**Notes, guidance and application form**

# Prospective research degree students

This document is intended for postgraduate research students applying for an MPhil, MPhil/PhD and PhD direct.

**Part 1: Notes**

**Application procedure**

Thank you for your interest in studying for an MPhil or PhD at London Metropolitan University. In order to begin considering your research proposal, we need you to complete the application form. This asks for details of your educational record and achievements, and about your employment record. In a latter section of the form you are asked to provide a summary outline of your proposed research and any related practice. We need to see your ideas at this stage in sufficient detail so that we can begin to judge your potential as a prospective research MPhil or PhD student and the potential of your proposed project. You should therefore indicate:

* how your proposal links to existing research and/or related practice in the area
* the aims and objectives of your research and/or related practice
* what sort of methods, sources, concepts, analytical frameworks or experiments (as appropriate) you propose to use
* how your work makes an original contribution to the academic field, discipline or area of study

The Research and Postgraduate Office will acknowledge your application by email upon receipt. If you’re concerned that we may not have received your application, please contact us on +44 (0)20 7133 4095 or by email: [research@londonmet.ac.uk](mailto:research@londonmet.ac.uk)

Once your completed application form is received, it will be passed on to the appropriate Faculty, which will consider whether it has appropriate members of academic staff with relevant expertise and experience to supervise your proposed research project. Processing applications for a research degree can be time-consuming and it is customary for applicants to be called for interview before an offer of a place is made. Interviews will normally occur within one month of receipt of your application form and where necessary may take place by telephone or Skype.

**Enrolment process**

If your application is successful, the Research and Postgraduate Office will write to you with an offer and notify you of the enrolment dates. At enrolment you will be asked to complete the University's Enrolment Form, confirm your identity and qualifications, and organise payment of your fees (unless you’re in receipt of a research studentship). You will then be issued with your ID card and invited to attend the University's Research Student Induction workshop – the first part of the Researcher Development Programme. At this stage you should discuss with your supervisors which aspects of the Researcher Development Programme you should attend to develop your research and research-related professional skills, including any appropriate taught modules from the taught master’s scheme (such as those focusing on advanced research methods or relevant theoretical issues).

**Studying for an MPhil or PhD**

The Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) are awarded by London Metropolitan University upon successful defence of a thesis at viva voce/oral examination. The research must be original and completed under the supervision of University staff.

**Admissions**

You will normally have an honours degree from a UK university or the Council for National Academic Awards (CNAA), or equivalent, as a basis for enrolment on to a research programme. However, the University may consider applicants with master’s qualifications or equivalent training and/or experience in relevant research, practice and theory.

**Intellectual property (IP)**

All IP arising from research work undertaken by postgraduate research students is owned by the University.

Postgraduate research students (or non-employee researchers) will be required to sign an agreement assigning first rights of IP ownership to the University as a condition of participation in University research projects. This agreement will be included as a constituent part of any official offer of a studentship research placement from the relevant departmental office.

However, in the event that a research student generates IP independently from their research project, and without drawing on University facilities or staff supervision, then the IP shall remain the property of the student. In such cases, the University may be willing to manage the commercialisation of the IP on behalf of the student, in which case the student will be required to assign their rights of IP ownership to the University.

Information disclosed to a research student during the course of their research activities, and any results generated during that period (whether or not technical or commercial in nature), may constitute valuable IP and require protection prior to any form of non-confidential disclosure. It is the responsibility of the research project supervisor to advise the student as to which results and/or information are to be kept confidential. If in any doubt, advice should be sought from the Head of Enterprise.

**Part 2: Guidance**

**General**

Before completing the form, please ensure to read these guidance notes. To apply, please complete the following application form, save as an electronic document and email this as an attachment (together with separate electronic documents containing any necessary supporting material) to [research@londonmet.ac.uk](mailto:research@londonmet.ac.uk).

# The Data Protection Act

The information that you give on your application form will be used for the following purposes only:

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 researchers to do so, provided that no statistical information that would identify you as a person will be published
3. To enable the University to initiate your student record

## Section 1: Personal details

Surname/family name: The name you give will be that under which your application is filed and under which, if you are admitted, your application will be registered with London Metropolitan University. The form of your name should correspond exactly with your official documents, which you may be asked to produce as evidence of identity (eg passport).

Address:Enter the address that you are currently living at.

Email address: Enter the email address for all correspondence to be sent. Please notify any changes of address to the Research and Postgraduate Office.

**Section 2: Residence and nationality**

Please ensure that you complete this section providing copies of any relevant documentation.

**Section 3: Immigration**

Please ensure that you complete this section providing copies of any relevant documentation.

## Section 4: Admission

Please give a provisional start date, either October or February. And indicate your intended mode of study and whether you are applying for MPhil or MPhil with transfer to PhD.

**Section 5 and 6: Educational record/language qualifications**

Please provide details of previous degree/professional qualifications gained. If your application is based on qualifications attained outside the UK, you should also attach an electronic copy (eg a scan of the paper documents where necessary) of a **full transcript/educational record and qualifications** to your application email, including your test score if applicable.

Applicants whose first language is not English must provide evidence of English language skills demonstrated by one of the following:

* IELTS test at band 6.5 or above with a minimum score of 6 in each component
* Pearson PTE (Academic) with at least 65 in listening, 65 in reading, 65 in writing and 65 in speaking
* **for EU students only** – a pass in the University’s English language test (the Password Test)
* equivalent as judged by the authorised admitting officer in accordance with the advice of the University’s International Office

Applicants resident outside the UK, for whom English is not their first language, should normally have gained the required English language qualification not more than two years prior to entry.

## Section 7: Employment history

Please provide details of your work experience and training, paid or unpaid.

**Section 8: Proposal**

Please attach a separate document containing the summary outline of your proposed research and any related practice.

## Section 9: Proposed academic faculty

## Please indicate the faculty in which you propose to undertake your research.

**Section 10: Disability/special needs**

The University encourages you to disclose any disability or medical condition that may affect your future studies. All offers are made on academic grounds and the information given will be used to help provide services that meet your needs.

## Section 11: Criminal convictions

Please ensure that you answer the question on criminal convictions and attach any supporting material in a separate electronic document if appropriate.

## Section 12: Referees

Please provide names and addresses of **two** academic referees and send each of them a copy of the separate referee form. It is the responsibility of each applicant to ensure that their referees have sent their references to the University. Please note the forms should be retuned directly to the Research and Postgraduate Office by the referees.

**Section 13: Further information**

Please let us know how you came to hear of our research programme.

## Section 14: Declaration

Any offer of a place you receive is made on the understanding that none of the information provided by you in the application process is fraudulent. In accepting the offer of a place you agree to abide by the Rules and Regulations of the University, and by emailing the application form you are confirming your agreement to do this.

Once we receive your research proposal and application form, we will forward your application to relevant members of academic staff in the University who will assess the potential of your research project. We will contact you if we require you to produce further information. If we feel we may be able to supervise your project, you will be invited for an interview to discuss the proposal further with your potential supervisors.

## Further information

For further information on research programmes offered at the University, please consult our website or contact the office:

Research and Postgraduate Office

Tel: +44 (0) 20 7133 4095)

Email: research@londonmet.ac.uk

[londonmet.ac.uk/research](http://www.londonmet.ac.uk/research/)

**Part 3: Application form**

To apply, please complete the following application form, save as an electronic document and email this as an attachment (together with separate electronic documents containing any necessary supporting material) to [research@londonmet.ac.uk](mailto:research@londonmet.ac.uk).

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| 1. **Personal details** | | | | | | | | | | | |
| 1.1 Title | | | | | |  | | | | | |
| 1.2 Surname | | | | | |  | | | | | |
| 1.3 Forename(s) | | | | | |  | | | | | |
| 1.4 Date of birth (dd/mm/yyyy) | | | | | |  | | | | | |
| 1.5 Gender | | | | | | Male Female | | | | | |
| 1.6 Email address | | | | | |  | | | | | |
| 1.7 Address | | | | | |  | | | | | |
| 1.8 Town | | | | | |  | | | | | |
| 1.9 City | | | | | |  | | | | | |
| 1.10 Postcode | | | | | |  | | | | | |
| 1.11 Country | | | | | |  | | | | | |
| 1.12 Home telephone number | | | | | |  | | | | | |
| 1.13 Work telephone number | | | | | |  | | | | | |
| 1.14 Mobile telephone number | | | | | |  | | | | | |
| 1. **Residence and nationality** | | | | | | | | | | | |
| 2.1 Passport type | | | | |  | | | | | | |
| 2.2 Nationality | | | | |  | | | | | | |
| 2.3 Second/dual nationality | | | | |  | | | | | | |
| 2.4 Country of birth | | | | |  | | | | | | |
| 2.5 Country of domicile | | | | |  | | | | | | |
| 2.6 Ordinarily resident in EU for three years prior to course start | | | | |  | | | | | | |
| 2.7 Date of most recent entry to the EU | | | | |  | | | | | | |
| 2.8 Have you ever lived, or were you born outside of the EU? | | | | |  | | | | | | |
| 2.9 Have you applied for UK refugee status/asylum? | | | | |  | | | | | | |
| 2.10 Have you been granted indefinite leave to remain in the UK? | | | | |  | | | | | | |
| 2.11 Date indefinite leave was granted | | | | |  | | | | | | |
| 2.12 Date of entry to the EU excluding holidays | | | | |  | | | | | | |
| 1. **Immigration** | | | | | | | | | | | |
| 3.1 Passport number | | | | |  | | | | | | |
| 3.2 Passport issue date | | | | |  | | | | | | |
| 3.3 Passport expiry date | | | | |  | | | | | | |
| 3.4 Do you require a Tier 4 student visa? | | | | |  | | | | | | |
| 3.5 Have you previously studied in the UK? | | | | |  | | | | | | |
| 3.6 Total months of study previously completed in the UK | | | | |  | | | | | | |
| 3.7 Are you currently residing in the UK? | | | | |  | | | | | | |
| 3.8 What is your current visa/permission type? | | | | |  | | | | | | |
| 3.9 Other specified immigration permission | | | | |  | | | | | | |
| 3.10 Current visa number if known | | | | |  | | | | | | |
| 3.11 Visa issue date | | | | |  | | | | | | |
| 3.12 Visa expiry date | | | | |  | | | | | | |
| 1. **Admission** | | | | | | | | | | | |
| 4.1 I am applying for: | | | | | MPhil  MPhil with transfer to PhD | | | | | | |
| 4.2 Please indicate your intended mode of study | | | | | Full-time Part-time | | | | | | |
| 4.3 Please indicate your proposed date of enrolment | | | | | October February | | | | | | |
| 4.4 Have you already contacted a member of staff at London Metropolitan University about this course? If so, please give details | | | | |  | | | | | | |
| 4.5 Please provide details of who will pay your fees | | | | |  | | | | | | |
| 4.6 Have you or do you intend to make an application for research funding? | | | | | Yes | | | | | | |
| If **yes**, please give details: | | | | |  | |
| 1. **Educational Record (most recent first)** | | | | | | | | | | | |
| **Date from/to** | **Institution name and address** | | | **Degree or qualification awarded** | | | | **Subject** | | | **Result/grade** |
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| 1. **English Language Skills** | | | | | | | | | | | |
| If English is not your first language, please state qualifications obtained in English language skills and the date they were obtained. Please refer to the “Notes for guidance” regarding minimum requirements. | | | | | | | | | | | |
| 6.1 Qualification name | | | | | | |  | | | | |
| 6.2 Result | | | | | | |  | | | | |
| 6.3 Examining institution | | | | | | |  | | | | |
| 6.4 Date of award | | | | | | |  | | | | |
| 1. **Employment history (most recent first)** | | | | | | | | | | | |
| **Appointment from/to** | | | **Name and address of employer** | | | | | | **Nature of work** | | |
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| 1. **Summary outline of proposed research and any related practice** | | | | | | | | | | | |
| Please attach a separate document containing the summary outline of your proposed research and any related practice alongside your application via email to **research@londonmet.ac.uk.**  Your summary outline should be no more than 3,500 words. This will be used to evaluate our capacity to supervise your proposed topic and as a basis for selecting applicants for interview. Please make sure your summary outline includes:   * A provisional descriptive title * A brief outline of previous research and/or practice on which your proposal will draw (max 500 words) * The aims, objectives and/or key questions you propose to address (max 500 words) * A brief summary of the data collection, analysis and/or practice-based methods you propose to adopt (max 1,000 words) * A brief outline of how your proposed research and/or practice will add to current knowledge (max 500 words) * A complete list of references and sources cited in your summary outline (max 1,000 words) | | | | | | | | | | | |
| Please indicate the file name of the Microsoft Word (\*.doc) or PDF (\*.pdf) file containing the summary outline of your proposed research and any related practice that you have attached to this application. | | | | | | |  | | | | |
| 1. **Academic faculties** | | | | | | | | | | | |
| Please indicated which faculty you wish to undertake your research:  Faculty of Social Sciences and Humanities  Faculty of Art, Architecture and Design  Faculty of Life Sciences and Computing  Faculty of Business and Law | | | | | | | | | | | |
| 1. **Disability/special needs** | | | | | | | | | | | |
| The University encourages you to disclose any disability or medical condition that may affect your future studies. All offers are made on academic grounds and the information given will be used to help provide services that meet your needs. Please give details below. | | | | | | | | | | | |
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| 1. **Criminal convictions** | | | | | | | | | | | |
| Do you have any criminal convictions? | | | | | | | Yes No | | | | |
| If yes, please attach supporting material in a separate electronic document concerning the offence(s) and conviction(s), including date(s) and court(s) at which convicted. | | | | | | | | | | | |
| 1. **Referees** | | | | | | | | | | | |
| Please give the names and contact details of two academic referees. These referees should be able to write about your previous studies and/or work experience and your ability to carry out research and any related practice. Please forward the separate referee form to each of your referees. | | | | | | | | | | | |
| **First referee** | | | | | | | | | | | |
| Name | |  | | | | | | | | | |
| Position held | |  | | | | | | | | | |
| Address (including post code and country) | |  | | | | | | | | | |
| Telephone (including international dialling code) | |  | | | | | | | | | |
| Facsimile (including international dialling code) | |  | | | | | | | | | |
| Email address | |  | | | | | | | | | |
| **Second referee** | | | | | | | | | | | |
| Name | |  | | | | | | | | | |
| Position held | |  | | | | | | | | | |
| Address (including post code and country) | |  | | | | | | | | | |
| Telephone (including international dialling code) | |  | | | | | | | | | |
| Facsimile (including international dialling code) | |  | | | | | | | | | |
| Email address | |  | | | | | | | | | |
| 1. **Further information** | | | | | | | | | | | |
| Please specify how you came to hear of our research programme. Please tick those that apply. | | | | | | | Website  Prospectus  Careers office  Careers fair  Word of mouth  Poster  Press advert, please specify:  Other, please specify: | | | | |
| 1. **Declaration** | | | | | | | | | | | |
| I confirm that, to the best of my knowledge, the information given in this form is correct and complete.  I have read the instructions. I understand what they say, and I agree to abide by the conditions set out there, which I accept as conditions of this application. By attaching this application to an email addressed to research@londonmet.ac.uk the Research and Postgraduate Office at London Metropolitan University will assume that the sender has made the above declaration. | | | | | | | | | | | |
| Applicant’s full name | | | | | | |  | | | | |
| Date | | | | | | |  | | | | |

To apply, please **fully** complete this application form, save as an electronic document and email this as an attachment (together with separate electronic copies of the following documents) to the Research and Postgraduate Office via email: **research@londonmet.ac.uk.** Please see the guidance notes for information of which specific documents to send.

* proposal/summary outline
* previous qualifications
* English language qualifications
* fee status questionnaire
* copy of passport

Please note: Your application cannot be processed until you have provided all documentation listed.

If you have any questions about the application, please email above or call

+44 (0)20 7133 4095.