

Open University PhD and MPhil Application Form (British and Irish Citizens)

What this form is for

This form is intended for individuals who hold British or Irish **citizenship** and wish to apply for a PhD or MPhil at The Open University. All other applicants should use the form. Applicants wishing to study via distance learning should use a separate form.

Short guidance notes are provided throughout the form whilst detailed guidance notes can be found in the [research degrees prospectus](#). The prospectus also contains important information about the [degrees we offer](#), our [research areas](#), and [finances](#) along with additional guidance for prospective [international students](#).

Details of how to submit your application are found at the end of the form. For further support, including requests for alternative formats, please contact Graduate-School@open.ac.uk

Section A: Applicant information

A1. PERSONAL DETAILS

- a. Title:
- b. Surname/Family name:
- c. Forename(s):
- d. Preferred first name:
- e. Date of birth (dd/mm/yyyy):
- f. Previous names (if applicable):
- g. Nationality:
- h. Email address:
- i. Telephone number:

j. Permanent home address:**k. Contact address (if different to home address):**

l. Have you previously studied with The Open University? Yes No

m. If yes, please provide your personal identifier (PI) number (if known):

n. Are you currently employed by The Open University? Yes No

o. If yes, please provide your staff number:

Section B: Course details

DEGREE DETAILS

a. Degree: PhD MPhil

b. Mode of study:

Full-time (37 hr per week, 2-4 years)

Part-time (18 hr per week, 4-8 years)

c. Intended start date: month: year:

Section C: Research project details

Please ensure that you complete the correct parts of this section

- If you are responding to an advert for a specific, pre-defined project then please complete C1
- If you are responding to an open project call and are submitting a research proposal for consideration, please complete C2

C1. RESPONSE TO AN ADVERTISED PROJECTa. Faculty:

b. Project title:

c. Advert reference: **C2. RESPONSE TO OPEN PROJECT CALL**a. Faculty: b. [Research area](#):

c. Proposed project title:

d. If your proposal involves fieldwork, please state location(s):

e. **Proposed supervisor – if known.** Please note that, whilst your preferences will be considered, we cannot guarantee the availability of specific staff.

f. Names of any OU staff you have corresponded with about your wish to study:

Section D: Qualifications and experience

The minimum entry requirement for entry into a research degree is an upper second-class (2.1) honours degree in a relevant subject area, although some [research areas](#) require a masters. The comparability of non-UK qualifications is determined via [UK ENIC](#).

Applicants who do not meet the minimum entry requirements may be considered, provided they have sufficient research experience; please set this out clearly in your application in section D3.

D1. ACADEMIC QUALIFICATIONS

a. Details of any degree qualifications you are currently registered for:

Qualification: Institution: Country:

Staff use only

Applicant ref:

Expected award date:

Predicted grade/classification:

b. Details of your highest level of relevant educational attainment:

Qualification:

Institution:

Country:

Start date (mm/yy):

End date (mm/yy):

Grade/classification:

c. Details of any other academic qualifications:

d. Details of any awards, prizes, or other academic recognition:

D2. EMPLOYMENT INFORMATION

If you intend to continue paid employment during your studies, you should be aware that full-time students are limited to a maximum of 6 hours per week. Funded part-time students cannot work full time. No restrictions are placed on self-funded part-time students provided they are able to meet the minimum number of study hours.

a. Current employment (if applicable)

Organisation:

Role:

Full-time equivalent:

Start date:

b. Do you intend to continue working during your studies? Yes No

c. If yes, how many hours per week?

d. Previous relevant employment:

D3. RESEARCH EXPERIENCE

We recognise that applicants may have quite different levels of prior research experience. Therefore, please do not be concerned if you have not, for example, had an opportunity to publish academically. However, if your qualifications do not meet our minimum entry requirements then you must be able to provide evidence of sufficient research experience to prepare you for a doctoral degree.

a. Details of any experience of qualitative and/or quantitative research:

b. Details of any research training, including any credits earned:

c. Details of any academic publications, conference papers, and presentations

Section E: Motivation and competencies

a. What motivates you in pursuing a research degree? (approx. 200 words)

b. What are some of the key research questions in your proposed field of study? (approx. 200 words)

c. What do you think are the main challenges involved in doing your proposed research project, and how might you overcome them? (approx. 200 words)

Section F: Referees

You will need to provide the details of two academic referees who are able to comment on your suitability for a research degree. Please note that personal references cannot be accepted and we ask that applicants are mindful of any potential conflicts of interest when selecting their referees.

F1. REFEREES

a. Details of first academic referee:

Name:

Role:

Organisation:

Email address:

Relationship to you:

b. Details of second academic referee:

Name:

Role:

Organisation:

Email address:

Relationship to you:

c. If either of your referees know you by another name, please state:

Section G: Fees and funding

The Open University offers a number of funded studentships each year and available studentships are advertised via our [jobs website](#).

G1. STUDY FUNDING

a. How do you intend to pay your course fees? Please select all that apply

I am applying for a funded studentship

Sponsorship through my employer/external organisation

OU staff fee waiver

[Fee bursary](#) (eligibility criteria apply)

I am funding my own studies

Other – please state:

- b. If your application for funding is unsuccessful, would you like to be considered for a self-funded place instead? Yes No
- c. On the first day of your course, will you have been resident in the UK or EEA for at least three years? Yes No

Section H: Intellectual property

Whilst the copyright of any work will remain with its author, it is generally expected that any intellectual property (IP) generated during your studies will be assigned to the University.

Exceptions are made on a case-by-case basis, and we cannot guarantee that an exception will be granted.

- a. Are currently bound by any intellectual property (IP) agreements which might prevent you from assigning your IP to The Open University?

Yes No Unsure

If yes or unsure, please provide as much information as you are able:

Section I: Signature and declarations

Please read all of the declarations carefully. If you have any questions or concerns, please contact Graduate-School@open.ac.uk before signing this form.

I1. DECLARATIONS

Please read each of the following statements carefully before signing.

a. **Documentation**

Applicants will be required to provide evidence of their identity, nationality, qualifications, immigration status, and English language competence before any offer of registration can be made. This will be normally requested after interview but, in some circumstances, may be requested sooner. Any documents not in English must be accompanied by a certified translation.

I have read and agree to the above statement

b. Fee liability

Where you are not in receipt of a studentship and your fees are being paid by yourself or a sponsor, all fees must be paid before the course start date; this includes students in receipt of a doctoral loan. You will not be permitted to start your course if your fees have not been paid. Details of how to make payment are included in your offer letter however where the sending of an offer letter is delayed for any reason then this must not impact making payment before the course start date.

I have read and agree to the above statement

c. Regulations, terms, and conditions

I confirm that I have read and understood the research degree [Conditions of Registration](#), [Regulations](#), and [Academic Attendance and Engagement Policy](#), and agree to comply with those conditions. I understand that the Open University may, from time to time, be required by to amend the terms and conditions, regulations or handbook 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 have read and agree to the above statement

d. Privacy statement (see [student privacy notice](#) for full information)

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 have read and agree to the above statement

12. SIGNATURE

By signing below, I confirm that the information I have provided is correct. Failure to declare or providing untrue or inaccurate information may lead to the Open University withdrawing any offer made.

Signature:

Date:

Submitting this form

All applications must be accompanied by the documents listed below; for ease of processing, we ask that all files are clearly labelled and include your full name.

1. A completed [Higher Education Statistical Agency \(HESA\) and equal opportunities monitoring form](#)
2. One of either:
 - a. A research project proposal
 - b. A response to an advertised research project proposal
3. Any other documents listed on the advertisement

Completed applications should be sent to the email address listed on the advertisement of, if you are responding to an open project call, to the email address listed on the relevant [research area](#). If you are unsure how to submit your application, please contact Graduate-School@open.ac.uk

Late or incomplete applications will not be accepted.