

# Postgraduate application form

This form is for application for a full-time or part-time postgraduate programme, including the international PGCE. It should **not** be used for applications for undergraduate (Bachelor) study (apply via [www.ucas.ac.uk](http://www.ucas.ac.uk)), PGCE (apply via [www.gtr.ac.uk](http://www.gtr.ac.uk)), MA Social Work (apply via [www.ucas.ac.uk](http://www.ucas.ac.uk)) or taught programmes of the Faculty of Health and Social Care (contact [fhsc.admiss@hull.ac.uk](mailto:fhsc.admiss@hull.ac.uk)), or Hull York Medical School ([www.hyms.ac.uk](http://www.hyms.ac.uk)).

Please complete in BLOCK CAPITALS, in black ink, or typescript. All fields must be completed and failure to complete some fields may delay consideration. There is no payment required with this form.

**Please read the attached guidance notes carefully**

Ensure you apply in good time to allow for processing and making all necessary travel arrangements. Visa nationals are strongly advised to apply at least 4 months before the intended start date.

**Your application must reach the University by 1 September (for September start) or at least 4 weeks before your intended start date.**

## Section A: Personal details/course choice

<p>Full name (please underline your family name) <i>(Note 1)</i></p>   <p>Title (Dr/Mr/Mrs/Miss/Ms/etc)</p>	<p>Previous name (if any)</p>												
<p>Type of award <i>(Note 2)</i></p>   <p>Academic department</p>	<p>Programme type</p> <p>Taught course <input type="checkbox"/>      Research <input type="checkbox"/> (tick one only)</p> <p>Full-time <input type="checkbox"/>      Part-time <input type="checkbox"/> (tick one only)</p> <p>Proposed start date for study <i>(note 3)</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>							D	D	M	M	Y	Y
D	D	M	M	Y	Y								
<p>Programme/research topic <i>(note 4)</i></p> <p>1st preference .....</p> <p>2nd preference .....</p> <p>Masters Foundation <i>(see note 4a)</i></p> <p>Yes <input type="checkbox"/></p> <p>English language preparatory course <i>(see note 4b)</i></p> <p>Yes <input type="checkbox"/></p>	<p>Previous contact <i>(note 5)</i></p> <p>Name</p>  <p>Approximate date</p>												

**Section A: Personal details (continued)**

Permanent home address (*note 6*)

Postcode (UK only)

Country

Telephone number

Fax number (if available)

Email (if available)

Work telephone number

Address for correspondence/agent Address (*note 7*)

If same as permanent address, please state 'as above'

Country

I can receive correspondence at this address until

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D D M M Y Y

Telephone number

Male  Female

(tick one only)

Date of birth

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D D M M Y Y

(ensure this matches the identity papers you will use for any visa process)

Nationality Please state .....

Dual nationality Please state .....

Place of birth

Town/county

Country

Do you need a student visa to study in the UK?

Yes  No

If you are a non UK national/EU national, and you hold a current passport, please supply a copy with this application.

Copy of passport enclosed

If you have previously studied at the University of Hull please give your student number

If you studied but don't know the number please tick

Residential status

Please read the notes (*note 8*), then circle the appropriate code

Residential status

1 2 3 4 5 6 9

Start of residence in the UK (codes 2, 3, 4, 5, 6, 9):

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D D M M Y Y

Outline of proposed field of study (*note 4*): Research applicants must attach a full research proposal

## Section B: Education and qualifications

Details of education since leaving school (*note 9*). If necessary, give further details on a separate sheet and attach it to this form. Please refer to the prospectus for guidance on entry requirements for your preferred programme.

Year From	To	Full- or Part-time (F or P)	University, college, other institution and degree awarding body	Name of course or title of degree	Main subjects taken in the final examination or title of thesis	Classification/ overall marks obtained

Your English language proficiency (*note 10*) (**all international students must complete this section**)

Details of formal English language qualifications, include grade obtained and date taken

**Test:**

**Overall result:**

**Date taken:**

TOEFL candidate no (IBT) (if applicable)

D	D	M	M	Y	Y	Y	Y

IELTS TRF no (if applicable)

D	D	M	M	Y	Y	Y	Y

## Section C: Research experience and employment

Research experience (list any publications) and other work relevant to your chosen programme

.....

.....

.....

Please give below details of any employment with dates (exclude casual employment unless directly relevant to the course). Applicants for the MBA should also enclose a CV and personal statement.

Start date	Finish date	Employer	Your job title	Your main responsibilities

please continue on a separate sheet if necessary

## References (*Note 11*)

Referee 1 .....	Referee 2.....
Name: .....	.....
Job Title: .....	.....
Address: .....	.....
.....	.....
.....	.....
Telephone: .....	.....
Email: .....	.....
Relationship to applicant: .....	.....



**Section D: Further details – all applicants must complete this page in full**

Ethnic origin (*note 16*)

Applicant's name

Applicant's own signature

**Office use**

Applicant code

## Please detach these notes and retain them for your reference

Guidance on completion of the application form for admission to a postgraduate programme of study

### Section A: Personal details/course choice

#### **Note 1 Full Name**

Enter the name you would be known by throughout your university programme and which would appear on any degree certificates. This is the name used on any offer (and visa statement) letter and changes cannot be made later. Use only the full name shown on your passport (if you have one).

#### **Note 2 Type of Award**

The possible entries here are

Certificate (taught)  
Diploma (taught)  
IPGCE  
LLM (research/taught)  
MA (research/taught)  
MBA (taught)  
MD (research)  
MEd (research)  
MEd (taught)  
MMus (taught)  
MPhil (research)  
MSc (research/taught)  
MRes (research/taught)  
MTheol (research)  
PsyD (taught)  
PhD (research)  
DNSci (research)

If you are applying for a research degree and know the academic department is most suitable please state this. Otherwise leave blank.

#### **Note 3 Start Date**

Most taught programmes start in September only but please refer to programme literature for alternatives. For research degrees, other dates are normally possible. Include the year (e.g 2012) you wish to start.

#### **Note 4 Programme/Research Topic**

If you are unsure of the exact name of the programme write the name of the subject you wish to study. You can give a second choice in case the first choice is unavailable.

On page 2 applicants for taught programmes can indicate broad areas in which they might study for the dissertation, and their preferences for optional courses where applicable.

Applicants for **research degrees** must provide a full description of the study proposed, giving details of both the aims of the study and the proposed methodology. They should also explain why they wish to follow their particular choice of research. Research candidates should use additional sheets of paper and attach to the form. A guide to writing a research proposal is provided on page 10 of these notes. The University can only offer a place as a research student to suitably qualified candidates who propose research in an area in which the University has an interest.

**Note 4a:** If you are applying for a taught masters and would like to be considered for the masters foundation course if not successful for immediate degree entry please tick 'Yes'. For further information, please go to [www.hull.ac.uk/efl](http://www.hull.ac.uk/efl).

**Note 4b:** If you would like to be considered for one of the University of Hull's preparatory English language programmes please tick 'Yes'. For further information, please go to [www.hull.ac.uk/fass](http://www.hull.ac.uk/fass) and view the information under 'Modern Languages' and then '(English) EFL'. If your degree application is successful you will then be contacted.

#### **Note 5 Previous Contact**

If you have had previous contact with a member of the University of Hull, please give their name (if known) to help us trace any prior correspondence.

#### **Note 6 Permanent Home Address**

International students should give an address in their home country. Please include a current e-mail address if you wish the University to confirm receipt of your application. Include your home address even if applying via an agent.

#### **Note 7 Address for Correspondence/Agent Address**

If the same as your permanent address, please state '**as above**'. This is the address we will use to send any offer visa/letters and it is important you tell us immediately if you change address. For teachers in the UK please include your school contact details in the next section. Please include your daytime work number if you are happy for the University to contact you there in case of any query.

#### **Note 8 Residential Status**

Guidance on fee status regulations for students entering Higher Education in the UK is available at [www.ukcisa.org.uk](http://www.ukcisa.org.uk). This information together with other details such as nationality will be used to determine your status for tuition fee purposes and may determine whether or not we provide documentation suitable for a visa application. **If you are not a UK/EU/EEA national enclose a copy of the passport (if you have one) that you will use to come to the UK that shows your personal details and any visa/settlement endorsements.**

## Please do not return this sheet to the University

Please circle one category that best describes you:

**1 UK Citizen or EU National**

You are a UK or EU national, or are the child or grandchild, or the spouse of civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you have also lived in the EEA, Switzerland or OT prior to that three year period.

**2 EEA or Swiss National**

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

**Either:** You are an EEA or Swiss National working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

**Or:** You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

**3 Child of a Turkish worker**

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

**4 Refugee**

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child-under-18 of such a person at the time of the asylum application.

**5 Humanitarian Protection/ELR**

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

You have been granted Exceptional Leave to Enter or Remain or Humanitarian Protection as the result of an asylum application, or you are the spouse, civil partner or child-under-18 of such a person at the time of the asylum application.

**6 Settled in the UK**

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person.

**9 Other**

Based on the answers to the questions above, you do not fall within another category listed.

Guidance on fee status assessment may be found at [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

## Please do not return this sheet to the University

### Section B: Education and qualifications

#### **Note 9** *Details of Education*

Please list all degrees and diplomas and any other qualifications obtained since leaving school, including professional qualifications. Give the full names of all institutions (and the town in which each is located) that you have attended. For qualifications taken outside of the UK give the exact title of the award - do not try to describe it in terms of the UK system. (HND is not normally sufficient alone for postgraduate admission).

You must include details of all courses started, whether or not the course was completed. You must include any courses in which you were not successful so that the Admissions Tutor has a full record of your academic history – if there were circumstances that you would like the University to know about, that meant that you were not able to perform to the best of your abilities, you should enclose a letter to explain the full details.

State whether each programme was completed by full-time or part-time study.

If you are a final-year student on a degree programme, give your expected final, overall result.

For postgraduate degrees taken, indicate the method of assessment; ie, by thesis, by written examination, or by dissertation and written examination.

Proof of completed qualifications must be submitted. You should arrange for a transcript of your academic record or other official statement of courses taken, showing grades achieved, together with confirmation of the qualification awarded and the **overall** grade/mark obtained, to be sent to the Admissions Service. Also include an explanation of the grading system used.

(Only officially **certified** copies (stamped by the awarding institute or by one of the University's appointed in-country representatives) are acceptable ([www.hull.ac.uk/admissions/](http://www.hull.ac.uk/admissions/) and view guidance under policies).

If you require certificates/transcripts to be returned please state clearly in a covering letter.

If the documents are not in the same name as you are using to apply for admission you must include official proof of the name change.

#### **Note 10** *Evidence of Proficiency in English*

Applicants whose first language is not English **must** provide evidence of recent (within two years) formal qualifications they hold to prove English language skills. Please check the University web site for the current list of accepted certificates.

Applicants who have not achieved the level required for admission may be given a conditional acceptance, subject to achieving a prescribed standard before registration with the University. The Department of Modern Languages offers preparatory English language courses.

### Section C: Research experience and employment

#### **Note 11** *References*

Two reference forms are attached. You should complete those as instructed on the forms, and send them to two people who have agreed to write a reference for you. You should ensure that your application form reaches the University before the forms are returned by the referees. (Sealed references may be returned with this application form if you wish). References may alternatively be sent on business headed paper. All references must be less than 3 months old, written and signed by the referee and carry an official business stamp. MBA applicants are asked to give one academic and one professional reference. Character/personal references are **not** accepted. Emailed references are **not** accepted.

In the box provided on the application form enter the name and full postal address of the two referees. You should be aware that the University may contact your referees to clarify any details of your application and in order to confirm authenticity of references. If further information is required the University may ask you to arrange for further references to be provided.

### Section D: Further details

#### **Note 12** *Source of Finance*

Please do not apply unless you are confident in getting the money to cover tuition fees, any other course expenses and living costs. Please indicate who you expect to pay your tuition fees. All offers are subject to the applicant having funding for their studies.

'*Self-financing*' means you will be financed from your own or other private resources and will pay your tuition fees when you register.

'*Sponsor*' means that you know that a government, public body or industrial company will be responsible for the direct payment of your tuition fees. Please give the name and address of that body. At least 6 weeks before registration you will be required to provide written confirmation from your sponsor that they will pay your tuition fees for that session. You will not be permitted to register without advance written confirmation of your sponsorship or payment of fees.

If you have any queries about funding or payment of fees, please contact the Tuition Fees Section of the Student Financial Services Office, telephone +44 1482 465674.



## Please do not return this sheet to the University

### **Note 13** Disability

Please select the code that is applicable to you.

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

So that we may assist you and advise on appropriate opportunities we invite you to declare here whether you have a disability. If you do not complete this section the University will have to assume that you have no disability.

This information will be passed to the University's Disabilities Officer and the academic department concerned so that they will be aware of your needs if you are offered a place. If you have any specific concerns about the support you might need please tell us now. Where appropriate, details will also be passed to our Occupational Health Nurse. You may enclose a separate confidential letter to the Disabilities Officer if you prefer.

### **Note 14** The Criminal Convictions Declaration and Risk Assessment Process

The University has a risk assessment process designed to reduce the risk of harm or injury to members of the University population caused by the criminal behaviour of any student. We therefore need to know about any relevant criminal convictions that an applicant has. Tick 'yes' only if you have a relevant criminal conviction as explained below.

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 1972) are not considered to be relevant and you should not

reveal them (however see next paragraph).

If you are applying for a programme in teaching, health, social work and/or any other programme or research involving work with children and/or vulnerable adults, you must tell us about all criminal convictions, including spent sentences, and cautions (including verbal cautions) and bindover orders. For those programmes, you may later be required to have an enhanced Criminal Records Bureau disclosure ([www.crb.gov.uk](http://www.crb.gov.uk)).

If you are serving a prison sentence at present, give the prison address as your correspondence address and obtain a reference from a senior prison officer to support your application. Applicants who declare a criminal conviction will not automatically be excluded from the application process but the University will activate the risk assessment process (details of which are available from the Admissions Service) and we will ask for further details before reaching a decision on your application.

If you are convicted of a relevant offence after you have applied, you must inform the Admissions Service immediately in order for the risk assessment process to be followed.

### **Note 15** Data Protection

In accordance with the UK Data Protection Act the University will not discuss your application with any other person without your prior written consent. If you wish, in advance, to give authority for the University to liaise with another person in relation to your application on your behalf (for example you may ask another person to collect letters from the Admissions Service) you must advise us. That person will be asked for identification by the University. You should ensure that they have your details, including your full name as written on your application form, the programme you have applied for and your applicant code this will be issued by email when your form is received by the Admissions Service (see **Note 7**).

## Please do not return this sheet to the University

### Note 16 Ethnic origin

The University is required by HESA (Higher Education Statistical Agency) to collect this information for statistical purposes. Information on ethnicity will not be used in reaching a decision on the outcome of your application, nor will HESA publish any personal information about you. Please insert the code from the list below that best describes you:

- 10 White
- 11 White (British)
- 12 White (Irish)
- 13 White (Scottish)
- 14 Irish Traveller
- 15 White (Welsh)
- 19 Other White background
- 21 Black or Black British - Caribbean
- 22 Black or Black British - African
- 29 Other Black background
- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background
- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black African
- 43 Mixed - White and Asian
- 49 Other Mixed background
- 80 Other ethnic background
- 90 Not known
- 98 Information refused

**The Equal Opportunities Code of Practice for Admissions is available on the web site [www.hull.ac.uk](http://www.hull.ac.uk)**

### Returning the form to the University

**(You are advised to keep a copy of your form, these notes and any supporting documents).**

Please return this form, with any additional relevant documents, certificates, and references to this address:

Admissions Service (Postgraduate)  
University of Hull  
Hull  
HU6 7RX  
UK

Fax +44 1482 442290

You may fax or scan the papers but if you are made an offer you will be asked to send certified copies of certificates by post. If you are applying using the help of one of the University's approved in-country partners (see [www.hull.ac.uk/international](http://www.hull.ac.uk/international)) the partner office is authorised to certify copy documents providing they see the original.

Any queries about completion of the form should be made to the Admissions Service ++44 1482 466850 ([pgstudy@hull.ac.uk](mailto:pgstudy@hull.ac.uk)).

You may wish to note here the day you send your form to us and you should **keep these notes for your records.**

Date Posted:

### Remember to enclose all relevant documents

- Copy of passport (non EEA/EU/UK nationals). Include a copy of the passport that you will use to travel to the UK to study (if you have one). If your name on the passport does not match the name on your education certificates we will also require evidence of any name change.
- Original/certified copy of qualification certificates or transcripts to show full award and overall score/grade.
- IELTS/TOEFL or other proof of English language proficiency (if applicable).
- References (may be included in a sealed envelope).
- CV – MBA applicant.
- Personal statement – MBA applicant.

## Preparing a research proposal

(This guidance is provided by the University of Hull Graduate School)

Writing a convincing and well argued research proposal is an essential part of being accepted for a research degree. It meets several purposes:

1. It helps you to clarify your own ideas on what you want to do and what your priorities are.
2. It enables the department to which you have applied to decide whether or not it has the expertise to supervise you, and, if it does, to identify appropriate supervisors. It also enables us to discuss with you any changes which we might wish to suggest so that we are able to supervise it more appropriately; we recognise that in the science based areas the research proposal may already be determined by a departmental research team or the supervisor in the context of a funded research project. In these cases, many of the guidelines presented here may not apply.
3. At an early stage it allows potential supervisors and other members of the department to ask questions about content, approach, values and methodology before you embark on the study proper and to determine the facilities required for the research.
4. It allows potential problems to be identified at this preliminary stage and to be resolved before you move much further down the line.

Your application, then, should be up to about 1,000 words in length or up to 3 to 4 sides of A4, and should ensure:

- a) that the title indicates the field, scope and topic of the proposed study;
  - b) that you can indicate an awareness of some of the significant literature in your chosen field or whether there is very little, if any, relevant literature in this field;
  - c) that you formulate clearly the research question, problem or issue that you wish to address and indicate how it might contribute to the advancement of knowledge and scholarship in this field: in other words, you have to state why you think your proposed research is important and how you might make an original contribution to knowledge.
- d) that you provide an account of the kind of research methods you feel appropriate to such a study i.e. will this be by questionnaire, interviews, participant observation, archival and library research, laboratory work, team-based research etc, and the balance between these;
  - e) that you provide enough background on yourself and the topic to show how the study fits with your past or present experience, your concerns and interests, and, if appropriate, the concerns of your current employer or organisation;
  - f) that you have already ascertained that the data sources, organisations and individuals who will be critical to your study will be accessible to you.

**In summary**, then, you need to provide evidence in your proposal of:

- Appropriateness of title
- Literature appreciation
- Carefully framed research question or problem
- Research methods
- Suitability to personal situation and experience
- Accessibility of information sources

If these are properly covered in your proposal we will be able to provide you with a more helpful, accurate and quick response to your application.