

Application form

Application Ref No:

Please complete in black ink using block capitals. Please read the accompanying Notes for Guidance before completing this form.

This page for university use

Registry comments	Date received:
	Refs:
	ELT required: Score:
	Interview: Date:

Decision of Research Student Division

Accepted for (tick or write details as appropriate):

MPhil	F/T	<input type="checkbox"/>	P/T	<input type="checkbox"/>	Area of study:
PhD	F/T	<input type="checkbox"/>	P/T	<input type="checkbox"/>	
MD			P/T	<input type="checkbox"/>	
					Unit of assessment:
					Course code:

Start date for entry: (1 October and 2 January)	University studentship Y/N	No of years funded
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If laboratory based, additional bench fee to be charged? Please indicate amount £

Proposed supervisor name	Signature	Date
Proposed supervisor name	Signature	Date
Proposed supervisor name	Signature	Date
Research Student Division leader or nominee:	Signature	Date
Head of School or nominee	Signature	Date

*Please note the addresses of any external supervisors on the form

Conditions

Academic	Other
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Reason unsuccessful

Research Student Division Leader or nominee	Signature	Date
Head of School or nominee	Signature	Date

1 Personal details

Title Ms/Miss/Mr etc	Surname/family name (BLOCK CAPITALS)	
First name (s)	Previous surname, if changed	
Permanent address	Correspondence address	
	Postcode	Postcode
Daytime telephone number	Evening telephone number	Mobile telephone number
Email address		
Gender: Male <input type="checkbox"/>	Date of birth	day month year
Female <input type="checkbox"/>		<input type="text"/> <input type="text"/> <input type="text"/>

2 Details of proposed programme of study

MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>	MD <input type="checkbox"/>
Research division		
Proposed start date	October <input type="checkbox"/> January <input type="checkbox"/>	year <input type="text"/> <input type="text"/>
Proposed mode	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
Please indicate how you heard about this programme		
Please indicate here any other universities to which you have applied		

3 Fee status

Country of birth	Nationality
Country of permanent residence	
Applicants not born in the European Union please state date of first entry into the EU/UK	day month year <input type="text"/> <input type="text"/> <input type="text"/>
Name of organisation expected to pay your fees (e.g. ESPRA, East Sussex LEA, Mid Sussex NHS Trust, yourself, family member, employer)	

4 Disabilities and special needs (please see Notes for Guidance)

Please enter appropriate number here <input type="text"/>	Description
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5 Work experience

Give details of relevant work experience, training and employment. Continue on a separate sheet if necessary.

Job title	Name of organisation	Full-time or part-time	From		To	
			month	year	month	year

6 Qualifications

Give details of all undergraduate and postgraduate study and other academic or professional qualifications relevant to your application. If you are waiting for the result of any examination recently taken write PENDING in the result column.

Qualification, eg degree or professional qualifications	Subject	Date		Place of study/ Awarding body	Results (grades or bands)	Date of award
		Month	Year			

7 English language

Is English your first language? Yes No If no, what is your first language?

Please give details of English language course taken/to be taken (eg IELTS, TOEFL)

Qualification	Date taken and location	Overall score	Written score

8 Personal statement (please see Notes for Guidance)

9 Research proposal

Please provide an outline of your proposed research topic. Continue on a separate sheet if necessary.

10 Referees' names and addresses (please see Notes for Guidance)

Name		Name	
Address		Address	
Postcode	Tel no	Postcode	Tel no

11 Dates not available for interview

12 Ethnic origin (to be completed only if country of permanent residence is in the UK)

This information is not used in the selection process and is used for statistical purposes only.

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group.

Please describe, as far as possible, your ethnic origin:

Ethnic origin codes

White	Black or Black British	Asian or Asian British	Mixed
British 11	Black Caribbean 21	Indian 31	White and Black Caribbean 41
Irish 12	Black African 22	Pakistani 32	White and Black African 42
Other white 19	Other Black 29	Bangladeshi 33	White and Asian 43
		Chinese 34	Other mixed 48
		Other Asian 39	Other ethnic group 80

Information refused

13 Disclosure of criminal convictions (please see Notes for Guidance)

If you have a relevant criminal conviction, enter X in the box

14 Declaration

I confirm that the information I have given in this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the notes of guidance, in particular those relating to this section. I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 1998

and will be used to form the basis of my student record. I give my consent to the processing of my data by the university. I accept that, if I do not fully comply with these requirements the university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.

Signed	Date	day	month	year
		<input type="text"/>	<input type="text"/>	<input type="text"/>

Please return to: BSMS Research Student Administrator, Medical Research Building, University of Sussex, Falmer, Brighton BN1 9PS

Department, police forces, examining bodies, education or training establishments, the Student Loans Company, the Audit Commission, Inland Revenue, Prosecuting Authorities.

Further copies of this form can be downloaded from www.bsms.ac.uk

Application for a Postgraduate Research Programme

Notes for Guidance

Before completing the form, **please ensure that you read these notes for guidance carefully**. You should also read the current university prospectus for details about the programme for which you are applying in order to ensure that you are familiar with the subject area and entry requirements.

Your application may be photocopied before it is sent to admissions tutors and it is important that you write neatly using black ink or typescript.

Section 1 Personal details

Complete this section in BLOCK CAPITALS

Surname/family name and first name(s): please enter your full name as it appears in your passport or other official documentation.

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname/family name.

Correspondence address: enter the address to which you expect all correspondence to be sent.

Section 2 Details of proposed programme of study

Please indicate the qualification aimed for and the research division. Dates for entry are normally October or February annually.

Section 3 Fee status

If you live in the UK state your area of permanent residence.

If you live outside of the UK, state the country (e.g. Italy) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the duration of your programme. Please give details of any sponsorships or scholarships for which you have applied.

Section 4 Disabilities and special needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Please record any special needs or support required in the space provided. The university will use this information to make appropriate arrangements to support your studies at the university.

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 a specific learning difficulty (eg dyslexia).
- 2 You are blind/are partially sighted.
- 3 You are deaf/have a hearing impairment.
- 4 You are a wheelchair user/have mobility difficulties.
- 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 disabilities/special needs.
- 9 You have a disability not listed above.
- T You have Autistic Spectrum Disorder/Asperger's Syndrome

Section 5 Work experience

Please include relevant work experience and training, paid or unpaid, full or part-time, in your home or outside.

Section 6 Qualifications

Please enclose certified copies of certificates and transcripts awarded.

Section 7 English language

Please enclose certified copies of certificates and transcripts awarded.

Section 8 Personal statement

Enter here any further information you may wish to offer in support of your application. Research Student Divisions will be interested in your relevant research experience, your reasons for choosing the programme and your career aspirations. If you are applying for a Professional Doctorate then please indicate areas of professional responsibility within which research may be undertaken.

Section 9 Research proposal

Please give details of your proposed research. This should include the aims of the project, specify key sources (readings, the methodological approach) and a brief plan of work. If you have any relevant publications, please include details. If you are applying for an advertised project please give the outline of the project as stated in the advertisement.

Section 10 References

Two references should be submitted using the forms enclosed. At least one of these should be from an academic authority familiar with your studies. Your referee should know you well enough to write about you and your suitability for postgraduate study. The reference should not be written by a family member, other relatives or friends.

Section 11 Dates not available for interview

Section 12 Ethnic origin

Please state your ethnic origin using the codes provided. This information is not used in the selection process and is used for statistical purposes only.

Section 13 Disclosure of criminal convictions

To help reduce the risk of harm or injury to students and/or staff caused by the criminal behaviour of other students, you

must inform us about any relevant criminal convictions that you may have.

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 1974) are not considered to be relevant and you should not reveal them unless you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults.

You must enter X in the Yes box if either of the following statements apply to you:

- (a) I have a relevant criminal conviction that is not spent
- (b) I am serving a prison sentence for a relevant criminal conviction.

If statement (b) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

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

If you enter X in the box you will not be automatically excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

Section 14 Declaration

When you sign the form, you agree to follow these conditions:

- (a) The information you have given is complete and accurate.
- (b) The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays.
- (c) If you accept an offer of a place you agree to abide by the rules and regulations of the university.
- (d) If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus. If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.
- (e) The university does not undertake any absolute

obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

- (f) Your application is a contract between you and the university. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.
- (g) If you become a student of the university, this notice shall be a term of any contract between you and the university. Any offer of a place made to you by the 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.

The university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The university will provide data about you to the Higher Education Statistics Agency.

Please return your completed application form to:

BSMS Research Student Administrator
Medical Research Building
University of Sussex
Falmer
Brighton BN1 9PS

The Data Protection Act 1998 and Disclosure of Applicant Information

The information, which you have given on your application, will be used for the following purposes only:

- 1) To enable your application for entry to be considered
- 2) To enable this institution to compile statistics, or to assist other organisations, such as HESA, or individual research workers to do so, provided that no statistical information that would identify you as a person will be published.
- 3) To enable the institution to initiate your student record.
- 4) The university reserves the right at any stage to request applicants or enrolling students to provide further information relating to any aspect of their application or enrolment. If such further information is not provided within the period stipulated then the university reserves the right to refuse to consider the application or the enrolment or to rescind home fee status and demand payment of any fees' monies owing.

The university's registration with the Data Protection Registrar includes an additional purpose for the detection of fraudulent applications for entry into Higher Education. Under this registration the university may, to facilitate the prevention and investigation of fraudulent applications, disclose information received from applicants, in appropriate circumstances, to the Department for Education and Skills, the Home Office, the Department for Social Security and the DSS Benefit Agency, the Local Authority Education