

Buckinghamshire Chilterns

UNIVERSITY COLLEGE

Buckinghamshire Business School,
Chalfont Campus, Gorelands Lane,
Chalfont St. Giles, Bucks, HP8 4AD UK
Tel. No. 01494 522141 Fax. No. 01494 603182

Guidance Notes for Completion of Research Degrees Application Form RES1

Please read these guidance notes carefully.

1. General

- The application form should be completed in full using typescript or in black ink.
- Your education and career history should be continuous – you must provide explanations for any gaps.
- The form must be returned to the contact person whose name is in the accompanying information pack.

2. CV's

- Please do not submit a CV – we require information from all applicants in a consistent and uniform layout.

3. Project Proposal

- Your project proposal is a very important part of the assessment process. It provides BCUC with a sense as to:-
 - whether you have the potential to obtain a PhD through undertaking research and writing a thesis and
 - whether your proposed project can be studied to the depth required.
- Your project proposal can be **up to 1000 words long** and should contain:-

the aims/rationale of the project	Should be clear and should indicate, in essence, what you will expect to have achieved on completion of the project.
a description of the research to be undertaken	You should provide a short statement that refers to previous work with properly cited references and shows how the proposed research 'fits in'. It should explain why you are going to do the research.
a brief statement of the proposed methodology	You need to indicate how you expect to achieve the stated aims. You should give a concise description of what you intend to do.
a brief literature survey	At the end you should give the references that have been cited in the text. A comprehensive and detailed bibliography is not required. References should be listed in a conventional academic style.
a time frame and plan of work	Suitable for your proposed mode of study (part-time or full-time),
any other pertinent points that you believe are necessary	

- Your project proposal should be typed on a separate sheet and should be attached to your completed application form.
- It should be headed with the proposed title of your research project and your full name and address.

4. Reference Forms

- You require two referees, and each must complete one of the attached reference forms.
- Neither of the referees should be a partner or family member.
- At least one of your referees must have direct knowledge of your academic work but only one can be from BCUC.
- Please complete Section A on the two reference forms before forwarding them to your two referees.
- Please note that it is your responsibility to obtain your references and to ensure that they reach BCUC. The references forms that are submitted must be the originals – photocopied or faxed forms are not acceptable.

5. Transcript and Degree Certificates

- Please attach to this application form transcripts of your higher education studies (official documents setting out details of subjects studies and grades obtained) and, if relevant, a certified copy of your degree certificate.
- You will be required to produce the original degree certificate upon enrolment.

6. English Language Competence

- If English is not your first language please attach to this application form a copy of your most recent English test score.
- You will be required to produce the original test score report upon enrolment.
- If you are invited for an interview you may be asked to complete a written English test.

7. Interview

- If you are invited for a formal interview you will normally be interviewed by a panel of three from the Faculty.

8. Change of Address

- If you change your address (or other contact details) after you have submitted your application please let us know.

9. Criminal Convictions

- If you have any criminal convictions you may be asked to provide additional information about the nature of your convictions. Provision of this information will not affect the academic consideration of your application.

10. Outcome of your Application

- If you are invited for an interview the Faculty will notify you of their decision within 3 weeks of your interview.

11. Visas

- If you are a non-EU national and do not have a visa to enter/reside in the UK you should not apply for a visa until you have received a written offer from BCUC. Once you have received such an offer it will be your responsibility to obtain a visa to cover the period of your research studies at BCUC.

12. Start Date

- You may commence your research in any calendar month.

13. Brunel University Registration

- Any offer made to you by BCUC will be subject to acceptance of your registration for a research degree by Brunel University.

14. Equal Opportunities Policy

- You have our promise that BCUC will do everything to ensure you never receive less favourable treatment because of race, colour, nationality, sex, marital status, family responsibility, ethnic or national origins, sexual orientation, disability, trade union activity or political or religious beliefs.

15. Data Protection

- The information which you give on your application form will be used to enable BCUC to:
- consider your application
- compile statistics, provided that no information which would identify you will be published
- initiate your student record.



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Application Form RES1
Research Degrees (MPhil/PhD)

**Buckinghamshire Business School,
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Print clearly in black ink. Complete in full and then return to the Faculty and contact person. Receipt of applications will not be acknowledged unless specifically requested

1. Personal Details. *This information is required to create an application record and is not used in the selection process.*

Surname/Family Name (**BLOCK CAPITALS**)

First Name(s) Title (*Mr/Ms/Miss/Mrs etc*)

Maiden/Previous Name

Date of Birth	Day	Month	Year	Are you:	Male	Female
	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Permanent Address		Correspondence Address <i>if different</i>	
<input type="text"/>		<input type="text"/>	
Postcode <input type="text"/>		Postcode <input type="text"/>	

Telephone (Day)	<input type="text"/>	Mobile	<input type="text"/>
Telephone (Eve)	<input type="text"/>	E-mail	<input type="text"/>
Nationality	<input type="text"/>	Country of Birth	<input type="text"/>
Country of Permanent Residence	<input type="text"/>	Dependants	<input type="text"/> YES / NO

2. Academic History

Title of qualification(s) taken/to be taken	Subject	Full Name of Institution(s) Attended	Degree Classification/ Grade/GPA if known	Year completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Work Experience/Relevant Experience

Full Name of Employer	Nature of Work	From Month & Year	To Month & Year
Current Post			
Other Posts			

4. English Language

If English is not your first language please give a recent English test score and the date it was taken

Score	Date

If you have taken an IELTS or TOEFL test or similar, please attach a certified copy of your test score report

5. Proposed Programme of Study

Do you wish to study

Full-time

Part-time

When do you wish to commence your studies

Proposed Title of Research Project

Your project proposal should be typed on a separate sheet and should be attached to your completed application form. It should be headed with the proposed title of your research project, your full name and address & the name of the research degree programme.

6. Additional Information

Please give details of any previous applications to BCUC

How did you get to hear about the postgraduate programme?

Have you been in contact with any representative from BCUC? If so please name that person:

Name	Faculty

Please give any additional information in support of your application (including interests, activities, relevant experiences, prizes or scholarships, language & computer skills) and your reasons for wishing to undertake postgraduate research studies.

7. Finance

Please give details of any scholarship/sponsorship applied for

If you do not obtain an award: Who will pay your fees?

How will you meet your living expenses?

All students not offered a BCUC Bursary will be asked to supply details of their financial position, letters of guarantee from sponsors, to ensure that they can complete their studies without financial hardship.

8. Ethnicity Please tick the box which most closely describes your ethnic origin

White	Black or Black British	Asian or Asian British	Mixed
<input type="checkbox"/> British (11)	<input type="checkbox"/> Caribbean (21)	<input type="checkbox"/> Indian (31)	<input type="checkbox"/> White & Caribbean (41)
<input type="checkbox"/> Irish (12)	<input type="checkbox"/> African (22)	<input type="checkbox"/> Pakistani (32)	<input type="checkbox"/> White & Black African (42)
<input type="checkbox"/> Other white background (19)	<input type="checkbox"/> Other black background (29)	<input type="checkbox"/> Bangladeshi (33)	<input type="checkbox"/> White & Asian (43)
<input type="checkbox"/> Information refused (98)	<input type="checkbox"/> Other ethnic background (80)	<input type="checkbox"/> Chinese (34)	<input type="checkbox"/> Other mixed background (49)
		<input type="checkbox"/> Other Asian background (39)	

9. Disability

Dyslexia	<input type="checkbox"/>	Wheelchair user/mobility difficulties	<input type="checkbox"/>	Personal support needed	<input type="checkbox"/>
Blind/Partially sighted	<input type="checkbox"/>	Mental health difficulties	<input type="checkbox"/>	Unseen disability (e.g. Asthma)	<input type="checkbox"/>
Deaf/Hearing Impairment	<input type="checkbox"/>	Multiple disabilities	<input type="checkbox"/>		

Disability not listed – please specify

10. Referees

Please give the names and addresses of the two referees to whom you are passing your reference forms. Your referees will be asked to provide a reference of your academic suitability as a postgraduate research student. Neither of the referees should be a partner or family member. At least one referee must provide an academic reference.

Name	
Address	
Post code	
Tel. No.	
Fax No.	
Email Address	

Name	
Address	
Post code	
Tel. No.	
Fax No.	
Email Address	

The Head of Research Degree Programme to answer the following:			
	Yes	No	Initials
Does the applicant hold the minimum qualifications for entry?			
Are copies of qualification certificate(s) attached to the application form?			
Have copies of these certificates been checked?			
Is the applicant's history consecutive and complete?			
Has evidence that the applicant reaches Brunel's required English standard been checked?			
If the applicant has had any criminal convictions has a request for details been made?			
Is the project proposal within the context of the RDP?			
Can the project be resourced from within the RDP?			
Is the proposed project likely to meet the criteria for the award of a PhD?			
Will the applicant be offered a bursary?			
Will the bursary be:	BCUC	Faculty	
Will the applicant be	Full-time	Part-time	
Is the student from?	Home/EU	Overseas	
References Received			
Reference 1	Yes	No	
Reference 2	Yes	No	
What is the proposed starting date?			
I recommend that this applicant be offered a place in the RDP*. The proposed supervisory arrangements have my approval and the RDP can provide the necessary facilities for the proposed programme of research.			
Signature	Print Name	Date	
*Subject to the following conditions			
I approve the above recommendations			
Signature	Professor Trevor Nicholls Assistant Director - Research		Date
Application received by RU			
Action			



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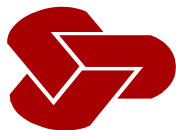
APPLICATION FOR RESEARCH DEGREE	
REFERENCE FORM 1	
Section A: To be completed by the Applicant	
Full Name of Applicant	
Degree Applied For	
Contact Person	
Research Degree Programme applied to:	
Proposed Research Title:	
Proposed Date of Entry:	

Section B: To be completed by the Referee	
<p>The person named above has applied for admission to Buckinghamshire Chilterns University College. Please provide a reference for the above candidate by indicating his/her suitability for postgraduate work. Below is a guide to the information which would be particularly useful:</p> <p>a) how long have you known the applicant and in what capacity; b) the quality of the applicant's work; c) the applicant's general suitability for postgraduate studies; d) the applicant's ability to work as an individual or as part of a team; e) any other information which you think is relevant to the application.</p> <p>We would like to thank you in advance for your assistance. Your reply will be treated in the strictest confidence. Please return this reference to the member of staff named by the applicant.</p>	
Name of Referee (block capitals)	
Title/Position Held	
Address	
Tel. No.	
Fax No.	
Email Address	

Please write your reference on next page.

Reference

Signature	Date



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APPLICATION FOR RESEARCH DEGREE	
REFERENCE FORM 2	
Section A: To be completed by the Applicant	
Full Name of Applicant	
Degree Applied For	
Contact Person	
Research Degree Programme applied to:	
Proposed Research Title:	
Proposed Date of Entry:	

Section B: To be completed by the Referee	
<p>The person named above has applied for admission to Buckinghamshire Chilterns University College. Please provide a reference for the above candidate by indicating his/her suitability for postgraduate work. Below is a guide to the information which would be particularly useful:</p> <p>f) how long have you known the applicant and in what capacity; g) the quality of the applicant's work; h) the applicant's general suitability for postgraduate studies; i) the applicant's ability to work as an individual or as part of a team; j) any other information which you think is relevant to the application.</p> <p>We would like to thank you in advance for your assistance. Your reply will be treated in the strictest confidence. Please return this reference to the member of staff named by the applicant.</p>	
Name of Referee (block capitals)	
Title/Position Held	
Address	
Tel. No.	
Fax No.	
Email Address	

Please write your reference on next page.

CONFIDENTIAL

Reference

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Signature

Date

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