

Application for admission to a postgraduate programme

Thank you for your enquiry concerning postgraduate study at the University of Reading. Please read carefully the following notes together with the appropriate sections of any enclosed Postgraduate Prospectus or other information that has been included.

You should complete both copies of the application form but may, if you prefer, include a photocopy in place of the second copy of the form. You may also enclose with your application form an Additional Statement in support of your application.

When you have completed the forms, please return them to the appropriate Faculty Office.

Faculty of Arts and Humanities, Faculty of Economic and Social Sciences and the Institute of Education:

Postgraduate Admissions Office
University of Reading
Humanities and Social Sciences Building
PO Box 218
Reading
RG6 6AA

Faculty of Science and Life Sciences:

Postgraduate Admissions Office
Joint Faculty Office for Science and Life Sciences
Physics Building
PO Box 220
Whiteknights
Reading
RG6 6AF

1 Personal details

Please enter in these boxes your names as they are shown in your passport. Please use only these names in all future correspondence.

2 Residence

If you have not been permanently resident in the UK for the 5 years before the commencement of the programme you wish to study, please provide information about any periods of residence in the UK.

3a Proposed programme of study – Taught Programmes (please note that you can apply for more than one programme on this form)

Year of entry

Please ensure that the proposed Year of Entry has been clearly entered on the forms. Taught programmes begin only in October unless programme publicity indicates otherwise.

Applicants for a taught programme should name only a programme listed in the Prospectus or in an accompanying leaflet. No other programmes are available.

Flexible Masters (not available in the Institute of Education)

Applications for Flexible Masters programmes should state their intention to study for up to 6 years by ticking the appropriate box on page one of the application form. Please note that only selected programmes are currently available in this mode and you should check with the Faculty Admissions Office regarding this. Separate application forms will be available if you wish to take selected modules from a programme; again please contact the Admissions Office for further information.

3b Proposed programme of study – MPhil/PhD Programmes

We ask that students initially apply for an MPhil/PhD programme. You will then have a transfer of registration to a PhD in due course subject to an assessment of research ability and the standard of research.

Year and Term of entry

Please ensure that the proposed Year of Entry has been clearly entered on the forms. Please also enter the proposed Term of Entry. Research programmes may begin in either: October, January or April/May

Deadlines for application

Although there are no strict application deadlines and we continue to accept applications up until early August, we strongly recommend that research applicants allow extra time for their application to be processed and for appropriate supervisor/s to be found. Suggested timescales are as follows:

- UK applicants – no later than 2 months before the start of your programme
- International applicants – no later than 4 months before the start of your programme

As applicable, we would also advise applicants to allow enough time to source referees, provide evidence of financial guarantees/sponsorship arrangements, secure a visa and meet English Language conditions as required.

How to find out if Reading can supervise my particular area of research interest

For full details of research interests in your subject area, you should refer directly to the relevant Departmental website in the first instance. A number of these websites – especially in the Sciences and Life Sciences – carry a list of the Research Projects currently available in their research areas.

A searchable database of research supervisors can be found online at: www.rdg.ac.uk/pg/pages/courses/pgSupervisorSearch.asp

Alternatively, you might want to contact the relevant Department's Postgraduate Research Enquiries person directly. You can find contact details either in relevant subject pages of the enclosed prospectus or via the online postgraduate prospectus at www.rdg.ac.uk/pg/.

Your Research Proposal

The research proposal – typically 300+ words – indicates the type of study in the subject discipline you wish to undertake so that a match can be made with the expertise and interests of a member or members of academic staff. It is often the first opportunity for you to communicate your ideas and how you plan to implement them and it is important that you demonstrate your ability to convey your ideas clearly and concisely.

A typical proposal might comprise:

- Your Research Question/s and/or Hypothesis – evidence that you have a clear question in mind, albeit that it will probably be refined further after your first year of study.
- Evidence that this will be Original Research? - based on your perceived gaps/limitations of existing research literature and work done in the field.

- Proposed Research Objectives – what you hope to contribute to the field of research/why do it?
- Methodology – an indication of the proposed approach (experimental, interpretative etc) and likely methods of data collection, to show that you have thought about how the objectives might be met.
- Planning and Time Scales

4 Addresses

Current Address

Please keep the University informed of any change to your current address as this is the address to which we will write. Please also ensure that we have a current e-mail address.

5 Academic or professional referees

Your application should be supported by at least one good analytical **confidential reference** from one of the two referees you name on your application form. For programmes in the Faculty of Science and Life Sciences please use the enclosed forms. For other programmes references should be submitted on headed paper.

To avoid delay, you should ask the referee providing the analytical reference to let you have a confidential reference, sealed in an envelope. You should attach this to the application form. When sealing the envelope, the referee should sign across the seal. Please note that we do not regard open testimonials as a satisfactory substitute for confidential references. You should make sure that the names of the two referees are given at the bottom of the first page of the application form, as we may need to contact them for further information.

It is **most important** that a good analytical reference is attached to your application as without it your application cannot be processed speedily. **In the absence of a good analytical reference the University may still make you a ‘Conditional’ offer of a place ‘subject to satisfactory references being submitted at a later stage’, but this may delay your visa application (for overseas applicants) as most visa authorities will not process your application until your offer is ‘Unconditional’.**

6 Previous education

University or college education

If you have a degree, diploma, professional or other qualification awarded by a university, college (or similar institution outside the UK), you should enclose with the application forms a transcript or worksheet of your previous studies.

7 Employment and work experience

It is important to include details of employment and work experience relevant to your application, particularly if your qualifications are not from the United Kingdom or if it is some years since you attended a course of study. If necessary, include such information in your Additional Statement.

8 Other Postgraduate programmes applied for

Please tell us about any other postgraduate programmes that you have applied for at other institutions.

9 International applicants – Level of English

If English is not your first language or you have not been taught in English in your degree we will require you to provide evidence of your competence. If you have taken an English Language Test please provide details in this section. If you have not taken a test and we require you to have done so, we will include this as part of any conditions you must meet if you are successful in receiving an offer of a place.

10 Financial support for your programme of study

If you are receiving sponsorship for your programme of study please supply a letter of sponsorship. If you are to be self funded-you will be sent a Financial Acceptance form, if you are successful in receiving an offer. If you have applied for funding please indicate what you have applied for. If you have no arrangements in place, you should begin taking steps now to arrange funding. You will not be firmly accepted for a programme until you have supplied evidence of your ability to meet the costs involved. Information about sources of funding is included in the Prospectus.

Information on University of Reading Funding opportunities can be found at: www.reading.ac.uk/studentfinance

11 Disability/Special needs

If you have a disability, please tick the box on page two of the application form, and give details (including, for UK students only, whether you are receiving a Disabled Students' Allowance) in a covering letter. The University needs to know the nature of your disability if it is to provide you with the best possible support. The information you provide will not affect the academic judgements about your suitability for the programme.

12 Statistical information

Also enclosed is a form titled 'HESA Statistical Monitoring Form', which we ask applicants from the UK and other European Union countries to complete and submit with your application form. This asks about personal data which we require for official government statistics. The form will not be sent to the School or department which will consider your application, and thus will not in any way affect the decision on your application.

January 2007

Office use only

Application number

Date to Sch/Dept

**University of
Reading****Application for admission**

Postgraduate studies

Please use block capitals when completing this form.
Also, please read the notes attached before you begin

Section 1 Personal details

Title (Mr/Mrs/Ms/Miss/other)	
Forenames in full	
Family name/surname	
Marital status (S/M)	Sex (M/F)
Date of birth (DD/MM/YYYY)	Age

Section 2 Residence

Nationality	
Country of permanent residence	
Have you been resident in the UK prior to this course?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, give dates of most recent period of residence in the UK, and the reason for visit	

Section 3 Proposed programme of study**3a – Taught programme**

Discipline(s) of study applied for (e.g. MA European Studies)
1
2
3
School/Department
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Flexible <input type="checkbox"/>
Proposed year of entry

3b – Research programme (MPhil/PhD)

Topic of research – a research proposal is also required (see notes section 3b)
1
2
3
School/Department
Proposed year of entry
Proposed term of entry October <input type="checkbox"/> January <input type="checkbox"/> April/May <input type="checkbox"/>

Section 4 Addresses**Home address** – please write **very** clearly

Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Country	Postcode
Telephone	Fax
Email	

Correspondence address (if different) – please write **very** clearly

Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Country	Postcode
Telephone	Fax
Email	
Dates at this address – From	To

Section 5 Academic or professional referees**1st referee** – please tick if confidential reference is enclosed ☐

Name	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Country	Postcode
Telephone	Fax
Email	

2nd referee – please tick if confidential reference is enclosed ☐

Name	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Country	Postcode
Telephone	Fax
Email	

Section 6 Previous education

University or College education – including any current programme

Degree	Class or grade	Subjects	University or College	Dates of course	Graduation date

School-leaving examinations

Name of school attended
Examinations and grades

Section 7 Employment and work experience (expand on additional statement if necessary)

Brief description of work and responsibility	Name of employer	Dates of employment

Section 8 Other programmes applied for

Please provide details of postgraduate programmes applied for at other institutions.

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Section 9 International applicants – Level of English

Please provide details of English Language tests taken, along with scores obtained and date test taken.

--

Section 10 Funding for your programme

Please provide information about how you will be funding your programme of study.

Self-funding ☐ Sponsorship (please provide letter) ☐ Applying for funding ☐

If you are applying for funding, please indicate from where (e.g. University Studentship/Company/etc.)

Section 11 Special needs

Please tick if you have special needs ☐

Declaration

I declare that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted.

Signature

Date

If any information on your application form is found to be false then this may lead to the withdrawal of your place at the University. Please attach on a separate sheet any additional statement in support of your application.

Office use only

Application number

Date to Sch/Dept

**University of
Reading****Application for admission**

Postgraduate studies

Please use block capitals when completing this form.
Also, please read the notes attached before you begin

Section 1 Personal details

Title (Mr/Mrs/Ms/Miss/other)	
Forenames in full	
Family name/surname	
Marital status (S/M)	Sex (M/F)
Date of birth (DD/MM/YYYY)	Age

Section 2 Residence

Nationality	
Country of permanent residence	
Have you been resident in the UK prior to this course?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, give dates of most recent period of residence in the UK, and the reason for visit	

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Discipline(s) of study applied for (e.g. MA European Studies)	
1	
2	
3	
School/Department	
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/> Flexible <input type="checkbox"/>
Proposed year of entry	

3b – Research programme (MPhil/PhD)

Topic of research – a research proposal is also required (see notes section 3b)	
1	
2	
3	
School/Department	
Proposed year of entry	
Proposed term of entry	October <input type="checkbox"/> January <input type="checkbox"/> April/May <input type="checkbox"/>

Section 4 Addresses**Home address** – please write **very** clearly

Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Country	Postcode
Telephone	Fax
Email	

Correspondence address (if different) – please write **very** clearly

Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Country	Postcode
Telephone	Fax
Email	
Dates at this address – From	To

Section 5 Academic or professional referees**1st referee** – please tick if confidential reference is enclosed ☐

Name	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Country	Postcode
Telephone	Fax
Email	

2nd referee – please tick if confidential reference is enclosed ☐

Name	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Country	Postcode
Telephone	Fax
Email	

Section 6 Previous education

University or College education – including any current programme

Degree	Class or grade	Subjects	University or College	Dates of course	Graduation date

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Name of school attended
Examinations and grades

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Section 9 International applicants – Level of English

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Please provide information about how you will be funding your programme of study.

Self-funding ☐ Sponsorship (please provide letter) ☐ Applying for funding ☐

If you are applying for funding, please indicate from where (e.g. University Studentship/Company/etc.)

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Please tick if you have special needs ☐

Declaration

I declare that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted.

Signature

Date

If any information on your application form is found to be false then this may lead to the withdrawal of your place at the University. Please attach on a separate sheet any additional statement in support of your application.

Description of proposed research – candidates for LLM (by research), MPhil and PhD only

Please note: applicants for an MPhil/PhD in Mathematics or Meteorology are not required to submit a proposal with their application – please contact the Department regarding research topics.

Please continue on a separate sheet if necessary

Description of proposed research – candidates for LLM (by research), MPhil and PhD only

Please note: applicants for an MPhil/PhD in Mathematics or Meteorology are not required to submit a proposal with their application – please contact the Department regarding research topics.

Please continue on a separate sheet if necessary



Postgraduate reference form

1 How long have you known the applicant and in what capacity?

Section A To be completed by the applicant

Title (Mr/Mrs/Ms/Miss/other)
Forenames in full
Family name/surname
Department applied to
Programme/Research topic
Proposed year of entry
Proposed term of entry October <input type="checkbox"/> January <input type="checkbox"/> April/May <input type="checkbox"/>

Section B To be completed by the referee

The above-named person has made an application to the University of Reading for postgraduate studies and has nominated you as a referee. We should be grateful if you could provide a confidential reference on the applicant's suitability to undertake the proposed programme of study.

Please feel free to make further comments on additional sheets of paper if necessary. We would prefer it if you could fill in this form but if you wish to provide a reference in the form of a letter this will be accepted, as long as it is attached to this form and typed on your institution's/company's headed paper. If your organisation has an official stamp we would be grateful if it could be used to authenticate this reference. Once you have completed your reference please place it in an envelope, seal the envelope, sign it along the flap and then tape over the signature and flap with clear tape to prevent tampering. Your confidential reference should then be returned to the applicant who will send it to us with their application details.

Thank you for your help.

2 Please comment in general on what you consider to be the applicant's strengths

3 What do you consider to be any weak areas?

4 Have there been any specific tasks where the applicant has displayed exceptional ability/performance?

5 Please comment on the applicant's ability to work both independently and as a team member

6 Please characterise the overall qualities of the applicant as best you can using the suggested numerical scale

Value	Description
X	Unable to comment
1	Poor
2	Satisfactory
3	Good
4	Very good
5	Excellent

Quality	X	1	2	3	4	5
Intelligence						
Motivation						
Maturity						
Initiative						
Knowledge of speciality area						
General education						
Reliability and sense of responsibility						
Industry and perseverance						
Potential as a researcher						
Time management						
Appreciation of career goals						
Overall fluency in English						
Other (please specify)						
Other (please specify)						

7 General remarks

8 Expected degree result

Please tell us the applicant's expected degree result

9 Referee's details

Name (please print)
Position
Institution
Address
Postcode
Telephone
Email
Signature
Date



Postgraduate reference form

1 How long have you known the applicant and in what capacity?

Section A To be completed by the applicant

Title (Mr/Mrs/Ms/Miss/other)
Forenames in full
Family name/surname
Department applied to
Programme/Research topic
Proposed year of entry
Proposed term of entry October <input type="checkbox"/> January <input type="checkbox"/> April/May <input type="checkbox"/>

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Motivation						
Maturity						
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Knowledge of speciality area						
General education						
Reliability and sense of responsibility						
Industry and perseverance						
Potential as a researcher						
Time management						
Appreciation of career goals						
Overall fluency in English						
Other (please specify)						
Other (please specify)						

7 General remarks

8 Expected degree result

Please tell us the applicant's expected degree result

9 Referee's details

Name (please print)
Position
Institution
Address
Postcode
Telephone
Email
Signature
Date

HESA statistical monitoring form

We would be grateful if you would return the following information with your application form. This information will be used by the University for statistical purposes only and will not affect any decision on your application. The University is required to release this information to the Higher Education Statistics Agency, but the latter will use it only in the form of statistical tables. If you have already completed this form whilst attending a previous course at this University, you only need to do so again if your circumstances have changed.

Please note that international students (outside the European Union) need not complete this form.

Section 1 Personal details

Title (Mr/Mrs/Ms/Miss/other)	
Forenames in full	
Family name/surname	
Previous surname	
Home address 	
Postcode	
Telephone	
Email	
Date of birth (DD/MM/YYYY)	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality UK <input type="checkbox"/> EU <input type="checkbox"/> International <input type="checkbox"/>	

Section 2 Programme(s) applied for

E.g. BA in History

[illegible]

Section 3 Ethnic origin

How would you describe your ethnic origin? Please tick one box:

- ☐ 33 Asian or Asian British – Bangladeshi
- ☐ 31 Asian or Asian British – Indian
- ☐ 32 Asian or Asian British – Pakistani
- ☐ 22 Black or Black British -- African
- ☐ 21 Black or Black British – Caribbean
- ☐ 34 Chinese
- ☐ 14 Irish Traveller
- ☐ 43 Mixed – White & Asian
- ☐ 42 Mixed – White & Black African
- ☐ 41 Mixed – White & Black Caribbean
- ☐ 39 Other Asian background
- ☐ 80 Other Ethnic background
- ☐ 49 Other Mixed background
- ☐ 19 Other White background
- ☐ 11 White – British
- ☐ 12 White – Irish
- ☐ 13 White – Scottish

Section 4 Disability

Do you have a disability? ☐ Yes ☐ No

- ☐ 2 Blind/partially sighted
- ☐ 3 Deaf/hearing impairment
- ☐ 4 Wheelchair-user/mobility difficulties
- ☐ 5 Personal care support
- ☐ 6 Mental health difficulties
- ☐ 7 Unseen disability e.g. diabetes, epilepsy, asthma
- ☐ 8 Multiple disabilities (please specify)

- ☐ 10 Autistic Spectrum Disorder
- ☐ 11 A learning difficulty e.g. dyslexia
- ☐ 96 A disability not listed above (please specify)

If you consider that this disability may affect your studies, and have not previously discussed it with us but would like to do so, please tick the box ☐

Section 5 Socio-economic background

If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed, give their most recent occupation. If you are 21 or over, please give your own occupation below:

Section 6 Previous qualification

What is the highest academic qualification you have achieved? Please tick one box:

- ☐ 01 Higher degree of UK institution
- ☐ 02 Postgraduate diploma or certificate, excluding PGCE
- ☐ 03 PGCE with QTS/GTC Registration
- ☐ 04 PGCE without QTS/ GTC Registration
- ☐ 05 Postgraduate equivalent qualification not elsewhere specified
- ☐ 06 E/W/NI NQF at levels 7 (NVQ level 7 etc) & 8, & SVQ level 5
- ☐ 10 Undergraduate qualifications with QTS
- ☐ 11 First degree of UK institution
- ☐ 12 Graduate of EU institution
- ☐ 13 Graduate of other overseas institution
- ☐ 14 GNVQ/GSVQ level 5
- ☐ 15 NVQ/SVQ level 5
- ☐ 16 Graduate equivalent qualification not elsewhere specified
- ☐ 21 Open University Credit(s)
- ☐ 22 Other credits from a UK HE institution
- ☐ 23 Certificate or diploma of education (i.e. non-graduate initial teacher training qualification)
- ☐ 24 HNC or HND (including BTEC and SQA equivalents)
- ☐ 25 Diploma in Higher Education
- ☐ 26 GNVQ/GSVQ level 4
- ☐ 27 NVQ/SVQ level 4
- ☐ 28 Professional Qualifications
- ☐ 29 Foundation course at HE level
- ☐ 30 Other HE qualification of less than degree standard
- ☐ 31 Foundation Degree
- ☐ 37 GNVQ/GSVQ level 3
- ☐ 38 NVQ/SVQ level 3
- ☐ 39 'A' level equivalent qualification not specified elsewhere
- ☐ 40 Any combinations of GCE 'A' /SQA 'Higher' /SQA 'Advanced Higher' & GNVQ/GSVQ or NVQ/SVQ at level 3
- ☐ 41 ONC or OND (including BTEC and SQA equivalents)
- ☐ 43 Foundation Course at FE level
- ☐ 44 ACCESS course (QAA recognised)
- ☐ 45 ACCESS course (not QAA recognised)
- ☐ 47 Baccalaureate
- ☐ 55 GCSE/'O' level qualifications only; SQA 'O' grades & Standard grades
- ☐ 56 Other non-advanced qualification
- ☐ 57 NVQ/SVQ level 2
- ☐ 72 Diploma in Foundation Studies (Art & Design)
- ☐ 92 Accreditation of Prior (Experiential) Learning (APEL/APL)
- ☐ 93 Mature student admitted on previous experience (without formal APEL/APL) &/or Institution's own entrance exams
- ☐ 94 Advanced Modern Apprenticeships
- ☐ 97 Other non-UK qualification, level not known
- ☐ 98 No formal qualification
- ☐ 99 Not known

Thank you for taking the time to complete this form

Application checklist

Please complete this application checklist to remind you which documents should be enclosed with your application. If any of the documents requested below are missing then there may be a delay in the processing of your application.

- 1 Full transcript of degree programmes taken to date
Must be enclosed Enclosed ☐

Copy of degree certificate Enclosed ☐
or, will send by

- 2 English Language certificate
e.g. IELTS/TOEFL (if required) Enclosed ☐

or, will send by

- 3 Reference One Enclosed ☐

or, will send by

Reference Two Enclosed ☐

or, will send by

- 4 Research proposal Enclosed ☐

or, will send by

(Please note this is only required if you are applying for an MPhil/PhD Programme)
NOT REQUIRED for MPhil/PhD Applications for Mathematics or Meteorology

- 5 Funding Sponsorship Letter
(if applicable) Enclosed ☐

or, will send by

- 6 HESA Monitoring Form
(required for all UK/EU students) Enclosed ☐
-

- 7 I enclose **two** completed copies
of my application form Enclosed ☐