UEA Online Application

Guidance Notes for Postgraduate Research Applicants

Applications to study at the University of East Anglia can be made via the [online application form](#).

Please read these instructions fully before completing the form, including any specific instructions that relate to the course you are applying for.

In order to be considered for an academic place at the University and be considered for any scholarships that may be available, all mandatory sections of the application form must be completed. To check which fields need to be completed, please click on the 'Check My Application' link at the bottom of the left hand menu of the application form.

If you are unsure which postgraduate courses the University has to offer, please view the [Postgraduate Research Degrees web page](#) or the [Admissions Office website](#).

Entry Requirements

All applicants are advised to check that they meet the entry requirements of the course to which they are applying. International applicants should particularly note the level of English language proficiency required.

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Applicant-led proposals

If you are applying with a proposal you have written yourself, please upload your Research Proposal giving the names of any research areas or a closely related field at the University. It is helpful if you first identify a research theme (in your area of interest) from the University website or prospectus. You should describe, as clearly and concisely as possible, the preliminary ideas of your research area, indicating the general area of study, objective and hypotheses, methodology, sources of data etc. This information will help us in considering your application and in determining whether a member of faculty has expertise in the area you wish to study. If you have not identified a single research topic, you should outline several subjects which interest you and which could serve as a basis for further discussion.

Further guidance can be found on our Writing Proposals for Postgraduate Research web page and on certain UEA department web pages.

Research-led projects

If you are applying for an advertised research project, you do not need to include a Research Proposal. However, please upload a Research Statement including why you are applying for the project, an outline of your relevant current knowledge and skills indicating how these will help you complete the research and your training needs.

Further guidance can be found on our Writing Proposals for Postgraduate Research web page.

General Information

Document Upload:

The following documents must be uploaded for your application to be assessed and you should make sure you have these documents with you when completing your application form:

- Transcripts of the most relevant qualification you are either currently studying or have already completed

- Degree certificates

- English language certificates (where appropriate)

- Curriculum Vitae (CV) or Résumé

- Personal Statement in support of your application (approximately 500 words)

- All Postgraduate Research applications need to provide two references. At least one of these should be an academic reference.

- Research Proposal / Research Statement (please note that all Research Proposals and/or Research Statements must have been produced by you)

You can upload documents in the following formats:

.doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx, .txt, .jpg, .pict, .gif, .bmp, .tif, or .png

Individual uploaded documents must not exceed 2MB in size.

For Apple Macintosh users, please note that the filename must include the appropriate three or four letter extension. Also, please do not attempt to upload a document that is password-protected or that contains macros as this will cause the upload process to fail.

Please note that original documents will need to be shown at registration.

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About You:
This section allows you to complete all your personal details as well as your Fee Category.

We need to be able to determine what level of tuition fee is relevant to you. Therefore, we need to ask you to select a statement which most accurately describes you. Please note that it is the University that ultimately decides which fee rate will be applied. This decision is final.

If you previously studied with, or applied to the University of East Anglia, we would be grateful if you could supply us with your reference/student number. This can be found either on your campus card if you have studied with us, or at the top of any correspondence you received if you were an applicant.

Contact Details:
It is important to enter a postal address as well as an email address. Both of these details will be important for registration purposes.

The email address you chose when creating your application, must be the same address you enter in this section. If you need to change your email address, you can log into your online application and update your details using the Profile tab at the top of the screen.

Please let us know immediately if your postal address changes at any point throughout the year, as once your application is submitted, you will not be able to change this yourself.

Programme Level:
You should select the option Postgraduate Taught and Research from this page. Choosing this option will generate pages specific to your choice.

Programme Choice:
This section allows you to choose your intended programme of study. You should select:

- Programme Level = Postgraduate Research

- Applicant or Research-led (please read page 2 of these guidance notes to confirm which category you fall into)

- Subject Area

- Programme Title

- Start Date

- PhD Research Projects (for Research-led applicants)

Research Themes:

For Postgraduate Research applications to schools within the Faculty of Social Sciences, please select the research theme that most closely matches your area of interest. This will help us to direct your application appropriately.

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Passport and Visa Information:

For Tier 4 Visa requirements it is very important that the name submitted on the application form matches the name on your passport.

If you require a Tier 4 Visa to study in the UK, you must supply us with your passport details. This will then be used to help us produce the CAS statement needed to support your Visa application.

If you are currently or have previously studied in the UK with a Tier 4 Visa, please provide us with details of the institution and how long you were registered with them.

Agent/Educational Representative Details:

If applicable, this section allows you to provide us with details of the educational agent that is representing your application to the University of East Anglia.

Academic Information:

We require a copy of your academic transcript for the period of university study you have completed so far. If your studies were in a language other than English then your transcript should be accompanied by a certified translation into English. If you are applying from outside the UK your transcript should also include an explanation of the system of grades and marks used.

English Language:

To study at university level you will need to have a good command of English. If you are not from a majority English speaking country, as specified by the UK Visa and Immigration Service (UKVI), we will require evidence of your English Language ability. This may be through completing an approved English language qualification test at the required level, or through demonstrating that your previous degree level qualification has been taken in a UKVI approved country.

Work Experience:

Your CV or résumé should include details of your professional qualifications, publications and research interests.

Personal Statement:

This section allows you to provide us with a personal statement. You should make sure that you have checked the specific requirements for the course you are applying for before submitting your statement.

Sample of Work:

Some of our courses require a sample of work to be submitted as part of the application process. You should make sure that you have checked the specific requirements for the course before submitting your application.

Funding Information:

You should indicate on the application form how you intend to pay for your studies. If you have already secured your funding, please upload your sponsor letter. If you have not secured funding, please indicate via the radio buttons the option that most closely matches your situation.

Applicants will be considered for all studentships where they meet the eligibility criteria, unless a separate application process is specifically outlined. Please check your school's webpage to view the funding opportunities available. An overview of Postgraduate Research Degrees Funding opportunities can be found on our website.

Home/EU students can find out more about fees at the University on our Postgraduate Research Degrees Fees and Funding web pages and then follow the links to their area of interest.

International students can find out more about fees at the University on our Postgraduate Research Degrees International Fees and Funding web pages. There is also further information available for international students on our International Office web pages which details country-specific funding opportunities as well as general opportunities.

Equal Opportunities

Criminal Convictions:

The University requires you to state whether or not you have a criminal conviction. You do not have to declare a conviction that is classed as spent under the terms of the Rehabilitation of Offenders Act (please consult NACRO, Citizens Advice Bureau or a solicitor if you are unsure) or for motoring offences for which a standard fine or a maximum of three points was imposed, unless you are applying for a programme where you would be required to undertake placements with children or vulnerable adults. In these cases you will be required to obtain a fresh Disclosure and Barring Service check.

Staff or Near Relative:

If you are a member of University of East Anglia staff or are related to someone who is, you must inform the admissions office dealing with your application.

The University will not unreasonably deny access to the University to any applicant on the basis of their relationship to another member of staff or their own position as a member of staff.

Monitoring Information:

Any information collected in this section is for market research purposes only and does not form part of the offer making process.

Declaration:

Please note that by submitting the online declaration you are confirming that the information given on the form is true, complete and accurate and no information requested or other material information has been omitted.

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Faculty or Institute Specific Documentation

Faculty of Arts and Humanities:

- Applicants for **Research degrees** must upload a Research Proposal and supply two references in order for their application to be considered

- Applicants to Research degrees are asked to ensure that Research Proposals do not exceed 500 words

- All Postgraduate Research applicants to Literature, Drama and Creative Writing must submit a 3,000-5,000 word sample of recent critical writing and a 3,000-5,000 word sample of recent creative work if applicable: for the Creative-critical programme or translation if the latter includes an actual translation

- Postgraduate Research applicants to Political, Social and International Studies must submit an expanded research proposal up to 10,000 characters in length. This should outline the research questions, the background literature in the field and how your research would contribute, the methods you plan to use and why, a rough plan for the project and a bibliography. More details can be found through contact with the academics you are particularly interested in working with.

Faculty of Medicine and Health Sciences:

- **MPhil**, **PhD** and **MSc by Research** - We require a Research Proposal of up to 1,500 words. You need not supply this proposal if you are applying for an advertised project. However, we do require a statement of up to 1,500 words detailing why you want to apply for this PhD studentship, your career goals and an outline of how you will undertake the research, your current knowledge and skills that will enable you to complete the research, your training needs and an indication of anticipated problems.

Doctor of Medicine (MD) – applicants are asked to provide the following information:

- A letter of support from an academic member of staff at UEA

- A letter from their line manager confirming that their employers are happy to let the applicant have two and a half days off work per week for study

- Confirmation of how they intend to pay their fees and support themselves working and studying part-time

These items can be uploaded within the Doctor of Medicine (MD) section within the application form.

Faculty of Science:

Please include a CV if applying for a research degree (PhD, MPhil, and MSc by Research).

Faculty of Social Sciences:

Applicants for research degrees in the Faculty of Social Sciences are required to submit a 2,000 word Research Proposal with their application.

John Innes Centre (JIC), The Sainsbury Laboratory (TSL), The Genome Analysis Centre (TGAC) and the Institute of Food Research (IFR):

- Please include a CV detailing professional qualifications, publications and research interests if applying for a research degree (PhD, MPhil and MSc by Research) and a Research Proposal of up to 1,000 words

- If you are applying for an advertised project you do not need to submit a Research Proposal but should submit a Research Statement that outlines the reasons why you wish to apply for the studentship(s) and indicate clearly the title and the supervisor of the project

- Rotation PhD – in your research statement please provide a description of your research interests describing what you feel you would gain from the Rotation Programme and three research areas of JIC/TSL Science that most interest you and why