

Application for a Research Degree

PhD, MPhil and   
PhD by Published Works Form

UK Citizen Only

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| --- | --- | --- |
| Personal identifier (if known) | | |
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| Date received | | |
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| This form is to be used to make an application for an MPhil, PhD or PhD by Published Works at The Open University, by an applicant who is a UK citizen.  All fields are mandatory unless otherwise specified.  Please refer to the guidance on pages 13 to 16  Information on why we collect the information within this form is included in the guidance on page 15 | | | | | | | | | | | |
| 1. Applicant Name | | | | | | | Title:  Surname/Family name:  Forename(s):  Preferred first name: | | | | |
| 1. Previous Names (if applicable) | | | | | | |  | | | | |
| 1. Nationality | | | | | | |  | | | | |
| 1. Passport Number (if you do not have a passport please indicate other form of identification) | | | | | | |  | | | | |
| 1. Have you previously studied with the OU? | | | | | | | Yes  No  If Yes please give your Personal Identifier (PI)    I have forgotten my PI | | | | |
| 1. Are you employed by The Open University? | | | | | | | Yes, full-time  Yes, part-time  Yes, Associate Lecturer  No  If Yes please give your staff number    I have forgotten my staff number | | | | |
| 1. Permanent home address | | | | | | | Address:  Postcode:  Country:  Tele:  Mobile:  Email: | | | | |
| 1. Contact address (if different) | | | | | | | Address:  Postcode:  Country:  Tele:  Mobile:  Email: | | | | |
| **Residence** | | | | | | | | | | | |
| 1. On the day you expect to start your studies (normally 1st October or 1st February), will you have been ordinarily resident in the UK or EEA for at least three years? | | | | | | | Yes  No  If ‘No’ please indicate the amount of time you have spent outside the UK/EEA | | | | |
| Research Degree Details | | | | | | | | | | | |
| 1. In which year are you intending to start your studies? | | | | | | |  | | | | |
| 1. Programme of study | | | | | | | PhD  MPhil  PhD by Published Works | | | | |
| 1. Mode of study | | | | | | | Full time  Part time | | | | |
| 1. Please list the research degree area(s) and research degree topic(s) that you wish to study | | | | | | | Research Degree Area:  Discipline:  Research Topic: | | | | |
| **Research Proposal** | | | | | | |  | | | | |
| 1. Title of your proposed project or the subject area within which you wish to study: | | | | | | |  | | | | |
| 1. Please confirm that you have attached an outline research proposal: | | | | | | | Yes  No | | | | |
| 1. Have you corresponded with any member of the academic staff at The Open University about your wish to study? | | | | | | | Yes – who?  No | | | | |
| If you are **responding to an advertisement for a specific research studentship** | | | | | | | | | | | |
| 1. Name and advertising code of advertised studentship: | | | | | | |  | | | | |
| 1. Names (and department(s)) of supervisors for advertised studentship: | | | | | | |  | | | | |
| 1. **Please provide a short statement to explain why you are applying to read for a research degree at The Open University (Max 200 words)** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Qualifications (University, College Education or Professional) | | | | | | | | | | | |
| **Start date** | **End date** | | **University or college attended**1 | | **Subjects studied** | | | **Full-time / Part-time** | | **Qualifications awarded or sought, e.g. BA** | **Class or grade awarded or predicted outcome**2 |
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| 1. Have you been awarded a prize or distinction for your academic work? | | | | | | | Yes – please give details below    No | | | | |
| Research Experience | | | | | | |  | | | | |
| 1. Do you have prior experience of qualitative and/or quantitative research? | | | | | | | Yes – please give details below (course code / title / description / credits awarded / year of completion)  No | | | | |
| 1. Have you undertaken any research training? | | | | | | | Date course/module completed:  Institution:  Content of course/module: | | | | |
| 1. Have earned credits from any of your research training or experience? | | | | | | | Yes – how many?  No | | | | |
| 1. Please list any publications or any other evidence of research experience | | | | | | |  | | | | |
| Employment | | | | | | |  | | | | |
| **Start Date** | | **End date** | | **Position held** | | | | | **Name and address of employer** | | |
| **Current Employment** | |  | | | | | | | | | |
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| **Previous Employment** | |  | |  | | | | |  | | |
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| **Funding** (Please see[www.open.ac.uk/postgraduate/research-degrees/fees-and-funding](http://www.open.ac.uk/postgraduate/research-degrees/fees-and-funding) for further details) | | | | | | | | | | | |
| 1. How are you intending to finance your studies? | | | | | | | I am paying my own fees and living costs  I am applying for a funded studentship – please give details  My employer / organisation is paying my fees – please give details  OU staff fee waiver  I’d like to be considered for a fee bursary  Other or combination of the above – please give details | | | | |
| Where you are not in receipt of a studentship and your fees are being paid by yourself or a sponsor, all fees must be paid before the course start date. You will not be given your OU email address and login, or access to OU materials until all fees have been paid.  Details of how to make payment are included in your offer letter however, where the sending of an offer letter is delayed for any reason this must not impact making payment before the course start date. If you would like information on payment options and how to make payment, please contact [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk) or go to <http://www.open.ac.uk/postgraduate/research-degrees/fees-and-funding>. | | | | | | | | | | | |
| I have read and understood the above information  Yes  No (please contact the Research Degrees Team) | | | | | | | Signature:  Date: | | | | |
| **Please provide the details of 2 referees who can comment on your suitability to study for a research degree** | | | | | | | | | | | |
| Name: | | | | | | | Name: | | | | |
| Address: | | | | | | | Address: | | | | |
| Telephone: | | | | | | | Telephone: | | | | |
| Email: | | | | | | | Email: | | | | |
| Position held: | | | | | | | Position held: | | | | |
| 1. If the referee knows you by a different name please give details | | | | | | |  | | | | |
| 1. Can we contact your referees prior to interview? | | | | | | | Yes  No | | | | |
| Further information | | | | | | | | | | | |
| 1. Where did you first hear of the research degree for which you are applying? (optional) | | | | | | OU website  jobs.ac.uk  findaphd.com  FindaPhD Fair  OU faculty website/pages  Personal recommendation  National press advertisement  An OU course  Advertisement in specialist publication  Prompted to work with a specific OU academic  (Please give his or her name:     )  Other, please state: | | | | | |
| **Declaration** | | | | | | | | | | | |
| 1. confirm that I have read and understood the [Research Degrees Handbook](https://help.open.ac.uk/documents/policies/research-degrees-handbook), [Conditions of Registration,](https://help.open.ac.uk/documents/policies/conditions-of-registration-pg) and [Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations), and agree to comply with those conditions.   I understand that the Open University may, from time to time, be required by to amend the terms and conditions, Regulations or Research Degrees Handbook to reflect changes in relevant laws or regulatory requirements. If the Open University is required to amend these conditions in such a way as it might have a significant or substantial effect on me or its relationship with me, The Open University will endeavour to ensure that any change will not leave me in a less favourable position than I had enjoyed previously. For changes where the effect on me may be more significant, The Open University will also notify me prior to the change.  I understand that the information I provide will be treated as confidential by The Open University and will be made available to Open University staff and to agents of the University (e.g. the Higher Education Statistics Agency (HESA)) as appropriate, solely for the purposes of providing me with appropriate facilities and for statutory purposes. I hereby consent for the information to be processed for this purpose.  By signing below, I confirm that the information I have provided is correct. Failure to declare or providing untrue or inaccurate information may lead to The Open University withdrawing any offer made. | | | | | | | | | | | |
| Signature: | | | | | | Date: | | | | | |
| Date you are sending this form  Attachments below included? | | | | | | Yes  No | | | | | |
| Application form, fully completed  Copies of degree certificates  Transcripts of academic qualifications  Certified translations of degree certificates and transcripts (if applicable)  Copies of English language qualification certificates (if applicable)  Copies of your passport, or any other form of identification  Documentation supporting a change of name (if applicable) | | | | | | Copy of research proposal / statement / project description  The contacts details for two independent referees  List of publications or evidence of research experience (this can be provided within a CV)  Equal opportunities and HESA Monitoring Form | | | | | |

Research Degrees:

Equal opportunities and Higher Education Statistical Agency (HESA) monitoring form

Please answer the following questions. This information will not affect your registration with The Open University. **We have a statutory obligation to report this information to HESA (**[**https://www.hesa.ac.uk/**](https://www.hesa.ac.uk/)**). All questions are mandatory, but there is the option to state ‘I prefer not to answer’ should you wish not to disclose specific information. This information also helps us to ensure support throughout your research degree, and to ensure we are offering suitable opportunities for widening access.**

|  |  |
| --- | --- |
| Surname or Family name: |  |
| First Name(s): |  |
| Date of birth: | DD/MM/YYYY |
| Gender: | Male  Female  Other  Prefer not to say |
| Country of Birth |  |
| Place of Birth |  |
| HESA number:  A HESA number is issued to each higher education student in the UK. If you’ve studied recently at a UK university and already have one, please give it here | I don’t know it |
| **Do you have a disability?**  The Open University uses the statutory definition of disability; ‘You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities’. | Yes  No  I prefer not to say |
| **If Yes, please provide further information:**  The University welcomes people with disabilities and we encourage you to tell us as early as possible of any requirements. We will only use this information to assess and arrange services to support you as a student. |  |
| **What is your ethnic origin?**   |  |  | | --- | --- | | 10 White | 31 Asian or Asian British-Indian | | 16 White – Other British | 32 Asian or Asian British-Pakistani | | 13 White - Scottish | 33 Asian or Asian British-Bangladeshi | | 14 Irish Traveler | 34 Chinese | | 15 Gypsy or Traveler | 39 Other Asian background | | 19 Other White Background | 41 Mixed-White and Black Caribbean | | 21 Black or Black British-Caribbean | 42 Mixed-White and Black African | | 22 Black or Black British-African | 43 Mixed-White and Asian | | 29 Other Black background | 49 Other mixed background | | 80 Other ethnic background | 50 Arab | | 90 Not known | 98 I prefer not to answer this question | | |
| **Occupation status: Occupation type:**  01 In full-time work/self-employed  01 Modern professional occupations  02 In part-time work/self-employed  02 Clerical and intermediate occupations  03 Looking after the family/home  03 Senior managers and administrators  04 Retired from paid work  04 Technical and craft occupations  05 Doing unpaid voluntary work  05 Semi-routine manual and service  06 Unable to work because of long-term occupations  sickness of disability  06 Routine manual and service occupations  07 Unemployed and looking for a job  07 Middle or junior managers  08 Not in paid work for some other reason  08 Traditional professional occupations  09 Never been in paid work | |
| **Please tell us what is (or was) the full title of your main job (e.g. Teacher, Administrator, Surveyor). Please give your job title and not a grade or salary band.** |  |
| **If you come from Northern Ireland, please describe your marital status:** | 01 Single (never married or never in a civil partnership)  02 Married or in a civil partnership  03 Separated (still legally married or in a civil partnership)  04 Divorced or civil partnership dissolved  05 Widowed or a surviving partner from a civil partnership  06 Co-habiting  98 I prefer not to answer this question  99 Not known |
| **Please describe your sexual orientation** | Towards people of a different sex (straight)  Towards women of the same sex (lesbian)  Towards men of the same sex (gay)  Towards people of both sexes (bisexual)  Other (e.g. asexual)  I prefer not to answer this question |
| **Please describe your religion or belief** | 01 Protestant  02 Roman Catholic  03 Buddhist  04 Hindu  05 Jewish  06 Muslim  07 Sikh  08 Other Christian  09 Other religion  10 No religion  11 I prefer not to answer this question |
| **If you come from Northern Ireland, please describe your community background:** | Protestant community  Roman Catholic community  Neither community  I prefer not to answer this question |

Level of education

What was your level of education when you ***first joined*** The Open University?

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| --- | --- | --- |
|  |  | Qualification level on joining OU |
| Post Graduate | 1A UK Doctorate degree |  |
|  | 1B Non - UK Doctorate degree |  |
|  | 1C Other doctoral level qualification (SCQF 12) |  |
|  | 1D UK masters degree |  |
|  | 1E Non - UK masters degree |  |
|  | 1F Integrated undergrad/masters degree e.g. MEng |  |
|  | 1G Diploma at masters level (SCQF 11) |  |
|  | 1J Postgrad Cert Education or Prof Graduate Dip Education |  |
|  | 1M Professional Graduate Cert in Education |  |
|  | 1H Certificate at masters level (SCQF 11) |  |
|  | 1N NVQ, SVQ, GNVQ or GSVQ5 (SCQF 11) |  |
|  | 05 Other taught qual at masters level (SCQF 11) |  |
|  | 1P Credit for taught work at masters level (SCQF 11) |  |
| Higher Education | 2D UK first degree with honours |  |
|  | 1K UK first degree (hons) leading to QTS |  |
|  | 2F Non - UK first degree |  |
|  | 2E UK first degree without honours |  |
|  | 16 Graduate equivalent qualification not elsewhere specified |  |
|  | 31 Foundation Degree |  |
|  | 2B Higher National Diploma (HND) |  |
|  | 25 Diploma of Higher Education (DipHE) |  |
|  | 23 Cert in Education (CertEd) or Diploma in Education (DipEd) |  |
|  | 29 Foundation course at level 5 (SCQF 8) |  |
|  | 2G NVQ, SVQ, GNVQ or GSVQ 4 (SCQF 8) |  |
|  | 2J Other level 5 qualification (SCQF 8) |  |
|  | 2A Higher National Certificate (HNC) |  |
|  | 2C Certificate of Higher Education (CertHE) |  |
|  | 2K Higher Apprenticeship at level 4 (SCQF 7) |  |
|  | 2H Other level 4 qualification (SCQF 7) |  |
|  | 22 Credits from UK HE institution but no HE qualification |  |
| A level/Further Education | 4E 2 or more A-levels (or equivalent) |  |
|  | 4D 1 A-level (or equivalent) |  |
|  | 3J Scottish Baccalaureate |  |
|  | 4C SQA Advanced Higher(s), but no Scottish Baccalaureate |  |
|  | 3P SQA Scottish Highers |  |
|  | 3K Welsh Baccalaureate Advanced Diploma (level 3) |  |
|  | 3G International Baccalaureate (IB) Diploma |  |
|  | 3H International Baccalaureate (IB) Certificate |  |
|  | 3F AQA Baccalaureate (Bacc) |  |
|  | 3A Ordinary National Diploma OND or Diploma at L3 (SCQF 6) |  |
|  | 3B Ordinary National Certificate (ONC) or Cert at L3 (SCQF 6) |  |
|  | 3C Award at level 3 (SCQF 6) |  |
|  | 43 Foundation course at level 3 (SCQF 6) |  |
|  | 94 Advanced Apprenticeship at level 3 (SCQF 6) |  |
|  | 3D NVQ, SVQ, GNVQ, GSVQ 3 (SCQF 6) |  |
|  | 3E 14-19 Advanced Diploma (level 3) |  |
|  | 3M Cambridge Pre - U Diploma |  |
|  | 3N Cambridge Pre - U Certificate |  |
|  | 39 Other qualification at level 3 (SCQF 6) |  |
| GSCE or equivalent | 5C GCSE A\* - C, Intermed 2, Credit Stand.Gr, O-level A-B, CSE1 |  |
|  | 5F Scottish Nationals Level 5 |  |
|  | 5B Welsh Baccalaureate Intermediate Diploma (level 2) |  |
|  | 5D Apprenticeship at level 2 (SCQF 5) |  |
|  | 57 NVQ/SVQ level 2 |  |
|  | 5A 14-19 Higher Diploma (level 2) |  |
|  | 5E Other qualification at level 2 (SCQF 5) |  |
| Other | 6C GCSE D-G, Intermed 1, General Stand.Gr, O-level <1< CSE> |  |
|  | 6H Scottish Nationals Level 4 |  |
|  | 6I Scottish Nationals Levels 1,2 or 3 |  |
|  | 6F Welsh Baccalaureate Foundation Diploma (level 1) |  |
|  | 6B NVQ or SVQ1 |  |
|  | 6D Qual level L1 (SCQF 4), eg Access 1-3, Foundation Stand.Gr |  |
|  | 6E 14-19 Foundation Diploma (level 1) |  |
|  | 6A Other qualification at level 1 (SCQF 4) |  |
|  | 44 Access course (QAA recognised) |  |
|  | 45 Access course (not QAA recognised) |  |
|  | 81 Qualifications at Entry level (below level 1) |  |
|  | 82 Qualifications below level 1 and not at entry level |  |
|  | 6G Admitted on basis of previous experience |  |
|  | 97 Other qualification level not known |  |
|  | 98 No formal qualifications |  |

What is your ***current*** highest qualification level?

01 No qualifications

02 Below GCSE or O level

03 1-4 GCSE or O levels

04 5 or more GCSE or O levels

05 1 A level

06 2 or more A levels

07 HNC

08 HND

09 First Degree

10 Postgraduate Degree

90 Not known

99 Already declared

Guidance Notes

|  |  |
| --- | --- |
| What this form is for? | This form is to be used to make an application for an MPhil, PhD or PhD by Published Works at The Open University, by an applicant who is a UK citizen. |
| Who should complete it? | The applicant should complete the form in full.  Please read the ‘*Degrees we offer’* and ‘*How to apply’* sections of the Research Degrees Prospectus at <http://www.open.ac.uk/postgraduate/research-degrees> before you complete this form. Complete the grey boxes where indicated and submit this form by email, together with any additional documents required (indoc, .jpeg or .pdf format).  If you have any queries please contact the Research Degrees Team (tele: 01908 653806 or email [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk)) |
| How it should be submitted | The form must be submitted by email to the appropriate faculty mailbox, as outlined in Table 1 on page 16. |
| Residence | Applicants who have not been ordinarily resident in the UK or EEA for three years before their degree start date will be liable for the overseas fee rate, which is higher than the fee charged to ‘home’ students. Some exceptions apply, so please contact us if your circumstances are unusual, complex or if you wish to check which fee rate you will be charged. This information will also be used to assess whether you meet the eligibility criteria to be considered for studentships funded by the Research Councils UK.  Please note this is subject to change for EEA students due to changing government guidance following the UK leaving the EU. |
| Start date | The start date for students is normally 1st October or 1st February. This provides students with the opportunity to fully engage in and benefit from scheduled induction events. Rarely students may be permitted to start at another point of the year. However the start date will always be the 1st of the month. |
| Programme of study | Please note that students registering for a PhD will initially be registered for an MPhil and then transferred to a PhD following successful upgrade. |
| Short Statement in support of application | Please provide a short statement explaining why you are applying to read for a research degree at the University.  If you are applying for part-time study please include an outline of the research facilities (e.g. library, laboratory) you anticipate you will need, and the name and address of the institution(s) to provide them. Indicate against each whether or not you already have access to these facilities (e.g. as an employee of the institution). |
| Qualifications | Please provide details of your first degree and any higher degrees or professional qualifications achieved. You must also include information about any study for which you are currently registered, and any previous study that you did not successfully complete.  If your qualifications were not obtained as a result of formal study at a college etc., please state the basis on which they were awarded.  Please give name of awarding body if different from university/college attended.  If any of your qualifications were obtained under a name different from the one provided please ensure that you attach official documentation supporting the change of name e.g. a marriage certificate.  Any document that is not in English or Welsh must be accompanied by a certified translation. The translator’s credentials should be given along with their official declaration that the translation is accurate. |
| English language competence | At The Open University, the language of instruction is English. |
| Employment | Please give details of your employment history, starting with your current or most recent employer. |
| Funding | Information can be found in the ’Fees and funding’ section of the *Research Degrees Prospectus* at <http://www.open.ac.uk/postgraduate/research-degrees>  Please note that applicants who have not been ordinarily resident in the UK or EEA for three years before their degree start date will be liable for the overseas fee rate, which is higher than the fee charged to ‘home’ or EU-based students. Some exceptions apply, so please contact us if your circumstances are unusual, complex or if you wish to check which fee rate you will be charged. This information will also be used to assess whether you meet the eligibility criteria to be considered for studentships funded by the Research Councils UK.  Please note this is subject to change for EEA students due to changing government guidance following the UK leaving the EU. |
| Referees | Please name two independent people whom the University can consult in confidence regarding your application. At least one referee should be a tutor or other member of the academic staff of the university or college at which you most recently studied. If you previously studied at The Open University at least one of the referees must be someone outside the University. References from potential supervisors will not be accepted.  The referees’ reports may be requested before or after any interview to which you may be invited. |
| Additional Information | We also monitor how well we are performing against our equality and diversity targets. We aim to ensure that our services are accessible and that we achieve fair outcomes for people regardless of their age, gender, ethnic group or disability status. We use the ethnicity classifications from the Census in England and Wales, Scotland and Northern Ireland as recommended by the Equality Commission, in order to monitor the extent that we are achieving this. |
| Resources | This form can be downloaded from the Forms and Guidance notes page of the Graduate School Network (GSN) at <http://www.open.ac.uk/students/research/ou/forms-and-guidance>  The Research Degrees student handbook is at <https://help.open.ac.uk/documents/policies/research-degrees-handbook> |
| Why we collect the information on this form | The information in this form is collected for a variety of different reasons, which are listed below. Please refer to the numbered sections in the form.   1. In order to locate/create a record, and to properly communicate with you, we require your name details. 2. If you have completed previous qualifications in a different name, we require your previous name to correctly identify your educational experience.    1. We have a duty to determine your immigration status 3. In order to locate your previous records and to maintain a continuous educational record, we require this information 4. There are a different set of regulations for OU staff. We therefore need to know if you are employed by The OU.    1. We are required to maintain contact with you throughout your studies 5. Your residency status determines your fee liability    1. For fair selection and recruitment, we need to know details about the programme you are applying to 6. We need to know you have attached a research proposal, or a response demonstrating how you meet the advertised studentship, as we cannot proceed with your application without this    1. For fair selection and recruitment, we need to know details about the programme you are applying to 7. For fair selection and recruitment, we need to know why you are applying, and your educational history 8. For fair selection and recruitment, we need to know your academic history    1. As English is the language of instruction at The OU, we need to know that you are proficient in the English language    2. For fair selection and recruitment, we need to know your research experience and employment 9. In order to ensure you can meet the fee liability for the programme, we need to know how you are planning to finance your studies    1. For fair selection and recruitment, we need information regarding referees 10. It is optional to tell us where your first heard about the degree you are applying for, but we collect this information to check the validity of our current marketing strategy 11. We require you to read and complete the declaration to ensure you understand the terms of your application   HESA monitoring form  We have a statutory obligation to report this information to HESA (<https://www.hesa.ac.uk/>). All questions are mandatory, but there is the option to state ‘I prefer not to answer’ should you wish not to disclose specific information.  This information also helps us to ensure support throughout your research degree, and to ensure we are offering suitable opportunities for widening access. |

**Table 1:**

**Send your application, associated documentation and research proposal or supporting statement to:**

|  |  |
| --- | --- |
| **OU research degree area** | **Email address for MPhil/PhD applications** |
| Art History, Classical Studies, English, History, Music, Philosophy, Religious Studies, Economics, Geography, Politics and International Studies, Psychology, Social Policy and Criminology, Sociology, Development Studies | [FASS-PhD-Applications@open.ac.uk](mailto:FASS-PhD-Applications@open.ac.uk) |
| Business and Management, Law | [FBL-PHD@open.ac.uk](mailto:FBL-PHD@open.ac.uk) |
| Education and Educational Technology, Languages and Applied Linguistics | [WELS-student-enquiries@open.ac.uk](mailto:WELS-student-enquiries@open.ac.uk) |
| Health, Social Work and Social Care | [WELS-student-enquiries@open.ac.uk](mailto:WELS-student-enquiries@open.ac.uk) |
| Earth, Environment and Ecosystems, Life, Health and Chemical Sciences,, Physical Sciences, KMi, Acoustics, Computing, Design, Materials Engineering, Mathematics, Statistics | [STEM-research-student-support@open.ac.uk](mailto:STEM-research-student-support@open.ac.uk) |