

# RD03 - Research Degree Application Form



Please read the notes at the back before completing this form. This application form will be photocopied before it is sent to admissions tutors and therefore it is important that you write neatly using block capitals in black ink or typescript. **Incomplete application forms submitted without ALL the supporting documents will delay the decision process. Please note that the University cannot guarantee that supervision is available within your proposed research area.**

1. Target Award			
Degree (Tick one)	MSc by Research <input type="checkbox"/>	MA by Research <input type="checkbox"/>	PhD <input type="checkbox"/>
Subject or Topic			
Host Faculty (Tick one)	<input type="checkbox"/> Business, Environment & Society <input type="checkbox"/> Coventry School of Art and Design <input type="checkbox"/> Engineering and Computing <input type="checkbox"/> Health and Life Sciences	Mode of Study <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Split-site	Preferred entry date DD/MM/YYYY

2. Personal Details			
Title (Mr/Mrs/Miss/Ms)	Date of Birth:	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Family Name		First Name(s)	
Correspondence Address		Home Address (if different)	
Postcode		Postcode	
Country		Country	
Telephone		Telephone	
Current E-mail		Fax Number	
Do you have any criminal convictions? (Your enquiry cannot be processed if you do not complete this section - see Notes for Guidance)			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes Give Details			

3. Fee Status			
Country of Birth		Nationality	
Country of domicile or area of Permanent Residence			
Date of first entry to the United Kingdom			
Are you currently resident in the UK?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what visa do you currently hold?*	
Have you studied in the UK?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide full details in Section 5	
Current Visa status, e.g. Work, Tier 4, Student Visit:		Date of current visa expiry	
How will you pay for your course?*	<input type="checkbox"/> I have personal finance available <input type="checkbox"/> I will secure personal finance <input type="checkbox"/> I am a sponsored student (evidence will need to be provided) <input type="checkbox"/> I have not yet made finance arrangements		

#### 4. Last Two Educational Establishments Attended (or any Establishment in the UK)

School/Institution	City/Country	From (month/year)	To (month/year)	Full-time or Part-time
		MM/YYYY	MM/YYYY	
		MM/YYYY	MM/YYYY	

#### 5. Qualifications and Pending Examinations

If you are awaiting the result of any examination or are about to take one, please write **PENDING** in the result column. **(Any study or attendance at a UK education institution in the UK must be detailed, even if the study was not completed.) Please attach copies of all known results.**

Level	Subject	Date (month/year)	Place of Study	Result (Grades or bands)
Degree Level (List all Higher Education Qualification taken whatever the result, in date order)				
		MM/YYYY		
		MM/YYYY		
		MM/YYYY		
		MM/YYYY		
		MM/YYYY		
		MM/YYYY		
English Language Qualifications – Overseas applicants require an IELTS minimum 7.0 or equivalent (with 6.5 in each component).				
		MM/YYYY		
		MM/YYYY		

#### 6. Work Experience

Please give details of your work experience, training and employment (List the last 5 in chronological order).

Job title and nature of work/training	Name of Organisation	From (month/year)	To (month/year)	Full-time or Part-time
		MM/YYYY	MM/YYYY	
		MM/YYYY	MM/YYYY	
		MM/YYYY	MM/YYYY	
		MM/YYYY	MM/YYYY	
		MM/YYYY	MM/YYYY	

#### 7. Research Proposal

Describe your research proposal below (3,000 words max). You may find it useful to relate it to our advertised research or professional degree opportunities (<http://www.coventry.ac.uk/researchnet/opportunities>). See Notes for Guidance for further details about your proposal. **Please note; if you are applying for an advertised Studentship please refer to the stated requirements before completing this section.**

Project Title (20 words)	
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Aims and Objectives  
(500 words)

Relevance to Professional or Academic Field  
(1,500 words)

Research Approach or Methodology  
(500 words)

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Explicit Outcomes  
(480 words)

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Potential Director of Studies  
(If known)

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**Please Note:** If you intend to study for MSc by Research, MA by Research, PhD degrees in engineering and science or related disciplines and you are a citizen of a country outside the United Kingdom or the European Union then you will have to apply for clearance through the Academic Technology Approval Scheme (ATAS) before applying for a visa. See <http://www.fco.gov.uk/en/fco-in-action/counter-terrorism/weapons/atas/atas-faq>

## 8. Personal Statement

Please state your reasons for wishing to undertake research in this area, relevant experience and career plans (max 1,000 words)



## 9. Physical or Other Disability or Medical Condition

Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at Coventry University or may require special facilities or treatment. Please consult Notes for Guidance

Please state any condition which might necessitate special arrangements or facilities.

## 10. References

Please refer to the RD04 - Reference for Research Degree Applicant form. Please see Notes for Guidance.

## 11. Source of Information

Please indicate how you heard of this programme:  
(Please tick)

- www.coventry.ac.uk/researchnet
- Coventry Alumni
- Member of Staff
- Agent
- Exhibition
- Family
- Internet
- Private visit
- Other (please specify)

## 12. Declaration

I confirm that the information given in this form is correct and complete. I have read the Notes for Guidance, in particular those relating to this section. I understand these instructions and I agree to abide by the conditions set out there.

Signature of Applicant

Date

DD/MM/YYYY

By signing this box you are providing your permission for us to store and process the information you supply contained within this Application Form, including all personal information, in accordance with the Data Protection Act 1998. Without your express permission we cannot process your application meaning we will be unable to assess or respond to your application.

## IMPORTANT NOTE

Coventry University will take all reasonable steps to provide the educational service set out in its prospectus. Should industrial action or other circumstances beyond the control of Coventry University interfere with its ability to provide such a service, the University will take reasonable steps to minimise the resultant disruption. Coventry University does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of an educational service which is more onerous than the obligations set out therein.

Should you become a student of Coventry University, this notice shall be a term of any contract between yourself and the University. Any offer of a place made to you by Coventry University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

Please return this form to:

### Research Admissions

Recruitment and Admissions Office  
Student Centre, Room 106  
Coventry University  
Priory Street  
Coventry  
CV1 5FB  
United Kingdom

Telephone: +44 (0)24 7615 2237

Fax: +44 (0)24 7688 8609

E-mail: [research-apps.pg@coventry.ac.uk](mailto:research-apps.pg@coventry.ac.uk)

## Notes for Guidance

### General

Before completing the form, **please ensure that you read these notes** and the current Coventry University literature relating to the area of study in which you are interested.

### Mature students

Coventry University welcomes applications from mature students, including those who do not have conventional qualifications for admission to higher education in the UK. Full account is taken of relevant experience and other educational achievements.

### The Data Protection Act 1998

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to Coventry University.
- To enable Coventry University to compile statistical reports.
- To enable Coventry University to initiate your student record.
- To share information with other government departments (e.g. immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions.

### Section 1 - Target Award

Further details can be found on

[www.coventry.ac.uk/researchnet](http://www.coventry.ac.uk/researchnet)

### Section 2 - Personal Details

Complete this section in BLOCK CAPITALS.

### Criminal convictions

Your application cannot be processed if you do not complete this section. If you enter 'yes' in the box please provide further details about the conviction.

### Section 3 - Fee Status

Please state your country of permanent residence and give details of who you expect to pay your fees for the proposed study.

### Section 4- Educational Establishments Attended

Please state provide the details of the last two educational establishments you attended.

### Section 5 - Qualifications and Pending Examinations

Enter the exact subject name used by the examining body and the name of the examining body in full. If you have qualifications obtained outside the UK, you should give details of all examinations taken as preparation for entry to higher education. Applicants with qualifications obtained in a language other than English, must attach a certified English transcript to the form.

### Section 6 - Work Experience

Please include your recent work experience and training, paid or unpaid, full time or part-time.

### Section 7 - Research Proposal

**Project Title:** Give your project a title that reflects the content.

**Aims and Objectives:** Supply an overall aim and approximately 3 or 4 objectives that the research will address.

**Relevance to Professional of Academic Field:** Describe using referenced material, how your proposed research will fit in to the existing body of academic knowledge and practice in the professional field.

**Research Approach or Methodology:** Describe the methods you intend to use to deliver your aim and objectives. You should provide detail of data source and any specialist resources or facilities you may require.

**Explicit Outcome:** Describe other outcomes you are hoping will happen from the project e.g. academic and professional papers.

**Potential Director of Studies:** The person you hope will supervise your research.

### Section 8 - Personal Statement

Enter here any information you may wish to offer in support of your application.

### Section 9 - Physical or Other Disabilities or Medical Conditions

Please enter in the box the code from the list of statements below which is most appropriate to you.

#### Disabilities/support required:

- 0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
- 1 You have dyslexia.
- 2 You have a sight impairment.
- 3 You have a hearing impairment.
- 4 You use a wheelchair or 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).
- 8 You have two or more of the above special needs.
- 9 You have a disability not listed above.

Describe your condition where it is not obvious; indicate whether you have any special needs.

### Section 10 - References

Two RD04 references forms must be sent with your application. Two academic or one academic reference and one work reference.

### Section 11 Declaration

Any offer of a place which you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of Coventry University and by signing this form you are confirming your agreement to this. **Any false information provided or misrepresentation can mean withdrawal of any offer made.**



## Terms and Conditions

The term 'University' refers to 'Coventry University' and 'You' or 'Your' refers to the person who has been offered a conditional or unconditional place to study at Coventry University for the stated academic year.

1. Non-EU Nationals must enrol within 10 days of the start date of your course as stated on your offer letter to comply with student visa restrictions. The University reserves the right to refuse admission to anybody who arrives later than this date and will inform the UK Border Agency of students failing to enrol by this date.
2. EU Nationals must enrol within 2 weeks of the start date of your course as indicated on your offer letter as student visa restrictions do not apply. The University reserves the right to refuse admission to anybody who arrives later than this date.
3. Upon enrolment you must agree and abide by University regulations. These are available to view on the Academic Registry pages of the University web site. You will also be required to produce original translated (if required) documentary evidence of all prior qualifications and immigration status.
4. The University will use its best endeavours to deliver courses as advertised in the prospectuses, website and by other media. However, in certain circumstances it may be necessary for the University, at short notice, to withdraw certain courses or make variations to the courses offered. Variations or withdrawal may be necessary as a result of lack of demand, lack of key personnel, timetable considerations and change in Government policy, this list is not exhaustive. Where this is necessary the University does not accept liability for any loss of whatever nature caused as a result of such withdrawal and/or variation.
5. Whilst the University makes every effort to ensure that information provided is accurate and up to date at the time of publication, it can accept no responsibility for any errors or omissions of course details and any other information.
6. Coventry University has used the information supplied by you to issue you your offer letter and your CAS which will be used to support your VISA application Coventry University does not accept any responsibility, financial or otherwise, should you not be granted a visa, whether as a result of your letter, CAS or for any other reason.
7. In exceptional circumstances where it is beyond the reasonable control of the University, the University reserves the right to vary the published tuition and other fees without prior notice. This includes but is not limited to where certain fee levels are fixed by external agencies and are subject to alteration without consultation with the University.
8. Estimated living expenses have been compiled after consultation with international students and are offered only as a guideline to assist students in planning their budget. The costs on which they are based depend on local economic factors which are subject to change as well as an individual's own circumstances and requirements.
9. Non-EU students are required to pay a tuition deposit, as detailed in your offer letter. EU students are required to pay fees by the date of enrolment or provide evidence of how fees will be paid. Details of payment options are available on the International pages of the University web site and in the arrival information sent to you. You are required to keep to any agreed payment schedule in order to maintain your place at the University.
10. It is very important that you pay your tuition fees by the due dates agreed in your payment schedule. If you do not your access to University facilities such as the Library and Computing will be blocked. If you still do not pay after this blocking within a reasonable timeframe set by the University at its sole discretion, you will be excluded from the University, which means that you are no longer a student. This information will be passed onto your

sponsors and the UK Border Agency and you may lose your right to occupy University Accommodation. You will not be able to return to your studies or receive your award until you have paid all sums due as agreed by the University and subject to compliance with the UK Border Agency regulations.

11. Tuition fees quoted are subject to change in the years following your initial enrolment. Should it be necessary for you to repeat the year or re-sit an exam in a different year, the university reserves the right to apply the rate applicable for new enrolling students in that academic year.
12. Refunds are subject to the terms and conditions within the current (academic year) International Students Refund Policy, these are available to view on the Academic Registry pages of the University web site and may be subject to changes, variations and updates from time to time.
13. The University reserves the right to release student information to external parties at its discretion, guided by current UK legislation. This includes, but is not limited to the Home Office, UK Border Agency, UK Embassies and other government departments in connection with VISA applications.
14. Before commencing your proposed course you are responsible for ensuring that you have sufficient funds or income to cover both tuition fees and living expenses as indicated in your offer letter. Coventry University reserves the right to rescind an offer of a place on a course if it transpires that you enrolled knowing that you had insufficient funds for your proposed course of study and living expenses.
15. If you have been issued with a Confirmation of Acceptance of Studies (CAS) from Coventry University to either gain entry clearance to the United Kingdom (UK) or to extend your stay in the UK, you must ensure you comply with all UKBA regulations during your period of study in the UK. As your Tier 4 sponsor the University has a responsibility to monitor your enrolment and attendance and to report this activity to the UKBA where requirements are not met. In order to demonstrate your engagement with your studies you must attend all fortnightly meetings with your Director of Studies and submit all work as required on time. In addition you will be required to attend a monitoring point or 'Check-In' Station on University campus two days per week, and attend documents checks at the Student Centre – you will be told when to do this during your normal Check-In. If you are unable to comply with the attendance requirements due to illness or other reason, you must notify your Director of Studies immediately and apply for an authorised absence.

### ON OFFER LETTER

If you have previously studied in the UK prior to joining Coventry University, you must provide details of any study undertaken, including results and copies of visas held. You should also inform us of any courses you have failed or failed to complete for any reason. Failure to disclose this will result in visa refusal or withdrawal of our sponsorship of your study in the UK.

Any offer of a place which you may receive is made on the understanding that in accepting it you have read and understood the rules and regulations of Coventry University and by signing this form you are confirming your agreement to them. Any false information provided, misrepresentation or omission in information may lead to the withdrawal of any offer made by the University.