

# Postgraduate programme

## Application form notes

**Thank you for your enquiry concerning postgraduate study at the University of Reading. Please read carefully the following notes together with the appropriate sections of any Postgraduate Prospectus or other information that you have received.**

You may also enclose an additional statement in support of your application.

Please ensure you send the following documents **with** your application:

- A copy of your transcript showing your marks to date
- Copy of degree certificate (if already held)
- A copy of your passport page showing your personal details.
- English language certificate (if required)
- Research proposal (if required)
- Funding sponsorship letter (if applicable)

Please note that any missing items or an incomplete application form may result in a delay with your application. If completing by hand, please complete the application in pen using black ink.

When you have completed the forms, please return them to the appropriate Faculty Office:

### **Faculty of Arts and Humanities, Faculty of Social Sciences and the Institute of Education:**

Postgraduate Admissions Office  
University of Reading  
Humanities and Social Sciences Building  
PO Box 218  
Reading RG6 6AA  
Email – [faspg@reading.ac.uk](mailto:faspg@reading.ac.uk)

### **Faculty of Science and Life Sciences:**

Joint Faculty Office for Science and Life Sciences  
Geography Building  
University of Reading  
Whiteknights  
PO Box 227  
Reading RG6 6AB  
Email – [scipg@reading.ac.uk](mailto:scipg@reading.ac.uk)

### **ICMA Centre, Schools of Management (including Informatics Research Centre) and Real Estate & Planning:**

Postgraduate Admissions Office  
Henley Business School  
University of Reading  
Whiteknights  
Reading RG6 6UD  
Email – [pgbusiness@henley.reading.ac.uk](mailto:pgbusiness@henley.reading.ac.uk)

## Section 1 Personal details

Please enter in these boxes your names as they are shown in your passport. Please use only these names in all future correspondence.

### **Criminal conviction**

Please tick the box if you have a relevant conviction that is not spent. A relevant criminal conviction includes offences involving:

- Any kind of violence
- Offences listed in the Sex Offences Act 2003
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
- Offences involving firearms
- Offences involving arson
- Offences listed in the Terrorism Act 2006

Spent means under the terms of the Rehabilitation of Offenders Act 1974

## Section 2 Nationality and residency

If you have not been permanently resident in the UK for the 5 years before the commencement of the programme you wish to study, please provide information about any periods of residence in the UK. If you will require a visa to study in the UK, please enter your passport number.

### **Ethnic Origin (UK and EU applicants only)**

The University is required to report certain pieces of information for statistical purposes. This information will not affect any decision on your application.

Please indicate your ethnic origin using one of the following terms:

- Asian or Asian British - Bangladeshi
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Black or Black British – African
- Black or Black British – Caribbean
- Chinese
- Irish Traveller
- Mixed – White & Asian
- Mixed – White & Black African
- Mixed – White & Black Caribbean
- Other Asian background
- Other Ethnic background
- Other Mixed background
- Other White background
- White – British
- White – Irish
- White – Scottish

## Section 3a Taught programme

Please note that you can only apply for a maximum of three programmes on this form.

Applicants for a taught programme should name only a programme listed in the Prospectus or in an accompanying leaflet. No other programmes are available.

## Section 3b PhD/MPhil/EngD programmes

Please tick to indicate whether you are applying for a PhD, MPhil or EngD programme.

## Deadlines for application

Although there are no strict application deadlines and we continue to accept applications up until early August, we strongly recommend that research applicants allow extra time for their application to be processed and for appropriate supervisor/s to be found. Suggested timescales are as follows:

- UK applicants – no later than 2 months before the start of your programme
- International applicants – no later than 4 months before the start of your programme

As applicable, we would also advise applicants to allow enough time to source referees, provide evidence of financial guarantees/sponsorship arrangements, secure a visa and meet English language conditions as required.

## How to find out if Reading University can supervise my particular area of research interest

For full details of research interests in your subject area, you should refer directly to the relevant Departmental website in the first instance. A number of these websites, especially in the Sciences and Life Sciences, carry a list of the research projects currently available in their research areas.

Alternatively, you might want to contact the relevant Department's Postgraduate Research Enquiries person directly. You can find contact details either in relevant subject pages of the enclosed prospectus or via the online postgraduate prospectus at [www.rdg.ac.uk/pg](http://www.rdg.ac.uk/pg)

## Your research proposal

The research proposal, typically at least 500+ words, indicates the type of study in the subject discipline you wish to undertake so that a match can be made with the expertise and interests of a member or members of academic staff. It is often the first opportunity for you to communicate your ideas and how you plan to implement them and it is important that you demonstrate your ability to convey your ideas clearly and concisely.

A typical proposal might comprise:

- Your research question/s and/or hypothesis – evidence that you have a clear question in mind, albeit that it will probably be refined further after your first year of study.
- Evidence that this will be original research? – based on your perceived gaps/limitations of existing research literature and work done in the field.
- Proposed research objectives – what you hope to contribute to the field of research/why do it?
- Methodology – an indication of the proposed approach (experimental, interpretative etc) and likely methods of data collection, to show that you have thought about how the objectives might be met.
- Planning and time scales.

## Engineering Doctorate (EngD) Programme

To be eligible for the Engineering Doctorate (EngD) in Technologies for Sustainable Built Environments you will need to meet the following requirements:

- A minimum of an upper second class Bachelors' degree or Masters' degree in a relevant engineering or science subject. A lower qualification is also acceptable if supplemented with a relevant postgraduate qualification (e.g. MSc) and/or substantial industrial experience.

If you wish to apply for one of the funded places on the EngD, you will also need to meet the EPSRC Stipend and Tuition Fee criteria. This can be found on the following website:

[www.epsrc.ac.uk/PostgraduateTraining/StudentEligibility.htm](http://www.epsrc.ac.uk/PostgraduateTraining/StudentEligibility.htm)

It is not necessary to include a research proposal with your EngD application as specific project details will be confirmed if you are made an offer of a place.

If you believe that you are eligible for the EngD, please submit a supporting statement, along with your application, outlining the reasons.

## Section 3 Study mode and year

Please ensure that you state whether you wish to study for your proposed programme on a full-time, part-time or flexible basis. Please remember to check whether the programme that you are interested in is available in the study mode you wish.

Please ensure that you have clearly entered the proposed year and term of entry. Research programmes may begin in October, January or April/May. There are a small number of taught programmes that have a multiple start date. If you choose a start in a term that is not available for the programme you are interested in and you are made an offer of a place, it will be for the appropriate term.

## Section 4 Contact details

Please ensure that your email address is printed clearly, as this will be used regularly for communication. If you are applying through an Agent or official University Representative please ensure that your home email address is a personal email address.

If you are applying through an official University of Reading representative please indicate the name of the representative.

## Section 5 Academic or professional referees

Your application should be supported by two references. These should be submitted on headed paper.

For programmes in the Faculty of Science or Life Sciences please do not submit references on headed paper. Instead please download and use the Science and Life Sciences Reference Forms from the following webpage:

[www.reading.ac.uk/Study/apply/pg-applicationform.aspx](http://www.reading.ac.uk/Study/apply/pg-applicationform.aspx)

It is most important that a good analytical reference is attached to your application as without it your application cannot be processed speedily. In the absence of a good analytical reference the University may still make you a 'Conditional' offer of a place 'subject to satisfactory references being submitted at a later stage', but this may delay your visa application (for overseas applicants) as most visa authorities will not process your application until your offer is 'Unconditional'.

To avoid delay, you should ask your referee to let you have a confidential reference, sealed in an envelope. You should send this with your application form. When sealing the envelope, the referee should sign across the seal. Please note that we do not regard open testimonials as a satisfactory substitute for confidential references. You should make sure that the names of the two referees are given at the bottom of the first page of the application form, as we may need to contact them for further information.

## Section 6 Previous education

Please indicate your academic and/or professional qualifications including any current qualification you are studying on. Please include any school leaving qualifications (i.e. A-level equivalent). Please tell us the highest qualification that you have achieved regardless of what subject or qualification that you are applying for.

## Section 7 Employment and work experience

It is important to include details of employment and work experience relevant to your application, particularly if your qualifications are not from the United Kingdom or if it is some years since you attended a course of study. If necessary, include such information in your additional statement.

## Section 8 Other postgraduate programmes

Please tell us about any other postgraduate programmes that you have applied for at other institutions.

## Section 9 International applicants

### Level of English

If English is not your first language or you have not been taught in English in your degree we will require you to provide evidence of your competence. If you have taken an English Language Test please provide details in this section. If you have not taken a test and we require you to have done so, we will include this as part of any conditions you must meet if you are successful in receiving an offer of a place. Please note that we will require IELTS/ TOEFL test reports sent directly to us from the relevant organisation. For other tests originals of any certificates will be required.

## Section 10 Funding

If you are receiving sponsorship for your programme of study please supply a letter of sponsorship. If you are to be self funded- you will be sent a Financial Acceptance form, if you are successful in receiving an offer. If you have applied for funding please indicate what you have applied for. If you have no arrangements in place, you should begin taking steps now to arrange funding. You will not be firmly accepted for a programme until you have supplied evidence of your ability to meet the costs involved. Information about sources of funding is included in the Prospectus.

Information on University of Reading Funding opportunities can be found at: [www.reading.ac.uk/studentfinance](http://www.reading.ac.uk/studentfinance)

## Section 11 Disability

If you have a disability, please give details (including, for UK students only, whether you are receiving a Disabled Students' Allowance) in a covering letter. The University needs to know the nature of your disability if it is to provide you with the best possible support. The information you provide will not affect the academic judgements about your suitability for the programme.

## Data protection

The personal information you provide on this application form will be used by the University of Reading to process your application, and this includes making a decision on whether to offer you a place. Your personal information will be held securely according to the University's data protection policy, which can be seen at [www.reading.ac.uk/data\\_protection](http://www.reading.ac.uk/data_protection).

The University may also send you further details about its events, activities and programmes, and it sometimes uses third parties to mail these materials. If you would prefer not to receive this sort of information or would not like your personal data used in this way please indicate this on your application form.

# Application for admission Postgraduate studies

## For office use only

Application number		Date to School/Department	
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## Section 1 Personal details

Title (Mr/Mrs/Ms/Miss/other)	
Surname (Family name)	
Forenames (in full)	
Sex (male/female)	
Date of birth (dd/mm/yyyy)	
Relevant criminal conviction	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2 Nationality and residency

Nationality	
Country of birth	
Country of permanent residence	
Ethnic origin (UK/EU applicants only)	
Passport number	
Have you been resident in the UK prior to this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state how long for, give dates of most recent period of residence in the UK, and the reason for your visit:	

## Section 3 Proposed programme of study

### 3a – Taught programme

Discipline(s) of study applied for (e.g. MA European Studies)

1	
2	
3	
School/Department	

### 3b – Research programme (PhD/MPhil/EngD)

Topic of research – a research proposal may also be required (see notes section 3b)				
School/Department		PhD <input type="checkbox"/>	MPhil <input type="checkbox"/>	EngD <input type="checkbox"/>

### 3c – Study mode and year

Study mode	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Flexible <input type="checkbox"/>
Proposed year of entry			
Proposed term of entry	October <input type="checkbox"/>	January <input type="checkbox"/>	April/May <input type="checkbox"/>

## Section 4 Contact details

<b>Home address</b>			
Country		Postcode	
Telephone			
Fax			
Email			

<b>Correspondence address</b> (if different)			
Country		Postcode	
Telephone			
Fax			
Email			

University representative (if applicable)	
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## Section 5 Academic or professional referees

**Referee 1** – please say if confidential reference enclosed  Yes  No

Name			
Position			
Address			
Country		Postcode	
Telephone			
Fax			
Email			

**Referee 2** – please say if confidential reference enclosed  Yes  No

Name			
Position			
Address			
Country		Postcode	
Telephone			
Fax			
Email			

### Section 6 Previous education

University, college and 'school level' education – including any current programme

Qualification	Class or grade	Subjects	University or college	Dates of course	Graduation date

Please indicate the highest qualification you have achieved

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### Section 7 Employment and work experience

Brief description of work and responsibility	Name of employer	Dates of employment

## Section 8 Other programmes applied for

Please provide details of postgraduate programmes applied for at other institutions.

## Section 9 International applicants – level of English

Is English your first language or was English the medium of instruction for your first degree? Yes  No

If no, please provide details of English language tests taken, along with scores obtained and date test was taken:

## Section 10 Funding

Please provide information about how you will be funding your programme of study.

Self-funding  Sponsorship (please provide letter)  Applying for funding

If you are applying for funding, please indicate from where (e.g. University studentship/company/etc.)

## Section 11 Disability

Do you have a disability?

Yes  No

If yes, what is the nature of your disability?

- |  |   |
|--|---|
| <input type="checkbox"/> Blind / partially-sighted               | <input type="checkbox"/> Deaf / hearing impairment                          |
| <input type="checkbox"/> Wheelchair user / mobility difficulties | <input type="checkbox"/> Personal care support                              |
| <input type="checkbox"/> Mental health difficulties              | <input type="checkbox"/> Unseen disability, e.g. diabetes, epilepsy, asthma |
| <input type="checkbox"/> Autistic Spectrum Disorder              | <input type="checkbox"/> A learning difficulty, e.g. dyslexia               |
| <input type="checkbox"/> Multiple disabilities. Specify below.   | <input type="checkbox"/> A disability not listed above. Specify below.      |

Further details of disability if required

## Section 12 Declaration

I declare that the information given on this form is true, complete and accurate and that no information requested, or other material, has been omitted.

Signature

Date

If any of the information provided with, or stated on, your application form is found to be false, it may lead to the withdrawal of your offer or place at the University.

Please send any additional information in support of your application.

Please tick if you **do not** wish to receive information on other University of Reading programmes and activities.

## Description of proposed research – candidates for PhD, MPhil and LLM (by research) only

Please note: applicants for a PhD/MPhil in Mathematics or Meteorology, and applicants for an EngD programme, are not required to submit a proposal with their application – please contact the Departments regarding research topics.

Please expand into a second sheet if necessary.



# Application checklist

Please complete this application checklist to remind you which documents should be enclosed with your application. If any of the documents requested are missing, there may be a delay in the processing of your application.

## Copy of passport page showing personal details

Must be enclosed

Enclosed

## Full transcript of degree programmes to date

Must be enclosed

Enclosed

## Copy of degree certificate

Enclosed

Or will be sent by (dd/mm/yyyy)

## English language certificate

For example, IELTS, TOEFL, (if required)

Enclosed

Or will be sent by (dd/mm/yyyy)

## Reference one

Enclosed

Or will be sent by (dd/mm/yyyy)

## Reference two

Enclosed

Or will be sent by (dd/mm/yyyy)

## Research proposal

Enclosed

Or will be sent by (dd/mm/yyyy)

Please note that this is **only required** if you are applying for an PhD/MPhil Programme. **Not required** for EngD or PhD/MPhil applications in Mathematics or Meteorology

## Funding sponsorship letter (if applicable)

Enclosed

Or will be sent by (dd/mm/yyyy)