

## 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 read the website and any other course or application information you may possess to ensure that you are aware of any specific requirements and / or deadlines relating to the receipt of applications.

Please complete the form digitally and email it the Doctoral School ([doctoralschool@ntu.ac.uk](mailto:doctoralschool@ntu.ac.uk))

### 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) NTU English Language requirements are available here: <https://www.ntu.ac.uk/international/your-application/entry-requirements/english-language-requirements>
  - Section 10: Names and email addresses for two referees. Please note you are responsible for obtaining your references and providing them to the university when requested. References should be provided on headed paper or emailed from a recognisable source to [doctoralschool@ntu.ac.uk](mailto:doctoralschool@ntu.ac.uk). The minimum requirement for the application form is to name your referees.
  - Section 12: Ethnic origin and occupation (for monitoring purposes only)
- Copies of educational certificates and transcripts (undergraduate level and above). If you have obtained qualifications outside the UK, you must provide us with official English translated copies of your certificates and transcripts.
- Research Proposal (see guidance notes)

### 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.

### 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 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 Yes 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

annually for each year of your student at NTU. You can view the conditions online at: <https://www4.ntu.ac.uk/admissions/policies/terms-conditions/index.html>

## Complaints

If you have any complaints regarding your application, please refer to the Nottingham Trent University Quality Handbook Section 13: Admissions ([https://www4.ntu.ac.uk/adq/document\\_uploads/quality\\_handbook/138209.pdf](https://www4.ntu.ac.uk/adq/document_uploads/quality_handbook/138209.pdf))

### **General Data Protection Regulation 2016 and Data Protection Act 2018**

By submitting this application form, you are consenting to Nottingham Trent University using the information you have provided to enable your application for entry to be considered. Please see our [Admissions Privacy Notice](#) which sets out how we use your personal data.

### **Terms and Conditions**

Should you accept an offer to study at the University, you will be agreeing to the [Terms and Conditions](#) which includes the Student Privacy Notice.

The [Admissions Policy](#) forms part of the University [Academic Standards and Quality Handbook](#)

### **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.

## Nottingham Trent University Research Degree Application Form

# 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 all relevant sections.

#### 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 your 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 here:

[https://www4.ntu.ac.uk/student\\_services/disability\\_services/index.html](https://www4.ntu.ac.uk/student_services/disability_services/index.html)

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/EU 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 of 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 whom you expect to pay your fees for the proposed course. If not known, please indicate this.

**If you are applying for a studentship, 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

**MPhil/PhD** Please refer to the Doctoral School website (<https://www.ntu.ac.uk/research/research-degrees-at-ntu/how-to-apply>) for information guidance on writing a research proposal.

## Professional Doctorates

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)

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 are available here:

<https://www.ntu.ac.uk/international/your-application/entry-requirements/english-language-requirements>

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

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, Baccalaureate, Diploma di Maturita, and Studentereksamen.

Applicants who have qualifications obtained in a language other than English should attach a certificate and transcript, translated to 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.

The entry criteria for Postgraduate Research at NTU can be found here: [https://www.ntu.ac.uk/\\_data/assets/pdf\\_file/0014/204305/section-11-quality-handbook.pdf](https://www.ntu.ac.uk/_data/assets/pdf_file/0014/204305/section-11-quality-handbook.pdf)

## **SECTION 6a:**

### **Personal Statement**

Please use this section to provide any other information that you wish to offer in support of your application. Postgraduate Research 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 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 answer Yes 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 answer Yes 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 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: [https://www4.ntu.ac.uk/student\\_services/disability\\_services/index.html](https://www4.ntu.ac.uk/student_services/disability_services/index.html)

## **SECTION 8:**

## Names and addresses of referees

**For MPhil / PhD 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.

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

Your referee should not be on your proposed supervisory team

At least one academic reference should be from the most recent higher education institution.

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.

The minimum requirement for the application form is to name your referees. **Please note** you are responsible for obtaining your references and providing them to the university when requested. References should be provided on headed paper and sent to [doctoralschool@ntu.ac.uk](mailto:doctoralschool@ntu.ac.uk). We can also accept reference via a recognisable email account if sent directly to [doctoralschool@ntu.ac.uk](mailto:doctoralschool@ntu.ac.uk).

## SECTION 9:

### Declaration

Please read the declaration on the application carefully. You must sign your application or we cannot process it. If we deem the application to be sent from a personal email account, we will accept this. When you sign/send 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. 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.
- 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: <https://www4.ntu.ac.uk/admissions/policies/terms-conditions/index.html>
- 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 Postgraduate Research Tutors for selection purposes and is collected solely for 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.