Research Degrees

Application Form  
Affiliated Research Centres

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLease Refer to the *recruitment and registration guidelines for ARCs* before completing this form**.  Please ensure you use the most recent version of this form found here <http://www.open.ac.uk/students/research/forms-and-guidance> | | | | | | | | | | | |
| **To be completed by the applicant. a separate ‘application recommendation form’ should be completed by the affiliated research centre.** | | | | | | | | | | | |
| **Affiliated Research Centre:** | | | | | | | | | | | |
| Applicant Details:  Title  Surname/Family name  Forename(s)  Preferred first name | | | | | |  | | | | | |
| Previous Names (if applicable) | | | | | |  | | | | | |
| Nationality | | | | | |  | | | | | |
| Passport Number | | | | | |  | | | | | |
| Biometric Number (if applicable) | | | | | |  | | | | | |
| If you have previously held, or currently hold, a UK visa please give details  (**for UK based ARCs only**) | | | | | | Visa type:  Expiry date: | | | | | |
| Do you have indefinite leave to remain in the UK? (**for UK based ARCs only**) | | | | | | Yes  No  Or  I have refugee status  I have EU pre-settled or settled status | | | | | |
| Do you have settled or pre-settled status through the EU Settlement Scheme? (**for UK based ARCs only**) | | | | | | Yes  No | | | | | |
| Have you previously studied with The Open University? | | | | | | Yes  No  If Yes, please give your Personal Identifier (PI)    I have forgotten my PI | | | | | |
| Permanent home address details:  Address  Postcode  Country  Telephone  Mobile  Email | | | | | |  | | | | | |
| Contact address (if different):  Address  Postcode  Country  Telephone  Mobile  Email | | | | | |  | | | | | |
| Please provide a short statement to explain why you are applying to read for a research degree (Max 200 words) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Qualifications (University, College Education or Professional) | | | | | | | | | | | |
| **Start date** | **End date** | | **University or college attended**1 | | **Subjects studied** | | | **Full-time/ Part-time** | | **Qualifications awarded or sought, e.g. BA** | **Class or grade awarded/ predicted outcome** |
|  |  | |  | |  | | |  | |  |  |
|  |  | |  | |  | | |  | |  |  |
|  |  | |  | |  | | |  | |  |  |
| Have you been awarded a prize or distinction for your academic work? | | | | | | Yes – please give details below    No | | | | | |
| **English Language Competence** | | | | | | | | | | | |
| Are you from one of the majority English speaking countries listed in Table 1 on page 11? | | | | | | Yes – which country?  **Now go to the section entitled Research Experience**  No - **go to next question** | | | | | | |
| Have you completed a degree in the UK or from one of the majority English speaking countries listed in Table 2 on page 11? | | | | | | Yes – which country?  **Now go to the section entitled Research Experience**  No - **go to next question** | | | | | | |
| Do you hold a SELTS (Secure English Language Test) certificate at level B2 or above? | | | | | | Yes  No  If ‘Yes’ please provide details including the scores.  Name of test:  Listening:  Reading:  Writing:  Speaking:  Date certificate issued:  Please provide the name and address of the assessment centre: | | | | | | |
| Research Experience | | | | | |  | | | | | |
| Do you have prior experience of qualitative and/or quantitative research? | | | | | | Yes – please give details below (course code/title/description/credits awarded/year of completion)  No | | | | | |
| Have you undertaken any research training?  Date course/module completed  Institution  Content of course/module | | | | | |  | | | | | |
| Have earned credits from any of your research training or experience? | | | | | | Yes – how many?  No | | | | | |
| Please list any publications or any other evidence of research experience | | | | | |  | | | | | |
| Employment | | | | | |  | | | | | |
| **Start Date** | | **End date** | | **Position held** | | | | | **Name and address of employer** | | |
| **Current Employment** | | | | | | | | | | | |
|  | |  | |  | | | | |  | | |
| **Previous Employment** | | | | | | | | | | | |
|  | |  | |  | | | | |  | | |
|  | |  | |  | | | | |  | | |
| **Funding** (Please contact the ARC you are applying through for further details) | | | | | | | | | | | |
| How are you intending to finance your studies? | | | | | | I am paying my own fees and living costs  I am applying for a funded studentship  My employer / organisation is paying my fees  I’d like to be considered for a fee bursary  Other or combination of the above – please give details | | | | | |
| **Referees** | | | | | |  | | | | | |
| Name: | | | | | | Name: | | | | | |
| Address: | | | | | | Address: | | | | | |
| Telephone: | | | | | | Telephone: | | | | | |
| Email: | | | | | | Email: | | | | | |
| Position held: | | | | | | Position held: | | | | | |
| If the referee knows you by a different name, please give details | | | | | |  | | | | | |
| Can the ARC contact your referees prior to interview? | | | | | | Yes  No | | | | | |
| **Declaration** | | | | | | | | | | | |
| I confirm that I have read and understood the Research Degrees in Affiliated Research Centres Handbook, the Conditions of Registration and the Research Degree Regulations, and agree to comply with those conditions.  I understand that, if accepted, I am liable for fees during my period of registration.  I understand that The Open University may, from time to time, be required by to amend the terms and Regulations or *Research Degrees* *in Affiliated Research Centres* Handbook, or the Conditions of Registration to reflect changes in relevant laws or regulatory requirements. If the Open University is required to amend these conditions in such a way as it might have a significant or substantial effect on me or its relationship with me, The Open University will endeavour to ensure that any change will not leave me in a less favourable position than I had enjoyed previously. For changes where the effect on me may be more significant, The Open University will also notify me prior to the change.  I understand that the information I provide will be treated as confidential by The Open University and will be made available to Open University staff and to agents of the University (e.g. the Higher Education Statistics Agency (HESA)) as appropriate, solely for the purposes of providing me with appropriate facilities and for statutory purposes. I hereby consent for the information to be processed for this purpose.  I also understand that The Open University reserves the right to withdraw any offer made based on information that proves to be untrue or misleading. | | | | | | | | | | | |
| Signature: | | | | | | | Date: | | | | |
| **Please now complete the** Equal opportunities and Higher Education Statistical Agency (HESA) monitoring form below | | | | | | | | | | | |

Research degrees:

Equal opportunities and Higher Education Statistical Agency (HESA) monitoring form

Please answer the following questions. This information will not affect your registration with The Open University.

|  |  |
| --- | --- |
| Surname or Family name |  |
| First Name(s) |  |
| Date of birth | /     / |
| Gender | Male  Female  Other  Prefer not to say |
| Country of Birth |  |
| Place of Birth |  |
| HESA number:  A HESA number is issued to each higher education student in the UK. If you’ve studied recently at a UK university and already have one, please give it here | I don’t know it |
| **Do you have a disability?**  The Open University uses the statutory definition of disability; ‘You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities’. | Yes  No  I prefer not to say |
| **If Yes, please provide further information:**  The University welcomes people with disabilities and we encourage you to tell us as early as possible of any requirements. We will only use this information to assess and arrange services to support you as a student. |  |
| **What is your ethnic origin?**   |  |  | | --- | --- | | 10 White | 31 Asian or Asian British-Indian | | 16 White – Other British | 32 Asian or Asian British-Pakistani | | 13 White - Scottish | 33 Asian or Asian British-Bangladeshi | | 14 Irish Traveler | 34 Chinese | | 15 Gypsy or Traveler | 39 Other Asian background | | 19 Other White Background | 41 Mixed-White and Black Caribbean | | 21 Black or Black British-Caribbean | 42 Mixed-White and Black African | | 22 Black or Black British-African | 43 Mixed-White and Asian | | 29 Other Black background | 49 Other mixed background | | 80 Other ethnic background | 50 Arab | | 90 Not known | 98 I prefer not to answer this question | | |
| **Occupation status: Occupation type:**  01 In full-time work/self-employed  01 Modern professional occupations  02 In part-time work/self-employed  02 Clerical and intermediate occupations  03 Looking after the family/home  03 Senior managers and administrators  04 Retired from paid work  04 Technical and craft occupations  05 Doing unpaid voluntary work  05 Semi-routine manual and service  06 Unable to work because of long-term occupations  sickness of disability  06 Routine manual and service occupations  07 Unemployed and looking for a job  07 Middle or junior managers  08 Not in paid work for some other reason  08 Traditional professional occupations  09 Never been in paid work | |
| **Please tell us what is (or was) the full title of your main job (e.g. Teacher, Administrator, Surveyor). Please give your job title and not a grade or salary band.** |  |
| **If you come from Northern Ireland, please describe your marital status** | 01 Single (never married or never in a civil partnership)  02 Married or in a civil partnership  03 Separated (still legally married or in a civil partnership)  04 Divorced or civil partnership dissolved  05 Widowed or a surviving partner from a civil partnership  06 Co-habiting  98 I prefer not to answer this question  99 Not known |
| **Please describe your sexual orientation** | Towards people of a different sex (straight)  Towards women of the same sex (lesbian)  Towards men of the same sex (gay)  Towards people of both sexes (bisexual)  Other (e.g. asexual)  I prefer not to answer this question |
| **Please describe your religion or belief** | 01 Protestant  02 Roman Catholic  03 Buddhist  04 Hindu  05 Jewish  06 Muslim  07 Sikh  08 Other Christian  09 Other religion  10 No religion  11 I prefer not to answer this question |
| **If you come from Northern Ireland, please describe your community background:** | Protestant community  Roman Catholic community  Neither community  I prefer not to answer this question |

Level of education

|  |  |
| --- | --- |
| What is your ***current*** highest qualification level? | |
| 01 No qualifications  02 Below GCSE or O level  03 1-4 GCSE or O levels  04 5 or more GCSE or O levels  05 1 A level  06 2 or more A levels  07 HNC | 08 HND  09 First Degree  10 Postgraduate Degree  90 Not known  99 Already declared |

What was your level of education when you ***first joined*** The Open University?

|  |  |  |  |
| --- | --- | --- | --- |
| 1A UK Doctorate degree |  | 4C SQA Advanced Higher(s), but no Scottish Baccalaureate |  |
| 1B Non - UK Doctorate degree |  | 3P SQA Scottish Highers |  |
| 1C Other doctoral level qualification (SCQF 12) |  | 3K Welsh Baccalaureate Advanced Diploma (level 3) |  |
| 1D UK masters degree |  | 3G International Baccalaureate (IB) Diploma |  |
| 1E Non - UK masters degree |  | 3H International Baccalaureate (IB) Certificate |  |
| 1F Integrated undergrad/masters degree e.g. MEng |  | 3F AQA Baccalaureate (Bacc) |  |
| 1G Diploma at masters level (SCQF 11) |  | 3A Ordinary National Diploma OND or Diploma at L3 (SCQF 6) |  |
| 1J Postgrad Cert Education or Prof Graduate Dip Education |  | 3B Ordinary National Certificate (ONC) or Cert at L3 (SCQF 6) |  |
| 1M Professional Graduate Cert in Education |  | 3C Award at level 3 (SCQF 6) |  |
| 1H Certificate at masters level (SCQF 11) |  | 43 Foundation course at level 3 (SCQF 6) |  |
| 1N NVQ, SVQ, GNVQ or GSVQ5 (SCQF 11) |  | 94 Advanced Apprenticeship at level 3 (SCQF 6) |  |
| 05 Other taught qual at masters level (SCQF 11) |  | 3D NVQ, SVQ, GNVQ, GSVQ 3 (SCQF 6) |  |
| 1P Credit for taught work at masters level (SCQF 11) |  | 3E 14-19 Advanced Diploma (level 3) |  |
| 2D UK first degree with honours |  | 3M Cambridge Pre - U Diploma |  |
| 1K UK first degree (hons) leading to QTS |  | 3N Cambridge Pre - U Certificate |  |
| 2F Non - UK first degree |  | 39 Other qualification at level 3 (SCQF 6) |  |
| 2E UK first degree without honours |  | 5C GCSE A\* - C, Intermed 2, Credit Stand.Gr, O-level A-B, CSE1 |  |
| 16 Graduate equivalent qualification not elsewhere specified |  | 5F Scottish Nationals Level 5 |  |
| 31 Foundation Degree |  | 5B Welsh Baccalaureate Intermediate Diploma (level 2) |  |
| 2B Higher National Diploma (HND) |  | 5D Apprenticeship at level 2 (SCQF 5) |  |
| 25 Diploma of Higher Education (DipHE) |  | 57 NVQ/SVQ level 2 |  |
| 23 Cert in Education (CertEd) or Diploma in Education (DipEd) |  | 5A 14-19 Higher Diploma (level 2) |  |
| 29 Foundation course at level 5 (SCQF 8) |  | 5E Other qualification at level 2 (SCQF 5) |  |
| 2G NVQ, SVQ, GNVQ or GSVQ 4 (SCQF 8) |  | 6C GCSE D-G, Intermed 1, General Stand.Gr, O-level <1< CSE> |  |
| 2J Other level 5 qualification (SCQF 8) |  | 6H Scottish Nationals Level 4 |  |
| 2A Higher National Certificate (HNC) |  | 6I Scottish Nationals Levels 1,2 or 3 |  |
| 2C Certificate of Higher Education (CertHE) |  | 6F Welsh Baccalaureate Foundation Diploma (level 1) |  |
| 2K Higher Apprenticeship at level 4 (SCQF 7) |  | 6B NVQ or SVQ1 |  |
| 2H Other level 4 qualification (SCQF 7) |  | 6D Qual level L1 (SCQF 4), eg Access 1-3, Foundation Stand.Gr |  |
| 22 Credits from UK HE institution but no HE qualification |  | 6E 14-19 Foundation Diploma (level 1) |  |
| 4E 2 or more A-levels (or equivalent) |  | 6A Other qualification at level 1 (SCQF 4) |  |
| 4D 1 A-level (or equivalent) |  | 44 Access course (QAA recognised) |  |
| 3J Scottish Baccalaureate |  | 45 Access course (not QAA recognised) |  |
| 98 No formal qualifications |  | 81 Qualifications at Entry level (below level 1) |  |
| 6G Admitted on basis of previous experience |  | 82 Qualifications below level 1 and not at entry level |  |
| 97 Other qualification level not known |  |  |  |

**Appendix 1**

**English language competence – Table 1 Nationality**

|  |  |
| --- | --- |
| * Antigua and Barbuda | * Ireland |
| * Australia | * Jamaica |
| * The Bahamas | * Malta |
| * Barbados | * New Zealand |
| * Belize | * St Kitts and Nevis |
| * Canada | * St Lucia |
| * Dominica | * St Vincent and the Grenadines |
| * Grenada | * Trinidad and Tobago |
| * Guyana | * United States of America |

**English language competence – Table 2 Degree Awarded**

|  |  |
| --- | --- |
| * Antigua and Barbuda | * Jamaica |
| * Australia | * Malta |
| * The Bahamas | * New Zealand |
| * Barbados | * St Kitts and Nevis |
| * Belize | * St Lucia |
| * Dominica | * St Vincent and the Grenadines |
| * Grenada | * Trinidad and Tobago |
| * Guyana | * United States of America |
| * Ireland |  |