



Graduate School

Professor Ann MacLarnon, Deputy Provost

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E-mail: research@roehampton.ac.uk

In case of enquiry contact:

Admissions
pgadmissions@roehampton.ac.uk
020 8392 3165

Dear Applicant,

Application to Undertake a Higher Degree by Research

Thank you for your enquiry about undertaking a research degree at the University of Roehampton. I am pleased to enclose an initial application pack for your use. The application form can also be found on the University's website at:

<http://www.roehampton.ac.uk/Courses/Graduate-School/Application-Packs/>

Please note that candidates for the degree of PhD usually apply for the degree of MPhil (Master of Philosophy) in the first instance and have the opportunity to apply to transfer to the PhD (Doctor of Philosophy) midway through their programmes.

I have also enclosed for your information some general information about studying for a research degree at Roehampton, a set of guidance notes on the application process and a list of academic contacts in each research area. The latest tuition fee rates and payment information can be found at <http://www.roehampton.ac.uk/Finance/Postgraduate-Finance/>

I would encourage you to view the Graduate School website for more information about undertaking a research degree at the University of Roehampton:

<http://www.roehampton.ac.uk/Courses/Graduate-School/Applying/>

I look forward to receiving your completed application form. Please do not hesitate to contact me if you have any queries.

Yours sincerely,

Research Admissions

For Office Use	RDBI
Date Received	
App ID	
Outcome	

UNIVERSITY OF ROEHAMPTON

INITIAL APPLICATION FOR A HIGHER DEGREE BY RESEARCH

SECTION 1: PROGRAMME DETAILS

Please type this form or complete it legibly in black ink. Please return the form, with attachments, to Admissions, Erasmus House, University of Roehampton, Roehampton Lane, London, SW15 5PH. **Please do not staple your application, as it will be photocopied.**

An electronic copy of this form is available to download from the University's website:
<http://www.roehampton.ac.uk/graduateschool/prospectiveresearchstudents/howtoapply/index.html>

Which Department are you applying to?

- | | |
|--|---|
| <input type="checkbox"/> Department of Social Sciences | <input type="checkbox"/> Department of Media, Culture & Language |
| <input type="checkbox"/> Department of Life Sciences | <input type="checkbox"/> Department of English & Creative Writing |
| <input type="checkbox"/> Department of Psychology | <input type="checkbox"/> Department of Drama, Theatre & Performance |
| <input type="checkbox"/> Department of Education | <input type="checkbox"/> Department of Dance |
| <input type="checkbox"/> Department of Humanities | <input type="checkbox"/> Roehampton University Business School |

Which Research Centre(s) are you applying to?
(For a list of Research Centres see the accompanying guidance notes)

Which programme are you applying for?

- MPhil MPhil/PhD PsychD Forensic Psychology

What is your proposed mode of study?

- Part-time Full-time


What is your proposed start date?
(1st October or 1st January)

SECTION 2: PERSONAL DETAILS

Title	First name(s)	Surname

Preferred name (if different to the above)	
Previous Surname (if applicable)	
Date of Birth	
Nationality	
Country of Permanent Residence	
Years Resident in Above Country	

E-mail Address	
Daytime Telephone Number	
Evening Telephone Number	
Mobile Number	

Permanent Home Address	Address for Correspondence (if different)
	 <p>COLLEGE CONTACT.COM</p> <p><small>College Contact GmbH Hanauer Landstrasse 151-153, 60314 Frankfurt am Main (Germany) Phone: +49 69 907 2007 30 Email: beratung@college-contact.com Web: https://www.college-contact.com</small></p>

SECTION 3: FUNDING

Are you in receipt of any sponsorship or scholarship?

Yes

No

If yes:

i. will your sponsorship or scholarship cover your tuition fees?

Yes

No

ii please specify any conditions attached to your sponsorship or scholarship

Please give details here if you intend to apply, or have already applied, for funding towards your research degree:

If your tuition fees are not covered by sponsorship or a scholarship, how will you fund your intended programme of study?

SECTION 4: ACADEMIC QUALIFICATIONS

Please give details of all tertiary level qualifications (for example, Certificate/Diploma in Higher Education, First Degree, Higher Degree). Please note that you must attach your academic transcripts.

Institution	Dates Attended	Subject	Level of Award	Date of Award

SECTION 5: PROFESSIONAL QUALIFICATIONS

Please give details of any professional qualifications or other relevant qualifications not listed in section 4 above

SECTION 6: PROFICIENCY IN ENGLISH

If English is **not** your first language, nor the language in which you received your education, please give details of any English Language courses taken or about to be taken, and attach, if possible, a certificate of proficiency showing ability to speak, write and understand English. Please note that University Regulations require research students to meet a minimum level of English Language proficiency, which is currently IELTS 7.0 overall with 6.5 in all bands (or the equivalent score on another English Language exam).

Have you achieved an IELTS score of 7.0 overall with 6.5 in all bands or equivalent Yes No

SECTION 7: OCCUPATIONS

Please give details of past and present occupations with dates (in chronological order)

Employer	Dates Employed	Job Title	Brief Description of Main Duties

SECTION 8: RELEVANT EXPERIENCE

Please give details of any experience or other information (e.g., publications, research experience) relevant to your application. You should include details of any research methods training you have already completed. Please continue on a separate sheet if necessary.

SECTION 9: ACADEMIC REFEREES

Please give details (including name, postal address, e-mail address and a contact telephone number) of two academic referees who will support your application. Please note that your academic referees cannot be the same people as those likely to supervise your research. It is preferable for you to provide letters from your referees (in signed and sealed envelopes) at the time of application. Referees' letters should include how they are acquainted with you, their experience with/opinion of your academic work and your suitability for undertaking a research degree.

Name and Relationship to You	Address	Telephone Number & E-mail Address

SECTION 10: TITLE OF RESEARCH PROPOSAL

Please give the proposed title of your research project

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If you have already been in discussion with a member of academic staff regarding your proposal, please enter his/her name below:

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SECTION 11: RESEARCH PROPOSAL

You should discuss your research proposal with the contact person listed in the application pack before completing this section.

Part A: The Scope of the Proposed Research

Please give an outline of your proposed programme of research. Parts A,B and C should each be 300-500 words long (please continue on a separate sheet if necessary). Assessors may request further details about your research proposal prior to interview if necessary. You should try to include:

- i. a non-technical summary of your proposed research
- ii. a description of the broad subject area of your project, including its relation to other work in the field
- iii. the aims and objectives of your proposed research
- iv. an outline of any hypotheses or research questions which will be addressed
- v. a brief, indicative bibliography

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Part B: Research Methodology and Design

Please give a brief indication of the proposed design of the project, including the research methodology to be used. You should try to include:

- i. an indication of the proposed methods to be used in the research (including the gathering and analysing and/or interpretation of data/information)
- ii. the reasons for selecting these methods given the subject area described in Part A above
- iii. a provisional timetable of the work through to the submission of the completed thesis, including, if relevant, the dates and expected length of any fieldwork to be undertaken abroad

Part C: Training, Facilities and Resources

Please indicate any specialist training, including taught research methods programmes, and other resources necessary for the research (e.g., laboratory space, computing facilities, specialist Library access). Please note that students in the School of Education and the School of Business & Social Sciences may be required to complete the University's Postgraduate Diploma in Social Research Methods as part of their research programme.

SECTION 12: SIGNATURE OF APPLICANT

- a) I certify that the statements made by me on this form are correct
- b) I understand that in signing below I agree to Roehampton University processing my personal data (as defined by the Data Protection Act 1998), for administrative purposes as notified to the Office of the Information Commissioner.
- c) If I am applying to the Department of Education or the Department of Social Sciences or the Roehampton Business School, I understand that I will be required to complete the University's Postgraduate Diploma in Social Research Methods as part of my research programme.

Signature:

Date:

You should send your application to the Admissions Office using the address at the top of this form. Applicants are advised to send their applications by registered post or courier to ensure delivery.. Please do not staple any parts of your application form (or associated documents) as these will be photocopied.

Introduction

These guidance notes relate to application procedures for the degrees of Master of Philosophy (MPhil), Doctor of Philosophy (MPhil/PhD) and PsychD Forensic Psychology.

Please note that candidates for the degree of PhD will apply for MPhil in the first instance and will have the opportunity to apply to transfer to PhD midway through their programmes.

For further information about studying at the University of Roehampton, please visit <http://www.roehampton.ac.uk/Courses/Graduate-School/>

How to Apply

To apply for a research degree, please follow the steps below:

Step 1: Discuss Your Proposal with the School

If you have not already done so, please contact a relevant member of academic staff for an informal discussion about your proposed research. The discussion does not need to take place face-to-face but can be done by letter, telephone or e-mail. A list of our subject area contacts is enclosed; you should usually approach one of these staff unless you already have a clear idea about who you would like to supervise your intended research. It is usually advisable to contact academic staff by e-mail in the first instance.

Step 2: The Application Form

If you are not word-processing the application form, please remember to **print legibly in black ink**. Application forms are available to download from our website at: <http://www.roehampton.ac.uk/Courses/Graduate-School/Application-Packs/>

The following information **must** be included within your application to enable it to be considered by the School:

Section 1: Programme Details

Please indicate the School to which you are applying, the degree you would like to pursue and your intended mode of study.

Please enter the name of the Research Centre(s) you are applying to. Enter one (or more) of the following:

School of Arts

- Centre for Dance Research (CDR)
- Centre for Health Tax Research
- Centre for Interdisciplinary Music Research (CIMR)
- Centre for Language Assessment Research (CLARe)
- Centre for Research in English Language and Linguistics (CRELL)
- Centre for Research in Film and Audiovisual Cultures (CRFAC)
- Centre for Research in History and Theory
- Centre for Research in Modern Literature and Culture
- Centre for Research in Postcolonial and Transcultural Studies (PTS)
- Centre for Research in Renaissance Studies (CRRS)
- Centre for Research in Romanticism (RCR)
- Centre for Research in Sex, Gender and Sexuality (SeGS)
- Centre for Theatre Research in Europe (CENTRE)
- Hispanic Research Centre (HRC)
- National Centre for Research in Children's Literature (NCRCL)
- ReWrite – Centre for Research in Creative and Professional Writing
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School of Business and Social Sciences

- Centre for Organisational Research
- Centre for Research on Nationalism, Ethnicity and Multiculturalism (CRONEM)
- Centre for the Study of Voluntary and Community Activity
- Roehampton Social Research Centre (RSRC)

School of Education

- Centre for International Research on Creativity and Learning in Education (CIRCLE)
- Centre for Research in Beliefs, Rights and Values in Education (BRaVE)
- Centre for Research in Education Policy and Professionalism (CeREPP)
- Early Childhood Research Centre (ECRC)

School of Human and Life Sciences

- Centre for Applied Research and Assessment in Child and Adolescent Wellbeing (CARACAW)
- Centre for Research in Cognition, Emotion and Interaction (CRICEI)
- Centre for Research in Ecology (CRE)

- Centre for Research in Evolutionary Anthropology (CREA)
- Centre for Scientific and Cultural Research in Sport (CSCRS)
- Clinical and Health Psychology Research Centre (CHP)
- Health Sciences Research Centre (HSRC)
- Research Centre for Therapeutic Education (RCTE)

Please enter your proposed start date. The University accepts applications for research degrees all year round. Research students usually start in October. Students may also start in January and April. The official start date will be the first day of the month although the actual first date of attendance may vary. In exceptional circumstances students may start at other times of the year, however they will be required to pay fees to cover the relevant academic period. Students starting in October will be able to take best advantage of the research methods training classes available. It is not usually advisable to start your research degree over the Christmas period or over summer months (June to September) as many academic staff are away from the University over these periods. You should usually apply at least 3 months prior to your intended start date.

Section 2: Personal Details

Please complete the details requested in this section. The name which you give will be that under which you are registered with the University and will be the name that will appear on your degree certificate. If you give a preferred name, this will be used instead.

The permanent home address will be that retained on your student file and will be used for all correspondence unless you provide an alternative address. It is important to advise the Research Support Officer of any changes to your contact details.

Section 3: Funding

There is no mainstream source of funding for postgraduate study in the UK. The majority of our students are self-funded and the University likes to ensure its applicants are aware of the costs involved in undertaking a research programme to completion.

The current tuition fee rates are available online at:

<http://www.roehampton.ac.uk/Finance/Postgraduate-Finance/>

Fees are payable in October of each academic year and are usually subject to a rise each year.

If you intend to apply for any funding towards your programme of study, please give details in this section. Please state how your fees will be paid if you are not in receipt of sponsorship or a scholarship, or if your application for funding is unsuccessful.

Section 4: Your Academic Qualifications

Please list your academic qualifications following the instructions provided on the form. Your application must be accompanied by evidence of the academic qualifications that

you hold (photocopies are acceptable). If you have not yet been awarded your qualification(s), you will be asked to provide transcripts as soon as these are available.

Section 5: Your Professional Qualifications

Please list any professional or other qualifications that you possess which you consider relevant to your application. Evidence that you possess these qualifications should be attached to the application (photocopies are acceptable). If you have not yet been awarded your qualification(s), you will be asked to provide transcripts as soon as these are available.

Section 6: Your Proficiency in English

Under the University's Regulations for Research Degrees, you must write and defend your thesis in English. You will undergo an oral examination called a viva voce examination which will be conducted in English. It is therefore very important that you possess the necessary English skills. If English is not your first language, you should provide evidence of English language ability. The level of English Language required is GCSE at Grade C, IELTS at band 7.0 in all sections, a paper-based TOEFL score of 600 (including 5 in the written test TWE), a computer-based TOEFL score of 250 or the equivalent.

Please note, if you do not already possess a recognised English Language qualification you may be required to undertake such a course as a condition of entry to your programme.

Section 7: Occupations

Please list your past and present occupations (*if any*) following the instructions provided on the form.

Section 8: Relevant Experience

Please give details of any experience or other relevant information that you would like the School to consider.

Section 9: Academic Referees

Please provide the details of two academic referees who are willing to support your application. If you cannot provide two academic referees at this stage, please indicate this in a covering letter accompanying your application. Please note that unless you are a recent graduate of Roehampton University, you will be expected to provide at least one external academic referee who will be able to comment upon your academic ability and suitability to undertake the proposed research. Also note that references from proposed/intended supervisors at the University will not be permitted.

It is preferable for you to attach letters from your referees (in signed and sealed envelopes) to your completed application form.

Section 10: Title of the Research Proposal

Please give the proposed title of your research project. You will be able to change this title at a later date if necessary.

If you have already been in discussion with a member of the University's academic staff regarding your proposed research, please give his/her name in this section.

Section 11: The Research Proposal

After the necessary discussions with the School you should complete the research proposal section. The main purpose of this section is to establish that you have identified a researchable area in which the University is able to provide appropriate supervisory expertise. You need to provide enough detailed information to ensure that the School can assess the viability of your project and whether they have the necessary support in place to supervise your proposed research programme. You should follow the guidelines for Parts A, B and C of this section and include as much of the information requested as possible. It is acknowledged that you may not be able to provide full details under all of the headings at this stage, but any information you are able to include will be useful.

Section 12: Your Signature

Please remember to sign and date your application.

In addition to completing the form, it would also be helpful if you could enclose an up-to-date copy of your CV.

Step 3: Returning Your Application

You should complete your application form in full following the guidance within this information pack and return this either by post or email to the addresses below.

Postal applications should be sent to:

University of Roehampton Admissions Department | E.137 Erasmus House | Digby Stuart College | Roehampton Lane | London | SW15 5PU

Emailed applications should be sent to:

Home applications should be emailed to: pgadmissions@roehampton.ac.uk

EU & International applications should be emailed to:
internationaladmissions@roehampton.ac.uk

Please ensure that you include copies of your academic transcripts and certificates (with certified translations if the originals are not in English), 2 academic references on institutional headed paper signed by your referees and a copy of any English language qualification that you may hold (for EU and International applicants). Please do not staple or bind your application, as it will be copied prior to sending it to the appropriate research centre for consideration.

Step 4: Interview and Registration

The School will review your application and, if interested in your proposal, will send for your references if these have not been included. If your references are satisfactory the School will identify suitable supervisors for your proposed research and will arrange an interview with you and your potential supervisors.

If your interview is successful you will be sent a formal offer. Once you have confirmed your acceptance you will be invited to register with the University from a date agreed between yourself and your supervisory team. During the first 6 months (full-time) to 9 months (part-time) of your registration you will be expected to develop your full research proposal. Your supervisors will guide you in the development of this.

STEP 5: Project Confirmation

You will be required to complete a Project Confirmation (*RDB2 Form*) giving the full details of your research proposal. This will be submitted to the School's Research Student Coordinating Group and, if approved, this will be put forward to the Research Degrees Board. If your application is approved at University-level, you will be permitted to continue for the degree of MPhil.

If your project is not confirmed by the University, you will receive a full explanation for this from your School or the Research Degrees Board.

Tuition Fees

The current tuition fee rates are available online at <http://www.roehampton.ac.uk/Finance/Postgraduate-Finance/>

Fees are payable in October of each academic year and are usually subject to a rise each year. At initial registration you are liable to pay the tuition fee payable for the academic year. If you commence your programme in the middle of an academic year you will be asked to pay a percentage of the tuition fee (i.e. you pay a pro rata tuition fee). If you subsequently fail to develop your research proposal and do not complete the project confirmation process, you may be eligible to apply to have part of your tuition fee refunded for the period beyond the six or nine months of initial registration. All refunds are at the discretion of the University. All queries regarding the payment of tuition fees should be directed to finance@roehampton.ac.uk

If you have questions about your research proposal please approach an appropriate member of academic staff as listed on the enclosed contact sheet. If you have any further questions concerning the administrative procedures for research degree registration, please contact the Research Support Officer on 020 8392 3460 or research@roehampton.ac.uk.