**Guidance for the Completion of the Research Project Application Form**

**PERSONAL DETAILS**

This section asks for details about yourself and your qualifications. Please note that all subsequent changes to your name and / or address **MUST** be communicated without delay to your Faculty Research Administrator and the Student Transnational and Research Office (STaR). Full personal details and details of your higher education qualifications (and, in the case of International Students, your English Language qualifications) should be given in the appropriate sections on the forms, including the main subjects studied hitherto, so that a reasonable assessment of your academic suitability can be made. Your proposed DoS is required to sign that s/he has verified your qualifications and that these qualifications are appropriate for the level of study indicated

We should also like to know whether you have previously studied at the University of Wolverhampton and, if not, how you heard of our Postgraduate Research Programmes.

**DO YOU HAVE ANY CRIMINAL CONVICTIONS?**

The University asks you to say on your application whether you have any criminal convictions. This is to help us ensure a safe environment for all our students.

If you have been convicted of a criminal offence you are required to tick the Yes box in section A1 of your form. ‘Criminal offences’ here exclude (a) a motoring offence for which a fine and/or maximum of three penalty points were imposed or (b) a spent sentence (as defined by the Rehabilitation of Offenders Act 1974), except for certain courses – see below. If you have not been convicted of a criminal offence you must complete the No box. If you do not tick either box, we will need to contact you to obtain this information and this will delay your application.

You should be aware that for certain courses particularly related to Teaching, Health and Social Work programmes or courses involving work with children, any criminal conviction, including spent sentences and cautions, must be declared. If you are in any doubt, you should contact the University and seek advice.

If you are not sure whether to tell us about a previous conviction, you should get more advice from a UK Citizens Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice.

If your circumstances change after you have applied (for example you are then convicted of a criminal offence) you must declare this information to the University.

**Serving Prisoners**

If you are currently serving a prison sentence you must show the prison address for correspondence in section 1 of your application form, and in addition you must complete the Yes box in this section.

**DISABILITY/SPECIAL NEEDS**

The University is very willing to help students with disabilities. In order to allow us to provide the best available support for you, we need to know about the nature of your disability and how it might affect your studies. The information you provide will not affect judgements concerning your academic suitability, and will be treated confidentially by the University.

If you have a disability and may require extra support in your study or accommodation, please enter on the form the code that is most appropriate to you from the list below. If more than one disability applies to you, please use code 8.

1. You have dyslexia

2. You are blind/partially sighted

3. You are deaf/hard of hearing

4. You are a wheelchair user/have mobility difficulties

5. You need personal care support

6. You have mental health difficulties

7. You have an unseen disability, e.g. diabetes, epilepsy, asthma, heart condition

8. You have two or more of the above disabilities/special needs

9. You have a disability not listed above

0. You do not have a disability or are not aware of any additional support requirements in study or accommodation.

**SECTION 2: TO BE COMPLETED BY THE APPLICANT**

NATIONALITY AND RESIDENTIAL CATEGORY

You are required to identify your residential category for statistical purposes and to determine funding implications. Enter on the form one code from the table below which best describes your residential category:

|  |  |
| --- | --- |
| **A** | You or your parents are British citizens or nationals of another European Union country and   1. you have lived in the European Economic Area for the past three years, apart from temporary absences, and will continue to do so; and 2. your residence has always been for a purpose other than full-time education. |
| **B** | You do not fulfil the conditions of category A above, but   1. you have lived in the UK for the past three years, apart from temporary absences, and will continue to do so; and 2. your residence has always been for a purpose other than full-time education; and 3. the length of your stay in the UK will not be limited by UK immigration control on 1st September of the year of commencement of your programme of studies. |
| **C** | You, one of your parents or your spouse are recognised by the UK Government as a refugee or have been granted Exceptional Leave to Enter or Remain as a result of an asylum application and have lived in the UK since that status was granted and will continue to do so until 1st September of the year of commencement of your programme of studies, apart from temporary absences. |
| **D** | You are a national of Iceland, Liechtenstein or Norway, resident and employed in the UK as a migrant worker, or child or spouse thereof, ordinarily resident in the EEA and not for purpose of full-time education. |
| **G** | You are a UK/EU national, or child of, temporarily employed outside the EEA, otherwise ordinarily resident in the EEA. |
| **O** | Other |

Please note this self-coding is provisional. The University may require additional information.

**SECTION 3: TO BE COMPLETED BY THE APPLICANT**

**PLANNING STATISTICS**

This information is used purely for statistical purposes. State on the form the code from the following table which best describes your ethnic origin.

|  |  |
| --- | --- |
| **Ethnic Origin Codes** | |
| **White**  British 11  Irish 12  Other white background 19 | **Asian or Asian British**  Indian 31  Pakistani 32  Bangladeshi 33  Chinese 34  Other Asian background 39 |
|
| **Black or Black British**  Caribbean 21  African 22  Other black background 29 |
| **Mixed**  White and Black Caribbean 41  White and Black African 42  White and Asian 43  Other mixed background 49 |
| Other ethnic background 80 |

**SECTION 4&5: TO BE COMPLETED BY THE CANDIDATE**

**QUALIFICATIONS GAINED (INCLUDING ENGLISH LANGUAGE QUALIFICATION)**

You need only enter here the highest level qualification gained, including details of the award, subject, date and awarding body The minimum entry requirement for registration on a research degree is normally a first or upper second class honours degree from a UK University, or a qualification which is officially regarded as equivalent to such an honours degree; any exception to this rule must be formally justified. For exceptional entry to PhD direct, evidence of advanced standing will need to be submitted to, and approved by, the Faculty Research Committee.

Should you require an English Language qualification, please note that the minimum requirement for entry onto a Research Degree is normally an IELTS score of 7.0, any exception to this rule must be formally justified. If you have obtained a Masters level qualification from a UK University, this is usually considered to be acceptable; however, each case is considered on its merits.

**SECTION 6: TO BE COMPLETED BY THE CANDIDATE**

**ACADEMIC REFERENCES**

The Research Institute or Faculty to which you will be attached may well wish to take up academic references. The persons named should be different from those proposed in the supervision team; at least one referee should be independent of both the University and of any collaborating establishment