBagley
• <i>Journalism</i>	Dr George Ogola	4829	GOOgola
	Dr Peter Anderson	4744	PJAnderson1
School of Humanities & Social Sciences			
• <i>Social Studies, Deaf Studies, History, Politics, Philosophy</i>	Dr Peter Herissone-Kelly	2544	PNHerisonne-kelly
• <i>Comparative Literacy Studies / Creative Writing</i>	Dr Theresa Saxon	3031	TSaxon

COLLEGE OF CLINICAL & BIOMEDICAL SCIENCES

School / Subject area	RDT Contact	Tel.	Email (@uclan.ac.uk)
School of Medicine			
• <i>Medicine</i>	Prof Waqar Ahmed	5421	WAhmed4
School of Dentistry			
• <i>Dentistry / Public Health</i>	Dr Anne Marie Milston	5485	AMMilston
School of Pharmacy & Biomedical Sciences			
• <i>Medical Biochemistry</i>	Dr Carole Rolph	5485	CERolph
• <i>Membranes, Membrane Protein & Lipids</i>			
• <i>Neural & Tissue Dysfunction</i>	Dr Steve Beeton	3592	SBeeton
• <i>Pharmacy Practice</i>			
• <i>Drug Design & Delivery</i>			