**Form A - Application for Research Degree** 

Please contact potential supervisors before completing this application form, guidance can be found on <https://www.winchester.ac.uk/study/research-degrees/>.

Non -UK applicants should send their applications to the International Office (international@winchester.ac.uk) and copy in DoctoralSchool@winchester.ac.uk. All UK applicants should submit their form directly to The Doctoral School.

**Please complete all sections before submitting and include proof of previous awards with your application email.** There is guidance on filling in the application at the end of this form in Appendix A, for Studentship Application further information in Appendix B

**Section 1 – Your details**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Other Names** |  |
| **Date of Birth** |  |
| **Gender** |  |
| **Address (include Postcode)** |  |
| **Email Address** |  |
| **Telephone Number (Home and Mobile)** |  |
| **Student Number (if a previous student at the University** |  |
| **Are you a member of staff?** | Yes/No  |
| **Application for (please delete as appropriate)** | MPhil onlyMPhil/PhD\* |
| **Mode of Study (PT or FT)** |  |
| **Will you be a distance learner?** |  |
| **Date you intend to begin your studies (month and year)** |  |

\*all students for a PhD start on MPhil and upgrade to PhD level

**Section 2 – Fee Status**

To assist us in assessing your fee status please provide the following information:

|  |  |
| --- | --- |
| **Nationality (as stated on your passport, if you have dual nationality please state both)** |  |
| **Country of Birth** |  |
| **In which country are you living?**  |  |

If you are not a UK national and are permanently resident in the UK, please indicate which of the following applies to you. **For EU Settlement Scheme please provide a ‘share code’,**

|  |  |
| --- | --- |
| **EU Settlement Scheme – Pres-settled or Settled Status** |  |
| **Indefinite leave to remain/enter** |  |
| **Refugee Status** |  |
| **Time limit on stay/leave to remain/discretionary leave** |  |
| **None of the above** |  |

If you have previously studied in the UK please provide start and end dates with level of study and location in the box below:

|  |
| --- |
|  |

Please indicate how do you intend to fund your studies (self-funding, research council, employer)? If self-funding and are applying for a doctoral loan please indicate that in the box below:

|  |
| --- |
|  |

**Section 3 - Disabilities**

The University of Winchester welcomes applications from students with disabilities and considers them on the same academic grounds as those from other students.

It is helpful for us to know about the nature of any disability to ascertain whether facilities are available at the University to meet students’ special needs.

Applicants with disabilities are encouraged to contact the Disability Adviser at disability@winchester.ac.uk prior to applying.

If you have a disability please indicate which apply to you:

|  |  |
| --- | --- |
| **I have no disability** |  |
| **I have a social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder** |  |
| **I am blind or have a serious visual impairment uncorrected by glasses** |  |
| **I have a long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy** |  |
| **I have a mental health condition, such as depression, schizophrenia or anxiety disorder** |  |
| **I have a specific learning difficulty, such as dyslexia, dyspraxia or AD(H)D** |  |
| **I have a physical impairment or mobility difficulties, such as difficulty using arms or using a wheelchair or crutches** |  |
| **I have two or more impairments and/or disabling medical conditions** |  |
| **I am deaf or have a serious hearing impairment** |  |
| **I have a disability not listed above (please specify)** |  |
| **If you have a disability are you receiving Disabled Student Allowance? \*** |  |

\* Please note that the University recognises that the sort of personal data which may be supplied here under this section of the application form, is by its nature particularly sensitive. Such data supplied under this section is, due to the new General Data Protection Regulation (GDPR) and The Data Protection Act 2018, classified as ‘sensitive personal data’ (or more formally ‘special category data’) as it amounts to “data concerning health” under Article 9(1) of the GDPR.

Where necessary and just for your information at this time, the University may process such information collected here under Condition (h) of Article 9(2) of the GDPR. This is further detailed by The Data Protection Act 2018, Schedule 1, part 1 at clause 2 under the heading there of ‘Health and Social Care Purposes’.

**Section 4 – Ethnic Data**

All persons of the requisite standard, whether resident in the UK or elsewhere, shall be eligible for admission into the University. No disadvantage shall be imposed on any candidate for admission as a student of the University on the grounds of ethnic origin, religion, gender, or sexual orientation.

So we can make our equal opportunities policy more effective please indicate which is appropriate to you:

|  |  |
| --- | --- |
| **Asian or Asian British - Bangladeshi** |  |
| **Asian or Asian British - Indian** |  |
| **Asian or Asian British - Pakistani** |  |
| **Other Asian Background** |  |
| **Arab** |  |
| **Black or Black British - African** |  |
| **Black or Black British - Caribbean** |  |
| **Other Black background** |  |
| **Chinese** |  |
| **Gypsy or Traveller** |  |
| **Mixed – White and Asian** |  |
| **Mixed – White and Black African** |  |
| **Mixed White and Black Caribbean** |  |
| **Other mixed background** |  |
| **White** |  |
| **Other ethnic Background** |  |
| **Not Known** |  |
| **Prefer not to provide information** |  |

Please note that the University recognises that the sort of personal data which may be supplied here under this section of the application form, is by its nature particularly sensitive. Such data supplied under this section is, due to the new General Data Protection Regulation (GDPR) and The Data Protection Act 2018, classified as ‘sensitive personal data’ (or more formally ‘special category data’) as it amounts to “processing of personal data revealing racial or ethnic origin” under Article 9(1) of the GDPR.

Where necessary and just for your information at this time, the University may process such information collected under Condition (g) of Article 9(2) of the GDPR. This is further detailed by The Data Protection Act 2018, Schedule 1, part 2 at clause 8 under the heading there of ‘Equality of Opportunity or Treatment’.

**Section 5 – Criminal Convictions**

If your proposed research involves collecting empirical data please answer this section (to be confirmed if invited to interview).

Some PGR students may find that they need Disclosure and Barring Service (DBS) checks to carry out their research. The check will only show convictions that aren’t ‘spent’, for example some types of caution will disappear after 3 months and a standard check shows spent and unspent convictions, cautions, reprimands and final warnings.

The university can support application for a check, if deemed appropriate or necessary. Please complete the table below if you propose to collect date from the following categories:

|  |  |
| --- | --- |
| **Healthcare or working in a hospital** | Yes/No |
| **Caring for or working with children (under 18) or working in an educational establishment** | Yes/No |
| **Working with elderly, ill., disabled or other vulnerable adults** | Yes/No |
| **If you have answered yes to any of the questions above please indicate if you have any criminal convictions\*** | Yes/No |

\* Applicants whose research involves involving work with children or vulnerable adults must declare any conviction including those which are spent and including cautions (verbal or written) and bind-over orders.

All other applicants need only indicate relevant criminal convictions. For this application, relevant criminal convictions are 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 1974) are not considered to be relevant and you should not reveal them unless you are applying to a programme of study that the nature of the programme of study gives you the right to practice a profession exempted by the Act.

Applicants who have a relevant criminal conviction will not be automatically excluded from the application process. The University will contact you for details of the offence, which will be considered by a panel of senior University staff. If you are convicted of a relevant criminal conviction after you have applied, you must inform the University.

**Please note if you do not declare a criminal conviction and this comes to our attention later, it will be treated as a disciplinary offence by the University of Winchester.**

**Section 6 - Qualifications**

Please include your certificates with your application or a transcript for any degree not yet awarded. Also note that if your application is successful, original proof of qualifications may need to be produced at Enrolment.

Please list all awards (undergraduate, postgraduate, professional awards), add in more rows if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of award** | **Institution (if non UK please include country** | **Date of Award** | **Classification (if appropriate)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Applicants whose first language is not English shall be required, **in addition to satisfying the general entry requirements, to have achieved an average score of 6.5 Academic IELTS with at least 7.0 for written English as a minimum**. Professional Doctorate programmes may ask for the submission of additional information and evidence either before or after interview (such as a portfolio of practice or samples of academic or creative writing).

The University provides support for applicants whose first language is not English However, it is the student’s responsibility to take advantage of these opportunities.

If you are an international student or English is not your first language please list any English Language proficiency/.qualifications held **and include a copy with your application:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Date obtained** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 7 – Your Proposal**

Guidance is provided in Appendix A

**Proposed Thesis Title:**

|  |
| --- |
|  |

**Intended impact of research:**

|  |
| --- |
|  |

**Intended dissemination during and post studies (publications and conference):**

|  |
| --- |
|  |

**Proposed Supervisors** (applicants should contact proposed supervisors before including them in this application, For details on how to find a potential supervisor please go to <https://www.winchester.ac.uk/study/research-degrees/research-supervision/>

|  |  |
| --- | --- |
| **Faculty (delete as appropriate), if your proposed is cross faculty please include both faculties but highlight which one would be your home one.** | Faculty of Business, Law and Digital TechnologiesFaculty of Education and ArtsFaculty of Health and WellbeingFaculty of Humanities and Social SciencesFaculty of Law, Crime and Justice |
| **Proposed Director of Studies\*** |  |
| **Proposed 2nd Supervisor\*** |  |

\*The University of Winchester does not guarantee that your proposed supervisors will be allocated to you if you are offered a place.

Please highlight which REF Unit of Assessment (UoA) your research comes under. The REF (Research Excellence Framework) is the UK's system for assessing the quality of research in UK Higher Education. The assessment is carried out by expert panels for each subject-based UoA, under the guidance of four main panels. Further details of the subject areas included in each UoA can be found at: [https://www.ref.ac.uk/publications-and-reports/panel-criteria-and-working-methods-201902/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ref.ac.uk%2Fpublications-and-reports%2Fpanel-criteria-and-working-methods-201902%2F&data=05%7C01%7CHelen.Jones%40winchester.ac.uk%7Cdb36f9af013447dab28a08db0e806935%7C9ef0ad7deaab48a5a07afbb82033fa03%7C0%7C0%7C638119716892920643%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=cz7Pb%2F5kljeoeQie41TGlh1BZcRUz%2FCoxMyAkui5qVs%3D&reserved=0) pp. 12-36.

|  |
| --- |
| A3 Allied Health Professions |
| A4 Psychology, Psychiatry and Neuroscience |
| C17 Business and Management Studies |
| C18 Law |
| C20 Social Work and Social Policy |
| C23 Education |
| C24 Sport and Exercise Sciences, Leisure and Tourism |
| D27 English Language and Literature |
| D28 History |
| D31 Theology and Religious Studies |
| D33 Music, Drama, Dance, Performing Arts, Film and Screen Studies |
| D34 Communication, Cultural and Media Studies, Library and Information Management |

Please give a brief description of any research experience that may be relevant to your application (including work experience). Include dates and location if appropriate.

|  |
| --- |
|  |

This proposal is an opportunity for you to communicate your passion in the subject area and to make a persuasive argument about what your project can accomplish; make sure that your passion for the subject matter shines through in the structure and arguments presented within your proposal (see guidance notes at the end of this form).

This proposal is designed to:

•Formulate and define clear, interesting, original, achievable research aim and questions;

•Establish the relevance and value of the proposed research question in the context of current academic thinking, highlighting its originality and significance;

•Outline a practical and theoretical methodology which enables you to: answer the research question; describe, evaluate and critique any data or source material you will draw upon; locate your research within an appropriate theoretical context.

•Suggest what you hope to discover at the end of your research and what new areas it might open up;

•Provide a provisional timeline of your research.

|  |
| --- |
| **Summary of Research (300 words maximum) - *Please provide a brief description of the project, e.g. an abstract*** |
|  |
| **Aims and Objectives - *Please list the main aim of the project and up to 5 sub-aims or objectives*** |
|  |
| **Research Context (1,000 words maximum) - *Present a short literature survey of the field, identifying where your research will fit into this field.  Include a substantial bibliography (not included in word count)*** |
|  |
| **Research Methods (500 words maximum) - *Identify the processes by which you will achieve the aim and sub-aims.*** |
|  |
| **Timetable - *Please give a proposed timetable for the complete research project, including upgrade.*** |
|  |

If your research includes the submission of a creative piece as part of the thesis, please list the potential outputs, for example, submission of novel, performance or art. If your application is for Creative Writing, please include a sample of your prose (about 1200 words).

|  |
| --- |
|  |

**Section 8 - Ethics**

Ethical consideration, all students will be required to engage with ethical approval, please answer the following questions:

|  |  |
| --- | --- |
| **Does the research involve living human participants, samples or data derived from individuals?** | Yes/No |
| **Does your research require external ethics approval (e.g. NHS or another institute)** | Yes/No |
| **Does the research involve the use of animals** | Yes/No |
| **Does the research involve the use of documentary material not in the public domain?** | Yes/No |
| **Does the research involve environment interventions?** | Yes/No |

This does not constitute an ethics review; it is to alert us to what might be needed. Once you are registered as a research student you will need to submit an RKE Ethics Proforma. This would be discussed at the first supervisory team meeting.

Please set out here what ethical implication there may be for your research:

|  |
| --- |
|  |

If you will require any specialist equipment or requirements to undertake your research please list below:

|  |
| --- |
|  |

**Section 9 - References**

Please supply the name, address, phone number & email address of two referees\* together with the post they hold. At least one of your referees should be an academic. NB. **Referees should not be on your proposed supervisory team.**

**First Referee**

|  |  |
| --- | --- |
| **Name (and Title)** |  |
| **Position** |  |
| **Institution/Employer** |  |
| **Email**  |  |
| **Telephone** |  |
| **Relationship with applicant** |  |

**Second Referee**

|  |  |
| --- | --- |
| **Name (and Title)** |  |
| **Position** |  |
| **Institution/Employer** |  |
| **Email**  |  |
| **Telephone** |  |
| **Relationship with applicant** |  |

If you are applying for a studentship please ask your referees to supply their references direct to DoctoralSchool@winchester.ac.uk, for all other applications the Doctoral School will approach the referees.

**Section 10 – GDPR and Declaration**

**GDPR (GENERAL DATA PROTECTION REGULATION) AND DATA PROTECTION ACT 2018 DECLARATION**

The data collected on this form will be used for the purposes of administering an application to the University of Winchester. It will also be used for educational administration if you subsequently become a student of the University. The records created with regard to this data are subject to regulation by the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. The information contained in the University’s records may be used for reporting, both internally within the University and to external bodies, who may include grants, loans or sponsor administrators and the Student Union.

In submitting your application, you:

• Acknowledge (note) that your personal data (such as your name and contact details supplied in this form) is being processed by the University for the purposes of this postgraduate research application

• Explicitly consent, by your signature at section 10 of the form (later) that your ‘special category data’ or ‘sensitive personal data’ (including relating to your health, race and ethnic origin) supplied on this form, is being processed by the University for the purposes of this postgraduate research application

• Acknowledge that any criminal offence data supplied in this form (at the ‘Criminal Convictions’ section earlier) is being processed by the University for the purposes of this postgraduate research application.

**Declaration**

I hereby both:

1. Confirm to the best of my knowledge and belief, the information given on this form is true, complete and accurate, and that no information requested or other relevant information has been omitted. I understand that any offer of a place at the University of Winchester is made on the basis of the information given on this form; and

2. I hereby give my explicit consent for the University to process the ‘special category data’ (‘sensitive personal data’) supplied in this application form in line with the accompanying privacy notice related to such postgraduate research degree applications. This ‘special category data’ is information which is above and beyond the usual personal data (such as name and contact details), and it relates to data I may have supplied here for example health data or data revealing racial or ethnic origin.

3, I understand that if I am an international student there is no guarantee that the University will provide me with a visa if I accept a place at the University. This is dependent on an individuals research needs.

|  |  |
| --- | --- |
| **Signature** please sign or type in your full name |  |
| **Date** |  |

UK applicants should email their completed form to doctoralschool@winchester.ac.uk

Non- UK applicants (including EU) should submit their form to International@winchester.ac.uk and cc in the Doctoral School

If you have any questions relating to this form please email us at DoctoralSchool@winchester.ac.uk or phone 01962 827483

**Appendix A - Guidance in Preparing Your Application**

SUMMARY/ABSTRACT

In this section you summarize: what (do you want to know/find out)?; why (is it relevant, important, necessary)?; how (you are going to find the answers to your questions)? Although quite brief, this must work hard as it presents all the major elements of your work in a highly condensed form. You should provide a short overview of your research, where it fits within the existing academic discourses, debates or literature and potential impact (the implications of your research). The result will be brief but packed with information, objective and an accurate reflection of what your proposed research is about.

AIMS AND OBJECTIVES

Please list the main aim(s) of the project and up to 5 sub-aims or objectives; outline the aims and objectives of the research (What problem are you trying to solve? What is the scope of your proposed work?).

What are the key questions of your research to which you will be seeking answers?

RESEARCH CONTEXT

This section should include the importance of your work, the difficulty of the area, and the impact it might have if successful. What is your motivation and rationale; why do you care about the problem and the results? A doctoral thesis is an original piece of work and so you should demonstrate that your proposed area has not been studied before. It is therefore here that you show us your expertise in the area in which you want to conduct research, your knowledge of the existing literature and how your project will enhance it.

You should use this section to develop your proposal to demonstrate that you are aware of the important issues, themes and debates in the relevant literature, identifying existing gaps (both theoretical and practical) that the research is intended to address. You discuss the key articles and texts which you believe are most important to the project, demonstrate your understanding of the research issues and show that you understand how they are relevant to your research area.

This section is intended to ‘sign-post’ and contextualize your research questions, not to provide a detailed analysis of existing debates. Be as specific as possible in identifying influences or debates you wish to engage with but try not to get lead astray into a long exegesis of specific sources. Rather, the point is to sketch out the context into which your work will fit.

As a result of your literature review, you will justify your research focus and hence your choice of research aims and the questions you are asking.

RESEARCH APPROACH

How will you go about solving or making progress on the problem? Be sure to establish a solid and convincing framework for your research in this section. A well-developed methodology section is crucial. Be sure to include specific techniques, not just your general approach. This might include kinds of resources consulted (including major thinkers whose work will be brought to bear on a new problem); methods for collecting and analysing data; specific techniques (ie statistical analysis; semi-structured interviewing; participant observation); approach to the discussion and rationale for choice.

Make clear distinction between:

• research methods - instruments for data collection and data analysis; qualitative and quantitative.

• research approaches and design - paradigms (e.g. inductive, deductive; positivist, interpretivist; explorative, experimental, ethnographic)

• methodology - engagement with theoretical frameworks and lenses, theorists, research philosophy (epistemology, ontology).

Therefore, this section should lay out, in clear terms, the way in which you will structure your research and the specific methods you will use. For example:

• The parameters and scope of the research (i.e. the definition of the subject matter);

• A discussion of the overall design (e.g. is it solely theoretical, or does it involve empirical research) and your rationale for adopting this approach;

• The approach(es) you will take (conceptual, theoretical, empirical and normative, etc as appropriate) and rationale.

• The methods of investigation you are planning to use within the research (whether quantitative or qualitative or both. Include specific aims and methods (e.g. ‘complete 20 interviews with members of group x’). Provide some justification for why they are most appropriate, and the limits and potential you envisage.

• In overview, present (and justify) the view will you take to your analysis and subsequent discussion to set your findings within with theoretical frameworks/philosophies/lenses.

TIMETABLE

Ensure that the scope of your project is reasonable and remember that there are significant limits to the size and complexity of a project that can be completed and written up in the time available to you. Provide an outline of the timescale of the research, indicating how long different tasks are envisaged to take and the sequence of the project. Be prepared to explain how you will complete it within this timeframe.

REFERENCES

Do not forget to specify all the references in this section.

ETHICS

Please set out here what are the ethical implications of your research. Make reference to particular subject ethical guidelines (eg BERA for education) as well as the University of Winchester guidelines. For any research involving work with human participants, you need to demonstrate that you understand the issues, and have strategies in place to deal with them.

**Appendix B – Extra Guidance for Studentship Applicants**

If you are applying for a studentship, please find some further advice below:

Experience section: important to experience relevant to the studentship Thesis title: use the project title

 Impact: think about how this project might be beneficial to the linked organizations and how it could be engaging for the wider public

 Summary: take the abstract that we've given you and express it in your own way so we can see how you perceive the project

 Aims and Objectives: Take the research questions that we've given you in the studentship fact file, discuss how you'd approach them and how you would translate them into concrete aims for the project. I would advise looking at all the research questions if you can.

 Research context: This is where you demonstrate that you understand the various fields linked to this project and what work to date has been done that will be relevant--also where are the gaps in the field that this project will cover?

 Research methods: this is where you think of the wide variety of sources available for this project and how would you use them. Think about where you might be going to access them and how you will leverage the collections of the partner organizations

 Timetable: this can be tricky for people unfamiliar with the rhythm of a PhD but you need to factor in research, skills acquisition, trips, upgrade, work experience placement and submission.