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| uwe_logo | **UWE PhD Studentships 2016**  **Application Guidance Notes**  Graduate School |

**Application Pack**

You will need the following forms in order to complete your application – they can be found at [www.uwe.ac.uk/graduateschool](http://www.uwe.ac.uk/graduateschool) under ‘studentship opportunities’.

* Application Form for Research Degree Programmes
* Research Degree Application Reference Header Sheet
* Equal Opportunities Monitoring Form

**The Application Process**

* Please submit your application to [graduateschool@uwe.ac.uk](mailto:graduateschool@uwe.ac.uk). If it is not possible to submit an electronic copy of your application, you may instead post a hard copy to the address at the end of this document.
* Once we receive your application form along with ALL supporting documentation (references, certificates, transcripts etc) we can consider your complete application and submit it for assessment.
* Your application will be reviewed by panel members (from the specific Research area) who will explore your proposal and assess whether this fits with the available scholarship opportunities.
* If you have not heard from us by the date given on the advertisement then unfortunately you have not been successful on this occasion.
* If your application is shortlisted you will be invited to attend an interview.

**Research Degrees Application Form**

* The application form should be typewritten.
* Please complete all questions using the text spaces provided and complete check boxes with a cross or a tick.
* Please note that in sections 1-7 & 11-14 text formatting options (e.g. bullet points, italics) have been restricted, however in sections 8, 9 & 10 these options will be active.
* Please do not leave any questions blank – if the question is not applicable please write in “N/A”. In some instances we may be required to follow up on missing information which may delay the application process.
* If you have any difficulties in using the form controls on the electronic Application Form or any other issues in completing the form please get in touch using the email address at the end of this document.

**English Language Qualification**

UWE Regulations specify that ALL STUDENTS must have obtained an appropriate qualification in English Language skills before an offer can be made for a place of study. Please see the [UWE website](http://www1.uwe.ac.uk/comingtouwe/internationalstudents/internationalstudyatuwe/englishlanguagerequirements.aspx) for details of qualifications accepted by UWE.

**References**

* We require you to submit 2 referees, one of which must be an academic referee at the institution that conferred your highest degree.
* When providing contact details for academic referees please ensure you provide institutional addresses rather than personal email accounts.
* We would prefer your referees to submit their references directly to us from their institutional email address using the Reference Header Sheets. Please make sure you complete Section A of the Header Sheets yourself.
* Only references written for this application at UWE can be accepted. References written for other institutions or dated in the past cannot be considered.
* Only once references have arrived can we consider your application complete. If we experience a delay in receiving these documents we may be in touch to inform you that your chosen referees may need to be contacted again.

**Other Supporting Documentation**

* Please ensure that all copies of supporting documentation (certificates, transcripts, references) are enclosed with your application form. Only once this information arrives can your application be considered complete.
* Although we provisionally accept electronic or physical copies of your documentation please be aware that we will request to view the original documents before admission can be confirmed.

**Outline of Proposed Research Project (Section 8)**

The outline research proposal should address the following questions:

* Why is this subject of interest to you? What are the background problems or concerns? (This should include references to current academic literature in the field). What are the problems to which this proposal is a response? Immediate problems and background issues that lie behind them should be described.
* What research questions or intellectual puzzle is the research addressing? What does previous literature have to say about the issue? Research often fills gaps in knowledge. What are the gaps (if any) in this subject area?
* What information does the research seek to obtain? What research methods will be used?
* What is the relevance of the proposed research to policy or practice? How might the research make a contribution to the improvement of policy, to the improvement of working practices, or to our understanding of the problem?
* Please make sure you keep within the word limit (500-1000 words) for your Research Proposal. The academic assessors will use this section as an indicator of your ability to succinctly communicate technical information and/or summarise the research literature and your potential contribution.
* Please be aware that you should provide bibliographic references along with your proposal. **THIS WILL NOT BE INCLUDED IN THE WORD COUNT**
* If you submit a proposal significantly over the word count your application may not be considered for shortlisting.
* Please note that your application **WILL NOT BE CONSIDERED** without Section 8 or a separate attachment included.
* If you are applying for a **Health & Applied Sciences** studentship please use this space to outline the methods that you would use to approach the proposed research and how your existing skills map to the project. This is an opportunity for you to highlight your previous research experience, project management skills and other relevant competencies.

**Research Training and Analysis**

* Each PhD student is required to achieve a minimum of 60 credits in taught modules during their research study.
* A training needs analysis will take place at the beginning of the study period to determine what development and/or modules will be needed.

**Graduate School Contact Details**

Please send your application (or direct any queries you may have about your application) to the postal or email address below :

Graduate School  
Room 3E37  
Research, Business and Innovation  
University of the West of England  
Coldharbour Lane  
Frenchay, Bristol  
BS16 1QY

Email: graduateschool@uwe.ac.uk