

Cardiff School of Nursing & Midwifery Studies
Ysgol Astudiaethau Nyrsio a Bydwreigiaeth Caerdydd



Guide for Applicants

Postgraduate Research Programmes

PhD: Doctor of Philosophy


MPhil: Master of Philosophy

www.cardiff.ac.uk/nursing



Contents

Section 1	Programme Information	3
Section 2	Prior to application	4
Section 3	Admission Policy	5
Section 4	How to apply	6
Section 5	Assessing your application	7
Section 6	Offers	8
Section 7	Funding	9
Section 8	Enrolment	10
Section 9	Residences	11

In places it will suggest other areas where you can access further information.
This information will be indicated by the following symbol 

Introduction

Welcome to Cardiff School of Nursing and Midwifery Studies.

The School offers all of its students the opportunity to be part of a rich and rewarding experience. The programmes have been specifically designed to provide you with a range of knowledge and skills.

You will enjoy high quality supervision, world class resources and well established systems of student support.

When you choose Cardiff School of Nursing and Midwifery Studies you are choosing the very best at a world leading Russell Group University. We aim to provide high quality courses and a friendly and stimulating environment in which you will be able to both fulfil your potential and enjoy studying with us.

This guide is intended to help you through the process of applying to Cardiff School of Nursing and Midwifery Studies, Postgraduate Research Programmes.

I wish you every success in your application and in your studies.

Professor Sheila Hunt
Dean & Head of School

Section 1:

Programme Information

There are facilities, for suitable candidates, to register for the degrees of MPhil or PhD. These higher research degrees enable students who have the appropriate qualifications to study a particular topic in-depth. These programmes offer knowledge and expertise for a career in research, or to pursue advanced opportunities in the field of nursing.

PhD: three years full-time, MPhil: one year full-time. Part-time opportunities are available.

There are four start dates for the programmes throughout the year:
1 January, 1 April, 1 July, 1 October.

➡ Full details of all of the programmes are outlined on our website
<http://www.cardiff.ac.uk/sonms/degreeprogrammes/postgraduate/postgraduateresearch/index.html>

We recommend that you study this information carefully to ensure that you are fully aware of what each of the programme entail prior to applying. You may also wish to contact the School to find out more.

Section 2:

Prior to application

The School welcomes applications from students interested in pursuing a research degree in the areas listed below:

- health and social care delivery and organisation
- evidence appraisal, synthesis and utilisation
- clinical decision making in real world contexts
- wound healing
- genetics
- mental health
- paediatric diabetes
- patient safety

➡ An important aspect of your application and future study is to ensure that potential supervisors, who are suitable for your area of research, are available within your chosen University. You may wish to visit the Cardiff School of Nursing and Midwifery website to view profiles of members of staff and their areas of interest/expertise: www.cardiff.ac.uk/sonms

➡ As a prospective Cardiff postgraduate, you will also find a wealth of useful information on Study, Life and Funding at: <http://www.cf.ac.uk/for/prospective/pg/index.html>

For initial enquiries please contact:

Dr Katie Featherstone
Director of Postgraduate Studies (Research)
Email: NursingPhDEnquiries@cardiff.ac.uk
Telephone: +44 (0)29 20917815

Administrative enquiries:

Rosemary Williams
Executive Officer: Research Administration
Email: NursingPhDEnquiries@cardiff.ac.uk
Telephone: +44 (0)29 20917800

Or Email: nurseinfo@cf.ac.uk
www.cardiff.ac.uk/nursing

Resources for Postgraduate Students

The School is committed to creating an inclusive environment and welcomes applications from people with disabilities or additional support needs. Members of staff work closely with the Disability and Dyslexia Service to ensure that disabled students have access to the School's educational opportunities.

The Disability and Dyslexia Team at Cardiff can be contacted on dyslexia@cf.ac.uk or disability@cf.ac.uk or Telephone 0292087 4528

A comprehensive list of facilities, services and student bodies are available that may be relevant or of importance to you during your postgraduate research studies. These range from careers services to the Unistaff Jobshop, from student societies and committees.

➡ Further information can be found at: <http://www.cf.ac.uk/for/prospective/pg/study/resources/index.html>

Section 3:

Admissions policy

Applications for doctoral study are invited that normally fall within the School's broad research themes. Before applying, it is advisable for potential applications to use the School's website to familiarise themselves with the expertise of its staff.

Minimum entry requirements

In selecting candidates for admission, due regard will be given to the following:

- The capability of the School to offer supervision in the proposed field of study and the availability of supporting resources for the duration of registration.
- Ensuring the proposed study contributes to the growing programmes of research or to practice development/education research.
- The applicant's qualifications and previous clinical experience, potential to pursue research, previous research experience and the demands of sponsoring or collaborating bodies.
- A demonstrated proficiency in the English language, where this is not the applicant's first language. The normal requirement is a score of 6.5 at IELTS, or TOEFL score of 600 (or 250 in the Computer Based Test), or the equivalent.
- The minimum entry requirement for research degree study is a graduate qualification in an appropriate discipline of 2.1 level or above, or its equivalent, from a recognised Higher Education Institution.
- An MSc in Research Methods or equivalent research experience is preferred. Candidates will be offered the opportunity to undertake relevant research modules.
- Applicants who satisfy these requirements will be offered admission to MPhil/PhD: for the latter, progress will be carefully monitored.

- Applicants who do not satisfy these requirements may be considered on an individual basis by the Head of School.

Research proposal

Applicants for research programmes must also complete a separate research proposal of approximately 2,500-5,000 words, which should be typed and submitted with the application form. This is to ensure, firstly, that the applicant has a research project in mind and secondly, that the School has the expertise to provide appropriate supervision. It is recommended that the proposal is structured to include the following:

- A suggested title for the proposed study
- Aims and objectives/hypothesis of the research
- An outline of the proposed methodology/design including information on the research sample and methods of data collection
- Timetable
- Any relevant ethical issues
- A bibliography and a summary of the research that has already been undertaken in the field
- Implications for wider research, practical applications, policy implications.
- Potential sources of funding
- Applicants should write their name, the School they have applied to and their proposed degree clearly at the top of the proposal.

This method of proposal is helpful to the panel of reviewers, and staff can ensure that the appropriate academics get to read and comment on it.

Section 4:

How to Apply

Applications are welcome from students meeting or working towards the required entry qualifications; whether self-funding or sponsored by an employer.

Application process

Contact the School in the first instance, then you can download the application form and find further information at:

➔ <http://www.cardiff.ac.uk/for/prospective/pg/apply/sendingapplication/index.html>

Completed application forms should be returned to:

The Student Admissions Office
The Registry
Cardiff University
PO Box 927
CF24 0DE

Preferred date for receipt of completed Application Forms is at least four months prior to preferred commencement of the programme.

Enquiries regarding completed application forms and any follow-up requirements please contact:

Academic Registry
Email: admissions@cardiff.ac.uk
Phone: +44 (0)29 2087 999

Section 5:

Assessing your Application

All candidates are considered in accordance with the University's Admissions policy:

- Applications are made for postgraduate schemes of study through the Admissions team in the Registry.
- Your application is considered by the Director of Postgraduate Research and a suitable prospective supervisor and/or senior academic member of staff.
- If minimum academic requirements are met and the School has the capability to support the research, UK applicants will be invited for interview with one or two members of staff, normally with academics who are likely to become supervisors of study. The interview is used to explore an applicant's motivation, experience of research, their proposed focus for dissertation and to identify particular research training needs.
- International students who are unable to attend for a face-to-face interview will be required to participate in a telephone interview. International applicants may also be asked to submit additional written materials (such as examples of previous academic work) in support of their application.
- Their decision is notified to the Admissions team in the Registry. The Admissions team then issues you with a formal offer letter to study at Cardiff University.

Where a candidate cannot satisfy the requirements above at the point of application, the School will consider making a conditional offer to the applicant. In this case, you would be asked to satisfy one or more conditions, such as obtaining an English language qualification, prior to enrolment.

Equal Opportunities

Cardiff University conducts its student recruitment, selection and assessment procedures on an equal opportunities basis. It is committed to ensuring that all applicants, students, and employees, are treated equally, regardless of their age, colour, race, ethnic or national origins, sex, sexual orientation, marital status, family responsibilities, physical or sensory disabilities, or their political or religious beliefs.

Applicants who are invited for interview and have disabilities or additional support needs are encouraged to indicate this on reply. We will contact you to discuss your access requirements so that appropriate adjustments can be arranged. These might include, for instance, communication support in the interview.

Section 6:

Offers

If you are accepted for postgraduate research study at Cardiff University, a FORMAL OFFER LETTER will be sent to you from the Academic Registry which details:

- Candidature length
- Supervisor(s) of study
- Conditions of candidature
- Submission date
- Fees

The Admissions team at Cardiff University will handle your acceptance letter and forward all details about enrolment dates and induction programmes. The Research and Graduate Office will maintain contact with you and notify you of important dates for formal induction at the School.

If we are unable to offer you a place on your chosen programme of study, you will be sent an official letter informing you of this.

A 'Decision Slip' from applicants must be returned to the University as soon as possible. Non receipt of a written response will result in the offer being declined by default.

On-line applicants will receive acknowledgement and forward responses via the web.

The commencement date for the start of your enrolment will be stated in the offer letter.

Together with the offer letter the School will forward an ID1 Form requesting a photograph to be attached to the completed form. This form enables the library/Identity card to be produced by the university for the first day of commencement of your chosen programme. Failure to return the ID1 Form will delay access to Cardiff University library and IT facilities.

If you have a declared disability or special support needs, the University's Student Support Services will contact you after an offer has been made and will be available to assist you with any adjustments or additional support that you may need in order to complete the application process and pursue your chosen programme of study.

Section 7:

Funding

The method of funding should be stated on your application form.

⇒ Self funding students should contact the Finance Department for details on paying course fees via instalment if required.

E-mail: fees@cardiff.ac.uk

www.cardiff.ac.uk/finance/students/tuitionfees/index.html

Students funded via employing organisation/sponsors will be required to produce evidence of who will be paying the course fees.

At Cardiff University we are aware of the financial needs of our postgraduate students, whether from the UK, the rest of the European Union or from further afield

⇒ There are a number of schemes to help graduates fund postgraduate degrees, including a limited number of postgraduate studentships, and are also keen to help you seek out other sources of funding. Further information can be found on our website: <http://www.cardiff.ac.uk/for/prospective/pg/funding/index.html>

Section 8:

Enrolment

Enrolment details will be forwarded from the University Registry, including your own username and password which you will use initially to enrol online. The same username will be needed for access to all Cardiff University online facilities during your study.

It is recommended that applicants enrol online at least two weeks prior to commencement of the programme.

Delaying enrolment causes serious problems with the organisation of University resources that are key to your studies, e.g. there may be insufficient time for the production of your security/library card.

Should you have any queries please contact the Academic Registry
E-mail: enrolment@cardiff.ac.uk
Tel: 029 2087 76211

Please note: Accommodation can not be reserved until an offer has been received and you intend to accept on a firm basis.

Section 9:

Residences for full-time International Postgraduate Students

Cardiff University has always attached great importance to the provision of high-quality accommodation and has invested heavily in recent years to provide some of the best student residences in the British University sector.

Several new residences have been built in recent years and many of the older ones have been refurbished to a high standard.

70% of study bedrooms have their own en-suite shower and toilet facilities and all study bedrooms in Halls of Residences (except students houses/flats) have University computer network connection points. Accepting an offer on a firm basis and completing the online residences application form promptly increases the chances of your accommodation preferences being met.

Full details of all University-owned accommodation are provided in the University's Residences Brochure.

Besides managing University property, the Residences Office also offers help to students seeking private sector accommodation by maintaining regularly updated lists of shared houses and flats which are available to rent.

➤ For further details please contact the:
Campus Services Division
PO Box 533
Southgate House
Bevan Place
Cardiff CF10 3TE
Tel: 029 2087 4849
Fax: 029 2087 4661
Email: Residences@cardiff.ac.uk
www.cardiff.ac.uk/rresidences

➤ Details of local hotels and bed & breakfast establishments can be accessed via the Wales Tourist Board
For further information: <http://www.visitwales.com/>
Tel: 0870 8300 306

Important Information. Please read carefully.
The University offers the information contained in this Applicants Guide as a guide only. It does not constitute a contract and is not binding on prospective students, current students or the University. While the University makes every effort to check the accuracy of the factual content at the time of publication, some changes will inevitably occur in the interval between publication and the academic year to which the Applicants Guide relates. For example, courses, entry requirements and typical offers may have changed in line with market and student demand, and research development. Applicants should not therefore rely solely on this Guide and should visit the University website.