

## Notes for Guidance

Before completing the application form, please ensure that you read the Notes for Guidance carefully.

### Exclusions

This form should **NOT** be used when applying for entry to:

First Degree, DipHE and Foundation degree (FdSc, FdA, FdEng) (full-time and sandwich): only applications that have come through UCAS will be accepted. UCAS can be contacted on **+44 (0) 870 112 2200**.

Postgraduate Certificate in Education: for courses in England, Scotland and Wales, applications must be made through the Graduate Teaching Training Registry (GTTR), Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ. GTTR can be contacted on **+44 (0)870 112 2205**.

### Before completion of the form

Please ensure that you have consulted the prospectus and any other course or application material you may possess to ensure that you are aware of any specific requirements and / or deadlines relating to the receipt of applications.

Your application may be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly using black ink or typescript.

### Checklist:

Here is a checklist of documentation you will need to complete your application:

- Application form including:
  - Section 4: Title of project and academics who you have discussed your proposal with
  - Section 7: Proof of English language proficiency (A copy of your English language test / IELTS certificate\*)
  - Section 10: Names and email addresses for two referees
  - Section 12: Ethnic origin and occupation (for monitoring purposes only)
- Copies of educational certificates (undergraduate level and above)
- A copy of your university / college qualification certificate\*
- A copy of your university / college qualification transcript\*
- Research Proposal (see guidance notes)

\* It is acceptable to send copies of your certificates when you apply to the University. The University will need to see the original of all these documents prior to you starting your course.

### Mature applicants

The University welcomes mature students (normally over the age of 21), including those who do not have conventional qualifications for admission to higher education. Full consideration is given to relevant experience and other educational achievements.

### Despatch arrangements

Some areas will have a deadline by which applications should be received. Please contact the relevant research administrator for clarification.

Please always send the application form to the relevant address, specified on page 5.

### Right to cancel

If we decide to offer you a place we will write to you making a formal offer. You can accept this by returning the acceptance, which we will provide. This will form a contract between us. You have the right to cancel the contract at any time up to seven working days after the date you sent your acceptance form to us.

### 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 please see the next paragraph).

If you wish to conduct research in teaching, health or social work, or courses involving 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. You will need an enhanced disclosure document from the Criminal Records Bureau of the Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents should you be offered a place.

Applicants who enter X in the box will not automatically be excluded from the application process. However, the University will want to consider the application further and may 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 during the application cycle. Do not send details of the offence; simply tell us that you have a relevant conviction. The University may then ask you for more details.

### **Enrolment conditions**

Before completing the application form you may wish to view the University's Student Enrolment Conditions. Should you be offered a place at the University you must accept the terms and conditions of the University. You will be asked to agree to these terms and conditions at enrolment. You can view the conditions online at: [www.ntu.ac.uk/about\\_ntu/policies/enrolment\\_conditions](http://www.ntu.ac.uk/about_ntu/policies/enrolment_conditions)

### **Complaints**

If you have any complaints you can write to the Head of Doctoral School at Nottingham Trent University, 50 Shakespeare Street, Nottingham, NG1 4FQ.

### **Data Protection Act 1998**

By signing this form you are consenting to Nottingham Trent University using 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 NTU data protection notification. On application, the information you provided on your application form will be used for the following purposes:

- 1) To enable your application for entry to be considered;
- 2) To enable the University to compile statistics, or to assist other organisations or individual research workers to do so. No statistical information will be published that would identify you personally;
- 3) To enable the University to initiate your student record should you be offered a place at the University.

The terms of the University's data protection notification can be viewed at the Information Commissioner's website:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Should you be offered a place at the University, Condition 10 of the Enrolment Conditions, to which you must agree, sets out how the University will use your information under the Data Protection Act 1998.

#### **IMPORTANT NOTE**

The University will make all reasonable endeavours to deliver the programme of study in accordance with the description applied to it in the University's prospectus for the academic year in which you begin the course. However, the University shall be entitled to:

- Make reasonable variations to the course (including without limitation the content and syllabus of the course, the location of the course or the method of delivery of the course).
- Discontinue the course or decide not to provide the course or combine the course with other programmes of study, if the University considers this reasonably necessary in the context of its wide purposes. If the University discontinues the course or decides not to provide the course it will make reasonable endeavours to provide you with a suitable alternative.

In addition, the University shall not be liable for any failure to provide the course and any other services if it is unable to do so by reason of any matter beyond its control.

Should you become a student of the University, this notice shall be a term of the contract between you and the University.

## Notes for Completion

Before completing the form, please ensure that you have read the prospectus in order to familiarise yourself with the entry requirements.

### SECTION 1:

#### Personal details

Complete this section in **BLOCK CAPITALS**.

#### Previous surname:

If you have changed your name by marriage or otherwise, state your previous surname or family name.

#### Correspondence address:

This is the address where the University will write to you. If your home address is different from your correspondence address please give details in the spaces provided, including home telephone number.

If you change either of your addresses, please let us know your new address as soon as possible.

### SECTION 2:

#### Further details

#### Disability or learning support requirements

Nottingham Trent University welcomes applications from students with disabilities and specific learning difficulties, such as dyslexia. We offer a range of services and facilities to meet individual needs, which are detailed in our Guide for Applicants with Disabilities, available at:

[www.ntu.ac.uk/sss/disability\\_support/](http://www.ntu.ac.uk/sss/disability_support/)

It is important that you disclose any disability or long term health condition that has an impact on your studies. Please disclose on application and prior to starting your studies. Such disclosure will not have any negative impact on your application, your study or how you are treated at Nottingham Trent University and allows us to put appropriate support into place.

The information that you provide on the application form will help us to understand your particular requirements. We will also use this information to monitor our progress in providing an inclusive learning environment for all students. If you have a disability or learning support requirement (e.g. dyslexia or another specific learning difficulty), or a medical condition, please select the most appropriate code from the list on this page and enter it in the box on the form. If you do not have a disability, learning support requirement or medical condition, use code 0.

Disability, learning support requirements or medical condition codes:

- |   |                                                                                                |
|---|------------------------------------------------------------------------------------------------|
| 0 | None                                                                                           |
| 1 | You have a specific learning difficulty (for example dyslexia)                                 |
| 2 | You are blind or partially sighted                                                             |
| 3 | You are deaf or hard of hearing                                                                |
| 4 | You use a wheelchair or have mobility difficulties                                             |
| 5 | You need personal care or assistance                                                           |
| 6 | You have mental health difficulties                                                            |
| 7 | You have a disability that cannot be seen: for example diabetes, epilepsy or a heart condition |
| 8 | You have two or more of the above                                                              |
| 9 | You have a disability, special need or medical condition that is not listed above              |
| T | You have Autistic Spectrum Disorder or Asperger's Syndrome                                     |

## SECTION 3a:

### Fee status

The level of tuition fees you pay (home or overseas) depends on your residential category. In this section, you are asked to assess which residential category applies to you. If you are an international applicant, or you are not sure which category to use, please choose the category that best describes you, and put the code in the box provided. The code you choose is provisional. The University will make the final decision on your residential category and has the right to change your code. We cannot tell you which category you should choose.

### Category summaries

- A You are a UK or EU national, or live in the Channel Islands or Isle of Man, or are the child of a UK or EU national and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.
- B You have Indefinite Leave for Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years but not just for full-time education.
- C You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child.
- D You are an EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child) and you have lived in the EEA or Switzerland for three years, but not just for full-time education.
- G You would otherwise meet the criteria of categories A, B, C or D, but you have been living outside the UK, Channel Islands, Isle or Man, EEA or Switzerland (or more than one of these) because you, your husband or wife, or your parent have been temporarily working outside the area in question.
- O Other.

## SECTION 3b:

### Payment of fees

Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this.

**If you are applying for a scholarship or bursary, please state clearly the name of the competition, and, where relevant, the title of the project you are applying for.**

## SECTION 4:

### Application

Please indicate which research degree you are applying for: Master of Philosophy (MPhil), Doctor of Philosophy (PhD) or Professional Doctorate.

If you are applying for an MPhil or PhD, please indicate whether your intended study will be part-time or full-time.

If you are applying for a Professional Doctorate, please state clearly the title of the course you are applying for.

### Proposed Research Area (Professional Doctorates only)

Please provide a document of between 1,000 and 2,000 words setting out your proposal as follows. This will assist the academic team in identifying appropriate supervision. Please include any previous work in the area of interest and attach any relevant research to your application.

#### 1. Evaluation Topic

Please outline the area of interest on which you would like to complete a structured (i.e. thorough) exploration of the current literature. This should include:

- a provisional title
- the topic or area to be reviewed and how this might be linked to professional practice
- the aims of the review
- a brief outline on the topic area and brief bibliography
- an outline detailing why it is important for this area to be reviewed
- how your proposed project might relate to existing discussion, debate, research or literature.

#### 2. Project Proposal

In your proposal you should focus initially on one topic in detail, and should address the following areas:

- a provisional title
- the topic or area to be investigated, showing how this is linked to your own professional practice
- the problem or hypothesis to be tested (the research question or problem to be addressed)

- the methods and techniques you wish to consider for your research in as much detail as possible. Please also outline if you have previous experience in using those methods
- possible analysis (if known)
- provisional timetable
- a brief bibliography of any sources you have already consulted or identified as being of relevance.

If you have already discussed your proposed research with a member of staff at NTU and / or identified a possible title, please indicate this within your application.

## How to submit your application

Please send **applications via email** to: [doctoralschool@ntu.ac.uk](mailto:doctoralschool@ntu.ac.uk)

If you are sending your **application by post**, please use the following address:

Doctoral School Administrator  
 Nottingham Trent University Doctoral School  
 Nottingham Trent University  
 50 Shakespeare Street  
 Nottingham  
 NG1 4FQ  
 United Kingdom

**Tel:** +44 (0)115 848 8123 / 8088 / 2108 / 8124

Your application is important to us. Please tell us where you found out about the course you are applying for; for example through friends, advertisement, recommendation by university tutor, etc.

## SECTION 5:

### Work experience

Please include all of your work experience and training, paid or unpaid, in your home country or outside. This is particularly helpful in enabling admissions staff to assess the information provided in Section 6a.

## SECTION 6:

### Qualifications

The University's minimum English language entry requirement for international students is IELTS

6.5/ IELTS qualifications should have been undertaken within the last two years.

Students who have completed a first degree or higher degree at a UK University will usually be exempt.

Enter the overall level of qualification taken. Enter the awarding body (if appropriate). List all the subjects taken or to be taken in date order, most recent first. Enter the date of the examination(s). Enter the name of the educational establishment attended. You should also enter the overall result obtained.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry into higher education. Some examples are school and higher school certificates, Apolytirion, Bacculaureate, Diploma di Maturita, and Studentereksamen.

Applicants who have qualifications obtained in a language other than English should attach a transcript, written in English, giving details of the title and all units, modules and components.

Please also tick the box that best describes the highest qualification you hold.

## SECTION 6a:

### Personal Statement

Please use this section to provide any other information that you wish to offer in support of your application. Admissions tutors will be interested in your reasons for applying. The following questions may be used to guide you:

- Why and how did you decide to apply?
- Why do you believe you will benefit from this qualification?
- What are your long-term career plans?
- Have you had any work experience (paid or unpaid) which is relevant?
- It may also be helpful to explain any breaks in your career.

This should be no more than approximately 500 words.

## **SECTION 6b:**

### **Criminal convictions**

Courses in teaching, health, social work and other courses involving work with children or vulnerable adults.

For these courses, 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 criminal conviction.
- c. I have a caution (including a verbal caution).
- d. I have a bind-over order.
- e. I am serving a prison sentence.

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 courses**

For these courses, you must enter X in the box if either of the following statements applies 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.

## **SECTION 7:**

### **Special Needs**

To help us understand your support or access requirements, please use this section of the form to provide an indication of the arrangements you may require.

These might include adapted accommodation, extra equipment, readers or interpreters, specialist dyslexia or mental health support or alternative arrangements for assessments.

If you do not know what facilities or support you require, you may contact our Disability Support Service to discuss your needs before you apply. We can also arrange for you to visit the University to gain a better understanding of particular facilities and services.

Disability Support Service:

**Tel:** +44 (0)115 848 4495 / 4284

**Email:** [disability.support@ntu.ac.uk](mailto:disability.support@ntu.ac.uk)

## **SECTION 8:**

### **Names and addresses of referees**

Normally your referee would be the course tutor of your present or last course of study.

If you have been out of education for some time, you may wish to consider one of the following:

your current / last employer or a tutor / careers adviser.

If you have any difficulty in identifying a suitable referee you should seek the advice of the relevant research administrator at NTU.

The University will contact your referees directly.

**For PhD / MPhil Applications:** please submit the names and contact details of two academic referees.

**For Professional Doctorates:** please submit the names and contact details of two referees, one professional and one academic.

At least one academic reference should be from the most recent higher education institution you have studied at.

## SECTION 9:

### Declaration

Please read the declaration on the application carefully. You must sign your application or we cannot process it. We will contact you to get your signature, but this will delay your application and you could miss the deadline. When you sign the declaration, you agree to the following conditions:

- a. If you are offered a place, you have the right to cancel your application. You can do this by writing to us within seven working days of the date of our confirmation letter to you.
- b. If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application without giving you your application fee back. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
- c. We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application without giving you your application fee back.
- d. We try to process applications and decisions efficiently and accurately. However, we will not be liable for any mistakes or delays, or any loss or damage caused by mistakes or delays.
- e. If you are offered a place from us, you must accept the terms and conditions set out in the Enrolment Conditions. You can view the conditions online at: [www.ntu.ac.uk/about\\_ntu/policies/enrolment\\_conditions](http://www.ntu.ac.uk/about_ntu/policies/enrolment_conditions)
- f. If you become a student at NTU, the University will do all it can to provide the educational services described in its prospectus. If industrial action or circumstances beyond the control of the institution affect its ability to provide these services, it will do all it can to keep the disruption to your education as minimal as possible.
- g. Your application is a contract between you and us. No one else can enforce any part of this contract, under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

## SECTION 10:

### Planning statistics

This information will not be made available to admissions tutors for selection purposes and is collected solely for the purpose of statistical monitoring (e.g. application and admission rates).

- a) State your ethnic origin using the codes provided.
- b) State your occupational background. If you are under 21, enter the occupational background of the parent, step-parent or guardian who has or had the highest income in your household. If you are 21 or over, please enter your own occupation.

### IMPORTANT NOTE

The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The University does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set herein. Should you become a student of the University, this notice shall be a term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.