



# Postgraduate Application Form

This form is used for application for Admission to a Full-Time or Part-Time Postgraduate Programme. *This form should NOT be used for applications for undergraduate (Bachelor) study, PGCE, MA Social Work or MSc Health Professional Studies.*

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

PLEASE READ THE ATTACHED GUIDANCE NOTES.

*There is no formal deadline for application however you are advised to 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.*

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## SECTION A: PERSONAL DETAILS / COURSE CHOICE

Full name (please underline your family name) (Note 1)

Previous name (if any)

Title (Dr/Mr/Mrs/Miss/Ms/etc):

(Attach evidence of a change, e.g. marriage certificate)

Type of Award for which you wish to study (Note 2)

Taught Course       Research  (tick one only)

Full-time       Part-time  (tick one only)

Proposed start date for study  
(Note 3)

\_\_ \_\_      \_\_ \_\_  
month      year

Proposed Programme/Field of Research (Note 4)

Previous Contact (Note 5)

Name

Approximate Date

SECTION A: PERSONAL DETAILS (continued)

Permanent home address (Note 6)

Country:

Telephone number

Fax number (if available)

Email (if available). Please include an email address if you require receipt of your application to be confirmed by the Admissions Office

Work Telephone Number

Current Address for Correspondence (Note 7)  
If same as permanent address, please state 'AS ABOVE'.

Current address for correspondence

Country:

I can receive correspondence at this address until

day month year

Telephone number

Male  Female  (tick one only)

Nationality

Place of birth

Date of birth

day month year

(ensure this matches your identity papers)

If you have previously studied at the University of Hull please give your Registration Number

If you have studied but cannot recall the number please tick

Residential Status  
Please read the notes (Note 8) and then ring the appropriate letter, A, B, C, D, G or O.

Residential status

A B C D G O

Date of commencement of residence in the UK ( applies to B, C, D, G and O only)

day month year

Outline of proposed Field of Study (Note 4) (Research Applicants must attach a full research proposal)

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## SECTION D: FURTHER DETAILS – All applicants must complete this page in full

### Source of Finance (Note 12)

Please indicate the source of finance for the payment of your tuition fees by ticking the appropriate box.

**You will not be permitted to register without prior written confirmation of your sponsorship or payment of fees.**

(tick one only)

Self-financing  Direct sponsor

Name and address of sponsor (if you ticked Direct sponsor above)

### Disability (Note 13)

Please tick the appropriate box(es)

- |  |  |
|--|--|
| <input type="checkbox"/> 0. no disability/special need, or not aware of any additional support requirements for study or accommodation | <input type="checkbox"/> 2. you are blind/partially sighted  |
| <input type="checkbox"/> 1. you have a specific learning difficulty (eg Dyslexia)  | <input type="checkbox"/> 4. you are a wheelchair user, or have mobility difficulties   |
| <input type="checkbox"/> 3. you are deaf/hard of hearing   | <input type="checkbox"/> 6. you have mental health difficulties  |
| <input type="checkbox"/> 5. Autistic Spectrum Disorder or Asperger Syndrome  | <input type="checkbox"/> 8. two or more of the above (please give details below)   |
| <input type="checkbox"/> 7. unseen disability (eg epilepsy, asthma, diabetes)  | <input type="checkbox"/> 9. you have a disability, medical condition or special needs not listed above (please give details below) |

Further details or disability/special need not listed above or where further information would be helpful:

Criminal Convictions (Note 14)  Yes

I confirm that the information I have given is true and accurate and that I have not withheld any information relevant to my application. I understand that the information I have provided on this form and in accompanying papers will be made available to those staff of the University concerned with student matters. I understand that any offer of a place as a student that I receive will be based on the information given in this form and that if I am found to have given false or incomplete information, any such offer will be withdrawn. *I have read and understood the notes for completion of this form.*

Applicant's Own Signature

Date

### Data Protection (Note 15)

In accordance with the UK Data Protection legislation 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 for admission (for example you may ask another person to collect letters from the Admissions Office) you must let us know in advance. The University will **not** communicate on your behalf with visa offices during the application process.

Below you may authorise a named person to liaise with the University concerning any matters relating to my application for study. You should advise the Admissions Office if there is any other person with whom you wish the University to liaise in the future.

The University will **not** communicate on your behalf with visa offices during the application process.

Title (Dr/Mr/Mrs/Miss/Ms/etc)

Full name

Address

Telephone number

**SECTION D: FURTHER DETAILS – All applicants must complete this page in full**

Ethnic Origin *(Note 16)*

Applicant's Name:

Applicant's Own Signature:

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Office Use:

Applicant Code:



PLEASE DETACH AND DO NOT RETURN THESE NOTES TO THE UNIVERSITY

## GUIDANCE ON COMPLETION OF THE APPLICATION FORM FOR ADMISSION TO A POSTGRADUATE PROGRAMME OF STUDY

Please complete the form in BLOCK CAPITALS, in black ink, or typescript. Failure to complete some fields may result in a delay in processing. All questions must be answered.

*Deadline:* There is no formal deadline for application however you are advised to 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.

### 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. International students in particular are requested to specify their family name and other names in the correct order to avoid any misunderstanding. This is the name used on any offer letter and changes cannot be made later.

#### *Note 2 Type of Award*

The possible entries here are

|                        |                          |                       |
|------------------------|--------------------------|-----------------------|
| Certificate (taught)   | Diploma (taught)         | LLM (research/taught) |
| MA (research/taught)   | MBA (taught)             | MD (research)         |
| MEd (research)         | MEd (taught)             | MMus (taught)         |
| MPhil (research)       | MJur (research)          | MSc (research/taught) |
| MRes (research/taught) | MTheol (research)        | PsyD (taught)         |
| PhD (research)         | New Route PhD (research) |                       |

#### *Note 3 Start Date*

Most taught degrees start in September only but please refer to programme literature for alternatives. In the case of research degrees, other dates are normally possible. Do not forget to indicate the year (e.g 2007) in which you wish to be admitted.

#### *Note 4 Proposed Programme/Field of Research*

If you are unsure of the exact name of the programme please write the name of the subject you wish to study. Please refer to our web pages or prospectus for those programmes available. (See [www.hull.ac.uk](http://www.hull.ac.uk))

#### *Outline of proposed Field of Study (all applicants)*

On page 2 applicants for taught degrees or diplomas should indicate broad areas in which they might study for the dissertation, and their preferences for optional courses where applicable. The University can only offer a place as a research student to suitably qualified candidates who propose research in an area that the University has an interest in.

**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.

#### *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.**

#### *Note 7 Current Address for Correspondence*

If the same as your permanent address, please state 'AS ABOVE'. 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*

Please circle one category that best describes you:

- A. You are a UK or EU national (or are the child of a UK or EU national).  
and  
you have lived in the European Economic Area (EEA) or Switzerland (or both) continuously for at least 3 years, but not just for full-time education.  
*Note: If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these 3 years.*
- B. You have Indefinite Leave to Enter/Remain in the UK or have the Right of Abode in the UK.  
and  
you have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for at least 3 years, but not just for full-time education.
- C. You are a refugee  
or you have been granted Exceptional Leave to Enter/Remain, Humanitarian Protection or Discretionary Leave in the UK following a refused application for asylum.  
or you are such a person's spouse or child.  
and  
you have lived in the UK, the Channel Islands or the Isle of Man since that status was recognised or granted.
- D. You are an EEA or Swiss national, you live in the UK and you are a migrant worker:  
or you are such a person's spouse or child.  
and  
you have lived in the EEA or Switzerland (or both) for 3 years, but not just for full-time education.

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- G. You would otherwise meet the criteria of categories A, B, C or D, but you have been living outside of the UK, Channel Islands, Isle of Man, EEA or Switzerland because you, your spouse, or your parent have been temporarily working outside the area in question.
- O. Other

**You must provide documents (e.g. passport, visa, Home Office letter, to support categories B, C, D or G.**

### 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. In the case of 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. (Note that 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.

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

If you are a final-year student on a degree programme, please give details of the programme and your expected final, overall result.

For Postgraduate Degrees taken previously, please 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 Office. Please also include an explanation of the grading system used. **(Only Officially Certified copies (stamped by the awarding institute) are acceptable).**

Please note that as we cannot guarantee that certificates or transcripts can be returned you are advised to keep a copy.

#### *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

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 University Language Institute offers English Language courses.

### SECTION C: RESEARCH EXPERIENCE AND EMPLOYMENT

#### *Note 11 Referees*

Two reference forms are attached. You should complete these 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. E-mailed 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 submit an application unless you are confident in getting the necessary finances 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 student having funding to support 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.

'Direct 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*

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.

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

### *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 course in teaching, health, social work and/or any course/s involving work with children and/or vulnerable adults, you must tell us about any criminal conviction, including spent sentences and cautions (including verbal cautions) and bindover orders. For those courses, 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 wish to activate the risk assessment process (details of which are available from the Student Recruitment and 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 Student Recruitment and Admissions Service immediately in order for the risk assessment process to be followed.

### *Note 15 Data Protection*

In accordance with the UK Data Protection legislation 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 Office) 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 course you have applied for and your applicant code (this will be issued by email when your form is received in the Admissions Office (see Note 7)).

### *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:

- 11 White (British)
- 12 White (Irish)
- 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/)

PLEASE DO NOT RETURN THIS SHEET TO THE UNIVERSITY

## 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 Office

University of Hull, Hull, HU6 7RX, UK

Fax ++44 1482 442290

You may fax the papers but if you are made an offer you will be asked to send certified copies of certificates by post.

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

## 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.

\* Please note that for international students there is a more detailed 'Guide to Study Skills' which gives you a step-by-step guide to preparing a research proposal. This can be obtained as a printed booklet from the International Office ([international@hull.ac.uk](mailto:international@hull.ac.uk)).