

University of East Anglia

Postgraduate Application Form



Please read the application guidance notes before completing this form.

1 REGISTRATION SOUGHT (see Guidance Note 1)

(a) Programme of study:

Taught: MA MSc MRes M-Level Module PG Cert

PG Dip Grad Dip LLM MBA MMUS

Research: PhD MPhil MD EdD MMUS

MSc by Research MA by Research LLM by Research

(b) Title of course / research area / project title:

Supervisor (if known) – research degrees only: _____

(c) School of Study / Institute (if known): _____

(d) Mode of Study: Full-time Part-time (non-EU applicants should enquire with Faculty Admissions Office)

(e) Year of Entry: 2011 2012 2013

(f) Month of Entry: Sep/Oct Jan/Feb Apr Jul

(Note: most taught Master's programmes commence in September or October only)

2 PERSONAL DETAILS (see Guidance Note 2)

(a) Title: Mr Mrs Miss Ms Dr

(b) Family Name: _____

(c) Given Name(s): _____

(d) Country of Birth: _____ (e) Country of Nationality: _____

(f) Date of Birth: _____

(g) Country of Ordinary Residence: _____

(h) Home Address: House Number / Street: _____

Town / City: _____

County / State / Province: _____

Country: _____ Postal / Zip Code: _____

Telephone (inc country code): _____ Fax: _____

Email: _____

(block capitals)

(i) Correspondence Address: House Number / Street: _____

Town / City: _____

County / State / Province: _____

Country: _____ Postal / Zip Code: _____

Telephone (inc country code): _____ Fax: _____

Email: _____

(block capitals)

3 VISA DETAILS

If you are an international student please provide the information below to allow us to produce your visa letter/certificate of acceptance:

Full Name (as in passport): _____

Nationality (as in passport): _____

Passport Number: _____ Passport Expiry Date: _____

Issue date: _____ UK ID Card Number (if known): _____

4 QUALIFICATIONS (see Guidance Notes 3 and 4)

(a) ACADEMIC QUALIFICATIONS

- (i) Please list your university qualifications by level.
We will require an academic transcript of your qualifications and your degree certificate.

Qualification (Bachelor, Master's, PhD)	Average Grades	University		Dates of Study (MM/YY)		Major Subject of Study
		Name	City	From	To	

GCE A Levels	Grade	Subject	Date Obtained

- (ii) Was the language of instruction in English? YES NO

(b) ENGLISH LANGUAGE QUALIFICATIONS

- (i) Is your first language English? YES NO

If NO, please enter which English language exam you have taken (if any), the date it was taken and your most recent score:

5 EMPLOYMENT HISTORY, PROFESSIONAL AND OTHER RELEVANT EXPERIENCE

Please state your previous or present employer, any professional and/or relevant experience and any unpaid work or qualifications relevant to your application. Please also send a copy of your CV if completing this section.

Position Held	Name of Employer	Dates of Employment / Experience (MM/YY)	
		From	To

6 PROFESSIONAL QUALIFICATIONS/PUBLICATIONS

Please state any professional qualifications, publications, experience in advanced study or research and any other practical work which is relevant. Please also state any membership of a professional body, including registration number.

7 HOW DID YOU HEAR ABOUT THE PROGRAMME?

Please give details

- University Publicity, eg prospectus Recruitment Fair
- University Website British Council
- Personal Recommendation
- Advertisement (please state): _____
- Other (please state): _____

8 FUNDING

Please indicate whether you intend to apply for funding from any organisation:

- Employer Sponsorship University International Scholarship Research Council
eg AHRC, ESRC, please specify:
- Government Grant Faculty/School/Institute Scholarship
- Self Funded Other, please specify: _____
- Faculty/School/Institute Studentship _____

If you have already secured funding from any organisation please give details:

9 FEE CATEGORY

The level of tuition fee you pay depends on your fee category.

Please select with an "X" a statement from the list below which best describes you:

Statement	"X"
1 You are a UK national, or live in the Channel Islands or Isle of Man, or are the child of a UK national and have lived in the European Economic Area (EEA) for three years, but not just for full-time education, or	
2 You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK for three years, but not just for full-time education, or	
3 You are a refugee, or have been granted Exceptional Leave to Enter or Remain in the UK following an application for asylum, and you have lived in the UK since status was recognised or granted, or you are such a person's husband, wife or child, or	
4 You are a non-UK EU national or are the child of a non-UK EU national and have lived in the European Economic Area (EEA) for three years, but not just for full-time education, or	
5 You are an EEA national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child) and you have lived in the EEA for three years, but not just for full-time education, or	
6 You do not fall within any of the categories above	

10 REFEREES

Please give the names and addresses and positions of the two people that you wish to use as your referees. They should be able to testify to your academic ability or relevant experience. **Please note:** You will need to approach your referees. See Guidance Notes for further details, as referees required will be Faculty specific.

1 Name: _____

Position: _____

Institution or Company Name: _____

Institution or Company Address: _____

Referee Email (*block capitals*): _____

2 Name: _____

Position: _____

Institution or Company Address: _____

Referee Email (*block capitals*): _____

11 CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes No

12 STAFF OR NEAR RELATIVE

Are you are a member of University of East Anglia staff or are you related to someone who is? Yes No

13 DECLARATION

I confirm that the information given on this form is true, complete and accurate, no information requested or other material information has been omitted, and that I have completed the application myself.

I agree that I have read the relevant application notes. I undertake to be bound by the terms set out in the application form and application notes and I give consent to the University of East Anglia to process the data I have supplied.

I accept that if I do not fully comply with these requirements the University will have the right to cancel any application and that I shall have no claim against the University (in relation thereto) with regard to this.

Click on the red arrow below to sign this electronic document. If you have not electronically signed a document before, click on the red arrow, select 'A new digital ID I want to create now' and follow instructions.

Signed _____ **Date** _____

UK/EU Applicants
Please send to ~~Admissions Office~~

~~By e-mail: Admissions@uea.ac.uk~~

~~By post: Admissions Office, UEA, Norwich, NR4 7TJ~~



International Applicants (non-EU)

~~Please send to International Office~~

~~By e-mail: intl.office@uea.ac.uk~~

~~By post: International Office, UEA Norwich, NR4 7TJ, United Kingdom~~

DISCLAIMER

If your application is unsuccessful we may pass your details to our joint venture partners INTO University of East Anglia who may be able to offer a place on a Graduate Diploma course which could qualify you for study at the University of East Anglia. If you DO NOT want your details to be shared with INTO UEA please tick here

University of East Anglia

Equal Opportunities Monitoring Form

The University collects information from all applicants on key characteristics which are related to equal opportunities. The information collected will form a confidential statistical record/database which will not be used for any purpose other than monitoring the University's performance in respect of equal opportunities.

PERSONAL DETAILS

- (a) Title: Mr Mrs Miss Ms Dr
- (b) Family Name: _____
- (c) Given Name(s): _____
- (d) Gender: Male Female
- (e) Date of Birth: _____ (Please complete in the format DD/MM/YY)

DISABILITIES

The University welcomes students with disabilities and strongly encourages you to disclose any disability or medical condition which may have an impact on your postgraduate studies. Declaring a disability will not affect the academic decision about your application but will help us put any individual arrangements or facilities in place for the start of the course and enable us to monitor the effectiveness of our equal opportunities and diversity policies:

- | | |
|---|--|
| <input type="checkbox"/> No disability | <input type="checkbox"/> Specific learning difficulty |
| <input type="checkbox"/> Social/communication impairment | <input type="checkbox"/> Physical impairment/mobility issues |
| <input type="checkbox"/> Blind/serious visual impairment | <input type="checkbox"/> Multiple disabilities |
| <input type="checkbox"/> Deaf/serious hearing impairment | <input type="checkbox"/> Other disability |
| <input type="checkbox"/> Long standing illness/health condition | <input type="checkbox"/> Decline to answer |
| <input type="checkbox"/> Mental health condition | |

ETHNICITY MONITORING

Please select your ethnic origin. The information collected will be used for monitoring purposes only and will help the University to implement equal opportunities and diversity policies. Ethnicity data will not be used when assessing your application:

- | | |
|---|---|
| <input type="checkbox"/> White British | <input type="checkbox"/> Asian or Asian British – Bangladeshi |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Irish Traveller | <input type="checkbox"/> Other Asian background |
| <input type="checkbox"/> Other White | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Mixed – White and Black African |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Mixed – White and Asian |
| <input type="checkbox"/> Other Black background | <input type="checkbox"/> Other mixed background |
| <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asian or Asian British – Pakistani | <input type="checkbox"/> Decline to answer |

A Notes on Completing Your Application

- 1. REGISTRATION SOUGHT** If you are unsure of the postgraduate opportunities the University has to offer, please see the Postgraduate Prospectus at www.uea.ac.uk/pgprospectus or the Admissions Office website at www.uea.ac.uk/admissions.
- 2. PERSONAL DETAILS** It is important to complete a correspondence address. Please let us know immediately if this address changes at any point throughout the year.
- 3. ACADEMIC QUALIFICATIONS** If you have taken qualifications that cannot easily be recorded as an average, please either record grades (eg A,B,B), classification (eg 2:1), percentage (eg 70 per cent), or a score achieved indicating the total possible (eg 7 out of 10).
- 4. ENGLISH LANGUAGE PROFICIENCY** To study at university level you will need to have a good command of English. If English is not your first language we require evidence of your ability in the English language, unless you can demonstrate that your previous education (and examination qualifications) have been in the English language medium. If you do not have an English language qualification (or one that satisfies entry requirements) please do not wait to receive one before you apply. Your English language examination score can be submitted at a later date.
- 5. FEE CATEGORY** We need to be able to determine what level of tuition fee is relevant to your circumstances, and we therefore ask you to select a statement which most accurately describes you. Please note that it is the University that ultimately decides what fee rate will be applied and that its decision is final.
- 6. CRIMINAL CONVICTIONS** The University requires you to state whether or not you have a criminal conviction. You do not have to declare a conviction that is classed as spent under the terms of the Rehabilitation of Offenders Act (please consult NACRO, Citizens Advice Bureau or a solicitor if you are unsure) or for motoring offences for which a standard fine or a maximum of three points was imposed, unless you are applying for a programme where you would be required to undertake placements with children or vulnerable adults. In these cases you will be required to obtain a fresh Criminal Records Bureau Enhanced Disclosure.

B School or Institute Specific Documentation

FACULTY OF SOCIAL SCIENCES:

- Applicants for taught degrees are required to submit a personal statement of up to 1,000 words with their application.
- Applicants for research degrees in the School of Economics and the School of Social Work and Psychology are required to submit a 1,000 word research proposal with their application.
- Applicants for research degrees in the School of Education and Lifelong Learning, the School of International Development, Norwich Law School and Norwich Business School are required to submit a 2,000 word research proposal with their application.
- Entry Requirements: All applicants are advised to check that they meet the entry requirements of the course to which they are applying. International applicants should particularly note the level of English Language proficiency required.

FACULTY OF SCIENCE:

Please include a CV if applying for a research degree (PhD, MPhil, MSc by Research).

FACULTY OF HEALTH:

- **MSc Advanced Practitioner and MSc by Research** You must submit a Memorandum of Understanding at the time of application. Your manager will need to confirm that you will be given the time and resources required for the programme.
- **MSc Occupational Therapy and MSc Physiotherapy** applicants are asked to provide details of their A level results.
- **PG Diploma in Midwifery** applicants are asked to provide their NMC number in section 6.
- **MPhil, PhD and MSc by Research** We require a research proposal of up to 1,500 words. You need not supply this proposal if you are applying for an advertised project. However, we do require a statement of up to 1,500 words detailing why you want to apply for this PhD studentship, your career goals and an outline of how you will undertake the research, your current knowledge and skills that will enable you to complete the research, your training needs and an indication of anticipated problems.

FACULTY OF ARTS AND HUMANITIES:


Some Schools of Study (except MA Creative Writing, please see below) require applicants to submit a sample of academic work, for example an essay or a chapter from an undergraduate dissertation, or a 1,200-1,500 word summary of their main interests within the field for which they are applying. Applicants will be contacted by the Admissions Office with details about the required submission.

- **MA in Creative Writing** applicants are assessed on the quality of the work they submit with their application (a maximum of 5,000 words of prose, up to 20 pages of poetry or up to 30 pages of dramatic script/screenplay).
- Applicants to the **School of Music**: UK applicants will be called for interview. Non-UK applicants who are unable to attend an interview should send audition material. For Performance Studies a cassette, CD or video/DVD, and for Conducting a video/DVD. The audition material should be a minimum of three pieces that best demonstrate the current level and breadth of performance, ideally a minimum of 20 minutes.
- Applicants for **research degrees** are asked to ensure that research proposals for the Faculty of Arts and Humanities do not exceed 500 words. However, applicants to the School of Political, Social and International Studies may submit a proposal of up to 1,000 words.
- Applicants for the **PhD in Creative and Critical Writing** should describe both the Creative and Critical aspect of the work and their relationship. Applicants should also include 5,000 words of original writing.
- Applicants for **Music research degrees** should include in their proposal an outline of compositional and other relevant musical experience (eg use of electroacoustic equipment, computer programming, performing expertise) and state areas of greatest compositional proficiency. Please include:
 - A list of works composed with details of performances and recordings or
 - Details of recent performances, including a list of works performed or
 - Outline the areas of the history of music in which you have a particular interest and give an account of any history and other relevant courses taken in your first degree programme.
 All applicants are asked to submit scores and/or recordings of their music with their application.

JOHN INNES CENTRE (JIC) AND THE SAINSBURY LABORATORY (TSL):

Rotation PhD – please provide a description of your research interests describing what you feel you would gain from the Rotation Programme and three research areas of JIC/TSL science that most interest you and why.

C Before Submitting Your Application

- (1) Check that you have completed all sections of the application form that are relevant to you, and that you have signed and dated your application. Failure to do so may mean that we cannot process your application.
- (2) **You should send with your application:** *(please tick)*
 - A statement describing your reasons for pursuing postgraduate study, your reasons for choosing this course, and your long term career objectives and/or goals.
 - If you are applying for a research degree please also include a research proposal giving the names of any research areas or a closely related field at the University, stating whether you have contacted the relevant Faculty. You need not supply this proposal if you are applying for an advertised project in the Faculty of Science or Faculty of Health.
 - If completing Section 5, please include a copy of your CV with your application.
 - Any certificates relevant to your application that you already have, eg academic transcript, degree certificates and English language qualifications (these may be copies in the first instance but originals will be required before Registration).
 - Any additional information that is specifically required by the School of Study or Institute to which you are applying. Please refer to the list in Section B of these guidance notes.
 - If you have approached a member of Faculty who is willing to act as your supervisor, then please give their name in Section 1. This only applies to research degrees.
 - Referees – you must approach your referees and ask them to forward references to the University. Reference forms and details about Faculty specific requirements can be obtained at www.uea.ac.uk/futurestudents/uk/postgraduates.
- (3) ~~If you are an applicant from the UK or elsewhere within the European Union, please send your form and supporting documentation to the Admissions Office, University of East Anglia, Norwich NR4 7TJ, England.~~ 
- (4) ~~If you are an applicant from outside of the European Union, please send your form and supporting documentation to the International Office, University of East Anglia, Norwich NR4 7TJ, England.~~