

PRELIMINARY APPLICATION TO STUDY FOR A RESEARCH DEGREE

Please read the Postgraduate Research Degree Application Guidance, available on the NUA website, before completing this form. **NOTE: The final date for applications for 2019-20 entry is Friday 24 May 2019.**

This form should be **typewritten**. Applicants should complete **Sections A and B**.

SECTION A

1. PERSONAL DETAILS			
Title		Family/Surname	Gender: Male / Female / Other
Given/Forenames:			Date of Birth:
Address:			
Telephone number (home):		(work/ mobile):	
E-mail:		Skype address:	
Address for correspondence (if different to above):			
Previous Surname (if different, for purpose of requesting references):			
Nationality:		Country of Birth:	
Please provide a copy of your current passport			
Do you have any disabilities that might adversely affect your study?			
YES / NO			
If you have answered 'yes' to this question, please provide details:			
Please indicate whether you have any criminal convictions with the exception of: A motoring offence for which you received a fine or three penalty points; or a spent sentence (as defined by the Rehabilitation of Offenders Act 1974)?			
YES / NO			
If you have answered 'yes' to this question, the University will contact you for further information.			

2. RESIDENTIAL INFORMATION

Please answer **BOTH** of the following questions. Please note that the University may require further clarification in order to confirm your fee status.

1. Please provide details of the countries you have lived in for the 3 years preceding the date of your application:

Country	Dates of residence	Main reason for residence (e.g. work, study, family etc.)

2. Do you need a visa in order to enter or remain in the UK? Yes / No

If you have answered Yes then please state which type of visa you need below, and **please also include a copy of your current visa with your application** (if you have it already):

Information on UK student visas can be found at: <https://www.gov.uk/browse/visas-immigration/student-visas>

If you are not sure of your residential status, please contact research@nua.ac.uk for further advice.

3. QUALIFICATIONS

Please list higher education & professional qualifications. If you do not know the result of a course you are currently taking, please also indicate a) when you expect to know the result and b) what result you are expecting. **Please provide copies of all relevant higher education certificates.**

Institution / Awarding Body	Title of Course	Main Subject(s)	Grade	Date(s)

4. ENGLISH LANGUAGE QUALIFICATIONS

If English is not your first language please give details of the English proficiency examinations you have taken (e.g. IELTS test); **and enclose photocopies of proficiency certificates.**

Institution / Awarding Body	Title of qualification	Grades/scores	Date of examination

NB: A NUA-approved English Language Test (ELT) score which meets the University's requirements for the Research Degrees Programme: either an IELTS minimum overall test result score of 7.0 with a 7.0 in writing and with no other component score lower than 6.0, or an equivalent test score. Test scores should be as recent as possible (i.e. no more than two years prior to the date that you would first enrol in the Research Degrees Programme at NUA).

Please note that having lived or studied in an English-speaking country does not necessarily constitute sufficient proof of language proficiency and an IELTS test may still be required – please refer to the PGR Application Guidance and Process on our website for further details of NUA's English language entry requirements (<http://www.nua.ac.uk/research/degrees/>).

5. EMPLOYMENT

Please give details of current and previous employment.

Name and Address of Employer	Dates (From / To)	Nature of Work

Are you employed by Norwich University of the Arts in any capacity? YES / NO

(if yes please give brief details)

Post/Job title:

Start date:

6. OTHER EXPERIENCE

Please provide details of publications, exhibitions, teaching, research and other professional or work experience:

7. INTENDED STUDY

Intended mode of study:

FULL-TIME / PART-TIME

Intended study toward the award of:

MPHIL / PHD

8. SOURCE OF FUNDING

External Source of Funding (please specify):

University Bursary / Studentship* (please specify):

Self-Funding (please specify):

Other (please specify):

*NB: Where internally funded bursaries and / or studentships become available, they will be advertised nationally and on the NUA website with accompanying guidance on assessment criteria and terms. It should be noted that such bursaries and / or studentships may have specific applications deadlines which differ from those for entry to NUA.

9. TITLE OF PROPOSED RESEARCH

10. OUTLINE OF PROPOSED RESEARCH

Please **attach** a proposal no longer than **1,000 words** including:

- A synopsis of your proposed research project including the aims and objectives of the study; the contemporary, historical and theoretical contexts of the research; the research methodology; and any ethical implications of the research;
- An indication of the proposed research outcomes (such as an exhibition of work, portfolio, DVD, written thesis, etc.);
- A plan of work (no more than one side of A4);
- A list of research sources and resource implications including a bibliography (no more than one side of A4)

Please follow the guidance given in the [University's Code of Practice on Research Ethics and Ethics Checklist](#), copies of which are included in the Application Pack.

Visual evidence (if applicable to your research, you may insert up to 8 captioned images, but please ensure that this form does not exceed 1MB in file size; you may also provide URLs for audio or video pieces (5 minutes maximum))

<i>Caption (artist, title, year, size, medium):</i>	<i>Caption (artist, title, year, size, medium):</i>
<i>Caption (artist, title, year, size, medium):</i>	<i>Caption (artist, title, year, size, medium):</i>

<i>Caption (artist, title, year, size, medium):</i>	<i>Caption (artist, title, year, size, medium):</i>
<i>Caption (artist, title, year, size, medium):</i>	<i>Caption (artist, title, year, size, medium):</i>
URL:	
URL:	
URL:	
URL:	

11. REFEREES

Please provide the details of two people willing to act as referees on your behalf, of whom at least one should be able to comment on your academic work. In each case please indicate your relationship to the referee (e.g. tutor). NUA's normal practice is to seek references for candidates who have been invited to an interview. The Research Office will contact your referees using the details provided below so please ensure the details are accurate. It is also good practice to alert your nominated referees to the fact that they may be contacted for a reference.

REFEREE 1 Name: _____ Title: _____ Job Title: _____ Address: _____ Postcode: _____ Telephone: _____ Email address: _____ In what capacity does your referee know you?	REFEREE 2 Name: _____ Title: _____ Job Title: _____ Address: _____ Postcode: _____ Telephone: _____ Email address: _____ In what capacity does your referee know you?
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

12. DECLARATION

I HEREBY CONFIRM THAT THE INFORMATION PROVIDED IN THIS APPLICATION FORM IS CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT:

DATE:

SECTION B – CONFIDENTIAL – EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

This questionnaire will be held by Academic Registry to help the University monitor its Equal Opportunities Policy and will not form part of the interview process. The information provided under the section headed disability will be made available to the University's Student Support Office who can advise on the disability support available.

The information on the form will be treated as confidential, and will be used in accordance with the requirements of the General Data Protection Regulations, Data Protection Act and as set out in the Applicant and Student Privacy Notice (available via our website at: <https://www.nua.ac.uk/wp-content/uploads/2018/05/Applicant-Student-Privacy-Notice.pdf>). The information provided on this form will be used for statistical purposes only, except for successful candidates, as the data will also form part of their personal confidential record. The University uses the definitions as set out in the Higher Education Statistical Analysis student data collection.

The form will be detached and stored separately to the application form. It will not be seen by any members of the shortlisting or interview panel.

Disability					
<p>The University is committed to the support of staff with disabilities and has a positive approach to the recruitment of disabled people. In order to support applicants with disabilities in the recruitment process and on appointment we ask applicants to declare if they have a disability and, if so, what support we can provide.</p> <p>A disability is defined as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.</p>					
Do you have a disability as defined above? (please tick or place a cross in the relevant box)					
YES		NO		Prefer not to say	
If you answered YES to having a disability, please indicate the nature of your disability or long term condition (please tick or place a cross in the relevant box):					
No known disability					
Two or more impairments and/or disabling medical conditions					
A specific learning disability such as dyslexia, dyspraxia or AD(H)D					
General learning disability (such as Down's syndrome)					
A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder					
Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy					
A mental health condition such as depression, schizophrenia or anxiety disorder					
A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches					
Deaf or serious hearing impairment					
Blind or serious visual impairment uncorrected by glasses					
A disability, impairment or medical condition that is not listed above					
Please indicate the length of time you have had the condition, and if you wish to provide additional information about your disability or long term condition:					

Please let us know if there are any reasonable adjustments we need to consider making if you are invited to an interview, for example access to interview rooms, alternative equipment, hearing loop etc.

Please inform us of any reasonable adjustments we would need to consider if you were offered and accepted a place to study at NUA:

Ethnic Origin (please tick or place a cross in the relevant box)

White		Other Asian background	
Gypsy or Traveller		Mixed – White and Black Caribbean	
Black or Black British - Caribbean		Mixed – White and Black African	
Black or Black British - African		Mixed – White and Asian	
Other Black background		Other mixed background	
Asian or Asian British – Indian		Arab	
Asian or Asian British – Pakistani		Other ethnic background	
Asian or Asian British Bangladeshi		Prefer not to say	
Chinese			

Religion or belief (please tick or place a cross in the relevant box)

No religion		Muslim	
Buddhist		Sikh	
Christian		Spiritual	
Hindu		Any other religion or belief	
Jewish		Prefer not to say	

Sexual Orientation (please tick or place a cross in the relevant box)

Bisexual		Heterosexual	
Gay man		Other	
Gay woman/lesbian		Prefer not to say	

Gender Identity (please tick or place a cross in the relevant boxes)

Is your gender the same as the gender you were assigned at birth?	Yes		No		Prefer not to say	
Legal Sex			Male		Female	

HOW WE USE AND KEEP INFORMATION ABOUT YOU

Norwich University of the Arts (NUA) is a registered data controller. We collect, hold and process personal information relating to our applicants and enrolled students. It is essential to do so in order for us to carry out our legal responsibilities, functions and manage our operations. We hold personal information about you electronically and in paper format, under the requirements of the Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR). We do our utmost to protect your privacy. We follow security procedures regarding the storage and disclosure of information which you have given us in order to avoid unauthorised loss or access. As such we have security systems and procedures to protect information from unauthorised disclosure, misuse or destruction.

Being transparent and providing accessible information to you about how we will use your personal data is important to us. You will find our Applicant and Student Privacy Notice on our website www.nua.ac.uk. It provides you with details of what information we collect and why. It details how we use and store it and who we may share it with.

If you require further information about how your personal information is held and processed by us, please contact the University's Data Protection Officer, dataprotection@nua.ac.uk.

Please return the completed preliminary application form and supporting documentation to the address provided below. Please use this checklist to ensure that you have provided all requirements of this form.

- | | |
|--------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> | Your research proposal including the information outlined in Section A, Part 10. |
| <input type="checkbox"/> | Copies of all relevant higher education certificates. |
| <input type="checkbox"/> | Evidence of your English language proficiency (<i>if applicable</i>). |
| <input type="checkbox"/> | A copy of your current passport. |
| <input type="checkbox"/> | A copy of a valid visa (<i>if applicable</i>). |

By post to:

**Research Office
Norwich University of the Arts
Francis House
3-7 Redwell Street
Norwich Norfolk
NR2 4SN UK**

Or electronically via email to:

research@nua.ac.uk