



# Postgraduate Research Application Form

AHRC studentships have UK/EU residency requirements. Before completing the form, please read the attached application guidelines and the AHRC's eligibility criteria.

Further details about the AHRC's eligibility criteria (including residency) can be found on the AHRC's website (see <http://www.ahrc.ac.uk/SiteCollectionDocuments/Student-Funding-Guide.pdf>).

Please note, Mac OS X users completing the PDF form using Preview should use the 'Save as PDF' option within the Print menu to generate a compatible PDF before sending the application form.

For office use only	App. no	<input type="text"/>	Fee status	<input type="text"/>
	MAS code	<input type="text"/>		

## 1 Applicant's Personal Details

Title (*Mr/Ms/Miss/Mrs, etc.*)

First/Given Name(s) (*block capitals*)

Surname/Family Name

Previous Surname/Family name (*if changed*)

Date of Birth

Male

Female

Address

Postal/Zip Code

Country

Home Telephone Number (including country code)

Contact Telephone Number (including country code)

Email

## 2 Disability/Special Needs – (do not leave this box blank)

If you do not have a disability or special needs **please enter an A in the box.**

If you have a disability or special needs, enter the relevant code in the box.

(Please refer to the codes which are listed in the Application guidelines).

## 3 Criminal Convictions

If you have a relevant criminal conviction, enter an X in the box.

See Application Guidelines for details.

#### 4 Further Details

Country of birth

Country of permanent residence  Nationality

**Applicants not born in the European Union please state:**

Date of first entry to the EU

Date of most recent entry to the EU

Date from which you have been granted permanent residence in the EU

#### 5 Immigration History – *International applicants only.*

Have you previously studied in the UK on either a Tier 4 Student Visa or a Pre-Tier 4 student visa? Yes  No   
If YES you need to provide copies of all previous student visas or biometric cards with your application.

#### 6 English Language Proficiency (*International/EU Students only. See Application Guidelines*)

Was English the language of instruction in your previous institution? Yes  No  Partly

Number of years you have studied in English  Which Institution

I hold the following qualifications        
IELTS  Score (if known)  Date of test     Location

TOEFL  Score (if known)  Date of test     Location

Other (please specify)   
Score (if known)  Date of test     Location

If test is yet to be completed, please state date to be taken       Location

IELTS  TOEFL  Other  Results date

**7 Formal Qualifications**

Please give details of formal academic qualifications which you currently possess (see Application Guidelines). International applicants should attach a certified copy of certificates and transcripts of all results – with a certified English translation where necessary.

Institution and place of study	Dates M M Y Y	Qualification awarded – please state subject studied and results/grades/degree classification obtained
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

**8 Membership of Professional Bodies/Professional Qualifications (if any)**

Name of Body/Qualification	Dates M M Y Y	Class/grade of membership (please state method of study)
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

**9 Additional Training**

Please give details of any courses you have attended or specialist skills training undertaken.

Organising Body	Dates	Course Title/Subject

**10****Career History**

Please give details of your past/current work experience, starting with your most recent and work back.

Organisation	Dates	Job title and role
	MMYY	

**Research Proposal**

**Please give details of your proposed research project** The outline proposal should be up to 750 words in length and should also include supporting visual material (up to three pages of scanned and captioned images). Please ensure the total size of the application does not exceed 5 MB. See Application Guidelines.

Main subject area

Design

Design History

Fine Art

Applied Art, Glass and Ceramics

Digital Art, Curating

Other (please state)

Proposed title

If you discussed this proposal with university staff member(s) before submission, please state their name(s).

Aims of the proposed research programme

**11** **Research Proposal**

Aims of the proposed research programme  
*continued from previous page*

**12 Additional Information**

(Please explain how your skills, abilities, and experience demonstrate relevant research competence and experience – see Application Guidelines)

**13 Academic References** *(see Application Guidelines)*

**First Referee**

Name

Email

Address

Tel

**Second Referee**

Name

Email

Address

Tel

## 14 Engagement with AHRC

Have you previously held an AHRC award?

Yes  No

If so, please provide the previous Reference Number(s) for any AHRC awards held by you.

Do you currently have, or intend to have, any other Proposals under consideration by AHRC?

Yes  No

If so, in which scheme? Please also provide the reference number if you know it.

## 15 Recruitment Source

Where did you hear about us? (Please tick all that apply)

Findaphd.com

Jobs.ac.uk

University Website

Direct email

Event

International recruitment agent

Times Higher Education

Other (if other, please provide further details)

## 16 Declaration

If you are completing this form electronically, please read the declaration below and tick this box. (Required)

I confirm that the information given on this form is correct and complete and that I have completed this form myself. I accept that the Universities has the right to cancel my application if it is found that I have provided false or inaccurate information. I have read and understood the application guidelines and AHRC's eligibility criteria. I understand what they say and agree to abide by the conditions set out there, which I accept as a condition of this application.

Please note: if you are an international student, by signing this declaration you also accept that the Universities will inform the UK immigration authorities of your enrolment status i.e. if you do not enrol or discontinue studies at any time. You also agree that the details of your admission and enrolment and any Confirmation of Acceptance for Studies (CAS) will be passed to the representative, agent or institution to which you submitted your application.

If you are completing this form by hand, please sign here

Date

## 17 What Happens Next

Please submit your application form and supporting documentation by email or post to:

**email:** rn.northumbria-sunderland-cdt@northumbria.ac.uk

**Post:**

Northumbria-Sunderland CDT  
Research and Business Services  
Mea House  
Northumbria University  
Newcastle upon Tyne  
NE1 8ST



# Postgraduate Research Application Guidelines

Please read these notes before attempting to complete the application form, so that you provide us with all the information we need to deal with your application as quickly as possible and without having to ask you to provide additional or missing information at a later stage. If you fail to provide the information required by the Universities, or provide false or misleading information the Universities reserve the right to reject your application, revise your fees status or cancel your registration.

- You must complete the application form yourself and in English. You should complete all sections as fully as possible. If you miss out any important information, the Universities may not be able to process your form and your application will be delayed. If you fail to provide the information required by the Universities, or provide false or misleading information, the Universities reserve the right to reject or withdraw your application, revise your fees status or cancel your registration.
- If you are completing the application by hand, it should be completed in BLOCK CAPITALS in black ink. If University staff cannot read your application, then this may lead to mistakes or a delay in your offer.
- If you are completing a paper application form you should keep a photocopy of your completed form so you can remember the information you have included in it, in case you are asked to attend an interview. If you are completing the electronic version you should save a copy on your computer for future reference.
- International applicants should note that we strongly recommend that you apply as early as possible to allow enough time to complete all the preparations you need to make for studying in the UK. After receiving an offer it can take several months to arrange your finances and apply for a visa and it is important that you arrive in good time for enrolment.

## DATA PROTECTION ACT 1998

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

- To enable your application for entry to be considered
- To enable the Universities to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published
- To enable the Universities to initiate your student record

## SECTION 1 – APPLICANT’S PERSONAL DETAILS

Overseas applicants should note that it is important that the Surname/Family name and your First/Given names you give are the same as those on official documents such as your passport and qualifications certificates. If you receive an offer of a place, the Universities will send you a letter addressing you by the names you provide on your form and these details will also be used when we issue your Confirmation of Acceptance for Studies (CAS) which you will need for your visa application. Applicants may find their visa application is delayed or refused if the name on their CAS does not match the name on their passport.

## SECTION 2 – DISABILITY/SPECIAL NEEDS

Applications are welcome from students with disabilities. If you have a disability, special need (including dyslexia or other 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. If you do not want to give this information now, leave the box blank. For further information and contact details for Disability Support teams see [http://www.northumbria.ac.uk/sd/central/stud\\_serv/disability/](http://www.northumbria.ac.uk/sd/central/stud_serv/disability/) or <http://sls.sunderland.ac.uk/disability/about/>.

Disability special needs or medical condition codes			
A	No Disability	G	You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
B	You have a social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder	H	You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
C	You are blind or have a serious visual impairment uncorrected by glasses	I	You have a disability, impairment or medical condition that is not listed above
D	You are deaf or have a serious hearing impairment	J	You have two or more impairments and/or disabling medical conditions
E	You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	N	Not Known
F	You have a mental health condition, such as depression, schizophrenia or anxiety disorder	T	Autistic Disorder

## SECTION 3 – CRIMINAL CONVICTIONS

The Universities have a duty of care to their students and staff, and to help reduce the risk of harm or injury to them caused by the criminal behaviour of other students, the Universities must know about any relevant criminal convictions that an applicant may have.

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 to be relevant and you should not reveal them (but see the next paragraph below). If you are applying to research in the areas of teaching, health, social work or research 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. If your proposed research programme falls into these categories, you may need an ‘enhanced disclosure document’ from the Criminal Records Bureau (CRB) and the Universities

will send you the appropriate documentation to complete. Further details about the CRB and its work can be found at [www.crb.gov.uk](http://www.crb.gov.uk). You may also be required to complete documentation and maintain registration with the Independent Safeguarding Authority (ISA). The ISA scheme is designed to allow universities to identify and individual that is barred from working with children and vulnerable adults, including elderly or sick.

<b>Research in the areas of teaching, health, social work and research involving work with children or vulnerable adults</b>	<b>All other research</b>
<p>If your proposed research programme is within this category, you must enter X in the box if any of the following statements apply to you:</p> <ol style="list-style-type: none"> <li>I have a criminal conviction</li> <li>I have a spent criminal conviction</li> <li>I have a caution (including a verbal caution)</li> <li>I have a bind-over order</li> <li>I am serving a prison sentence for a criminal conviction.</li> </ol> <p>If statement e applies to you then 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.</p>	<p>If your proposed research programme is in other areas, you must enter X in the box if either of the following statements apply to you:</p> <ol style="list-style-type: none"> <li>I have a relevant criminal conviction that is not spent</li> <li>I am serving a prison sentence for a relevant criminal conviction.</li> </ol> <p>If statement b applies to you then 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.</p> <p>Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.</p>

Applicants who enter X in the box will not be automatically excluded from the application process. However the Universities may want to consider your application further or ask for more information before making a decision.

**If you are convicted of a relevant criminal offence after you have applied, you must inform the Universities immediately by contacting Admissions in writing. Your letter should be marked private and confidential for the attention of the Admissions Officer.** Do not send details of the offence; simply inform the universities that you have a relevant criminal conviction. You may then be asked to supply more details.

**SECTION 4 – FURTHER DETAILS – complete this section fully as failure to do so may result in assessment as an Overseas student.**

Country of Birth – must be entered by all applicants

Country of Permanent Residence – This is the country where you are permanently living at the time of application. If you live in the UK you should also state your area of permanent residence, – for example, Tyne and Wear, or London, or Devon. If you live outside the UK, please state the country where you are living, – for example, Italy.

Nationality – must be entered by all applicants

**SECTION 5 – IMMIGRATION HISTORY – International applicants only.**

If you have previously been sponsored under Tier 4 for study in the UK, we need to confirm that study on your new course represents academic progression or complements previous studies when we sponsor you with a new Confirmation of Acceptance for Studies. Please tick the relevant box and attach a copy of your previous visas (if appropriate) to your application.

**SECTION 6 – ENGLISH LANGUAGE PROFICIENCY – To be completed by applicants whose first language is not English**

If English was the language of instruction in any of your academic studies, please give full details of the number of years you have studied in English and at which institution(s). Please note that the Universities may require you to provide proof that your studies were delivered entirely in English, and that this proof will be required on headed paper.

If you have already taken an English test, such as IELTS or TOEFL, then you should indicate your score in the box provided. If you have yet to sit a test, you should indicate when you will take it and when you expect to receive your results.

For details of minimum English language requirements, refer to the minimum scores for research programmes and the minimum component scores for degree level and above courses, available at [http://www.northumbria.ac.uk/brochure/international/eng\\_lang/](http://www.northumbria.ac.uk/brochure/international/eng_lang/) for study at Northumbria University and at <http://www.sunderland.ac.uk/international/ourcourses/> for study at Sunderland University.

**A copy of your score result should be submitted with this application form.**

**SECTION 7 – FORMAL QUALIFICATIONS**

When listing details of your formal academic qualifications please use the approved abbreviations for the examining bodies and enter the exact subject name used by the examining board or group. Applicants with qualifications obtained outside the United Kingdom should give full details of those qualifications and provide a certified copy and transcript for each qualification. If your qualification was obtained in a language other than English a certified English Transcript should accompany your application.

**SECTION 11 – RESEARCH PROPOSAL**

Your proposal should indicate the overall aim(s) of the research area you wish to investigate and provide further details of the topic. You should describe the context and background to the proposal; this may include information regarding previous work you have done in this area, or references to related literature that you have read so far. Describe the potential methodology you will use to research your topic. Explain why the topic is significant, what the potential outcomes of the research might be, and how you propose to make an original contribution to the research area.

You should provide as much information as possible to so that we can determine the supervisory expertise and capacity required to supervise your research programme. If you have already discussed your proposed project with a member of academic staff, you should indicate who this was.

**SECTION 12 – ADDITIONAL INFORMATION**

It is important that you use the space provided to explain how your skills, abilities, and experience demonstrate relevant research competence and experience. You must support what you say with examples of what you have done. Explain how your skills may be relevant.

**SECTION 13 – ACADEMIC REFEREES**

Applicants are required to provide full names and contact details of two referees who the Universities can contact to provide comments on your academic abilities.

**SECTION 17 – WHAT HAPPENS NEXT**

Overseas applicants should note that if you require information about applying for a visa, you can find details about this process at the following websites:

<http://www.northumbria.ac.uk/brochure/international/pbs2/>

<http://www.sunderland.ac.uk/international/ukvisas/>

[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) and

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)