

1. Complete all sections of the application form (please do not submit a CV). You are advised to type straight into the application, which is in Microsoft Office Word before downloading and signing the application.
2. Please provide an outline research proposal of what you would like to research approximately maximum of 1,000 words.
3. If you are applying to undertake a research degree in the Faculty of Engineering, Science and the Built Environment you may be attached to a research group, you should submit a detailed proposed area of work which will be discussed and agreed with the supervisory team along with other existing potential research ideas.
4. Please attach two academic references normally in a sealed envelope with your name on the envelope. At least one reference should be from someone who has supervised your previous academic work; the other can be from your current employer.
5. Provide a good quality photocopy of your photo page from your passport or national identity card and attach it to your application.
6. If you have a visa, you should also produce a good quality photocopy this page and attach it to your application.
7. Attach documentary evidence of your settlement status in the UK or EU, work permit etc. (if appropriate)
8. Make a good quality photocopy of your previous certificates or transcripts (translated to English if appropriate) and also attach these to your application.
9. You may have already been in discussion with a potential supervisor; if they have verbally agreed to supervise your research, please attach a covering letter informing us of who the academic is, so your application can be sent to the appropriate Director of Research/ Research Lead.
10. If you are applying for a PhD by distance learning, you should include details of the support system you have in the country you will reside during your PhD (e.g. home country); including details (name, address, contact email and telephone number) of someone who will advise you, facilities (e.g. laboratories, libraries). You also need to ensure that you will be able to visit the UK for 6 weeks per academic year; this can be as one block or 2-3 visits of 2-3 weeks to work with your UK academic.
11. If you are transferring your MPhil/PhD from another institution, you will need to provide formal evidence (letters) from your former institution of the start and end dates of your course, the academic progress made with your MPhil/PhD (for example, registration only, transferred to PhD) and the date you reached this stage. You will also need to provide further details about your actual research e.g. you could include your registration document and a chapter of your research. This is to enable the relevant Faculty to identify whether there is/are academics suitable to support your transfer to LSBU. If you are successful, you will need to provide a letter from your current institution agreeing that you can transfer your research to LSBU, and confirmation of your progress to date.
12. You may either send in your application by post or by email, however, you must ensure that you attach all relevant additional documents required (including actual references from referees).

Data Protection Act 1998

The data collected on this form will only be used for the purpose of student and course administration as required by the University and will be retained securely on your file. **(Please complete this form in sentence case and use black ink)**

1. PERSONAL DETAILS		University Ref No:	
Title: Mr/ Ms/Mrs etc:	Surname (Family name):		
First name(s):	Date of Birth: (dd/mm/yyyy)	Sex: Male ☐ Female ☐ (Tick appropriate box)	
Address for Correspondence:	Permanent Address (if different):		
Post Code:	Post Code:		
Telephone:	Telephone:		
Telex/Fax:	Telex/Fax:		
Email address:	Disability/Special Needs (Tick appropriate box):		
SBU Student Number (if appropriate):	1. Dyslexia ☐ 2. Blind/Partially sighted ☐ 3. Deaf/Hearing impairment ☐ 4. Wheelchair user/Mobility difficulties ☐ 5. Personal Care Support ☐ 6. Mental Health difficulties ☐ 7. Unseen Disability ☐ 8. Disability not listed ☐		
Fee Status			
(i) Country of Birth:			
(ii) Nationality (as on Passport):			
(iii) If you have ever lived outside (or were born outside) the UK/EU please answer the following:			
(a) Please state the time spent outside UK/EU Dates: From:.....To:.....			
(b) Have you applied for Refugee or Asylum status? Yes ☐ No ☐			
(c) Is your stay in the UK/EU solely for education purposes?			
Payment of Fees			
Who is expected to pay your fees? (Please tick)			
Your Employer ☐ Yourself ☐			
Scholarship ☐ LSBU (staff member) ☐			
Other sponsor ☐ (Please specify below):			
Proposed Study Details			
Proposed date of entry	Month	Year	
Method of study	Full-time		
	Part-time		
Indicate if you are applying for external study			
MPhil/PhD			
PhD			
Professional Doctorate EdD			
Professional Doctorate in Business DBA			
Professional Doctorate D.Nursing			
Professional Doctorate in Allied Health Professions			

2. ACADEMIC QUALIFICATIONS Please state most recent first and attach copies of certificates/transcripts.

Name of University, College, School (from secondary school or the equivalent)	Dates attended	Main subject(s)	Award obtained	Grade/ Class

3. PREVIOUS POSTGRADUATE STUDY

Give details:

4. PROFESSIONAL AND OTHER QUALIFICATIONS

Name of awarding Institution/ body	Subject in which award obtained	Qualification obtained

5. EMPLOYMENT AND EXPERIENCE List your employment with dates, starting with the most recent.

Employer's Name and Address	Dates employed	Position Held	Brief Outline of Duties

6. EXTERNAL STUDY

If you wish to apply to study from outside the University please give details of the location, the time available for study and the amount of time you intend to spend within the University. Please also give the name and position of your proposed supervisor.

7. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? (Please tick box) Yes ☐ No ☐

If English is not your first language, please give details of English language qualifications held and attach copies of Certificates. If you do not already hold a recent qualification in English you are required to provide other proof of competency in written English, e.g., TOEFL, IELTS (6.5-7.0 Score), Cambridge examinations:

8. OTHER APPLICATIONS

If you are applying to other Universities or to other departments in this University, please list all by preference:

9. AREA OF STUDY Please attach your outline proposal and refer to individual faculty

Faculty where you wish to study:

Area of research you wish to pursue:

10. REFEREES

Give names, positions and addresses of two people who have been involved in supervising your recent academic work. If you have not been in education for a number of years please give the name of your current employer instead of one academic referee. Please note **you must also attach your two references to this application** for it to be reviewed; the data requested is in case the academic wishes to communicate further with your referees.

Referee 1.

Name:

Post held:

Address:

Post Code:

Telephone No:

Email:

Referee 2.

Name:

Post held:

Address:

Post Code:

Telephone No:

Email:

11. CRIMINAL CONVICTIONS

Do you have any criminal convictions? YES ☐ NO ☐

If you have been convicted of a criminal offence, excluding motoring offences for which a fine and/or up to three penalty points were imposed, you are required to declare this. If you tick the 'YES' box you will be required to provide details of the conviction.

12. DECLARATION

I confirm that the answers and other information given on this form are correct and complete. If I am admitted to the University I undertake to observe the University's regulations and to ensure payment of fees and other liabilities.

Signature of Applicant:

Date:

CHECKLIST

- Have you:
1. Completed the application form in full?
 2. Attached a photocopy of your passport (photo page) and visa (if applicable)
 3. Attached copies of transcripts /certificates of your qualifications?
 4. Attached completed references (not just referee details) to the application form?
 5. Attached documentary evidence of your settlement status in the UK or EU (if appropriate)
 6. Attached research proposal outline?

Please return this completed application form along with all the required attachments to:

Central Research Support Department
London South Bank University
Technopark, 90 London Road
LONDON, SE1 6LN, U.K.

Email: crs-researchstudents@lsbu.ac.uk

FOR UNIVERSITY USE ONLY:

Decision to be completed by Director of Research/Research Lead

1. OFFER

Unconditional		Qualifications checked		Yes	References checked		Yes
Conditional				No			No

Conditions (including Bench Fees, if any):

Are research facilities available?

Recommended registration:

MPhil	EdD	
MPhil/PhD	D.Nursing	
PhD	D. Allied Health Professions	

Mode of study:

Full-Time	
Part-Time	
Part-Time whilst resident overseas	

Date of registration:

Day	Month	Year

Duration of study:

Months	Years

External study:

Give details of proposed supervisory arrangements:

2. REJECT

Reasons (tick): Qualifications ☐ Facilities not available ☐ Other ☐ (detailed below)

Signed:

Date:

Please return to the Central Research Support Department, Technopark upon completion