

Application Form Policy

1. Registration Sought

If you are unsure what postgraduate opportunities the University has to offer, please see the Admissions Office website. If you are applying to study a Masters course you must be specific about the title. Taught courses start in late September each year.

If you are applying to study towards a research degree, ie, PhD, MPhil you must complete a research proposal, indicating your subject area.

2. Personal Details

It is important you complete a correspondence address and prepare detailed Curriculum Vitae. **Please let us know immediately** if this address changes at any time throughout the year.

3. Academic Qualifications

If you have taken qualifications that cannot easily be recorded as an average, please either record grades (eg A,B,B), classification (eg 2:1), percentage (eg 70%), or a score achieved indicating the total possible (eg 7 out of 10).

Give the names and locations of educational institutions which you have attended (school/college, university, etc) and brief descriptions of courses studied. Also, indicate which qualifications/results/grades you have obtained/or which you expect to obtain. **All applicants must provide an official transcript/or marks statement of their academic record to date.**

To study at university level you will need to have a good command of English. If English is not your first language we require evidence of your ability in the English language, unless you can demonstrate that your previous education (and examination qualifications) has been in the English language medium.

4. Fee Category

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

5. Referees

List two referees on your application form, including at least one from the last institution of higher education you attended. If you have been away from University education for some time, please arrange to have another referee in reserve who can comment on your academic capabilities (eg an employer). No application can be considered until references have been received. **Please note that references will not be acceptable unless they bear the official stamp of the University or other institution at which the referee is employed.**

6. 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. If you declare that you have a conviction you may be asked to provide details.

Check that you have completed all sections of the application form that are relevant to you, and that you have signed and dated your application. Failure to do so may mean that we cannot process your application.

Scan your application and email it to the: secretary@inscience.org

Recruitment Application Student Form

(a) Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms

(b) Family Name: _____

(c) Given Name(s): _____

(d) Gender: ☐ Male ☐ Female

(e) Date of Birth: / / (Please complete in the format DD/MM/YY)

(f) Country of Birth: _____

(g) Country of Nationality: _____

(h) Country of Ordinary Residence: _____

(i) Home Address: House Number / Street: _____

Town / City: _____

County / State / Province: _____

Country: _____

Postal / Zip Code: _____

Telephone (inc country code): _____

Email: _____

(j) Correspondence

Address: House Number / Street: _____

Town / City: _____

County / State / Province: _____

Country: _____

Postal / Zip Code: _____

Telephone (inc country code): _____

Email: _____

1) Declaration for participation in Columbia Inscience Programs

(a) Taught Bachelor or Masters or Phd Degrees

(eg "MSc Marketing", write the program that you are interest to participate")

(b) Research programme:

(eg MA, MSc, LLM, MPhil or PhD programmes, eg "PhD Educational Evaluation")

(c) Research subject area/topic of study:

(eg "Policy and Management Evaluation")

2) Please state any professional qualifications, publications, experience in advanced study or research and any other practical work which is relevant. Please also state any membership to a professional body, including registration number.

(a) ACADEMIC QUALIFICATIONS

(i) Please list your university qualifications by level

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(ii) Was the language of instruction in English? ☐ YES ☐ NO

(b) ENGLISH LANGUAGE QUALIFICATIONS

(i) Is your first language English? ☐ YES ☐ NO

If NO, please select which English language exam you have taken (if any) and your most recent score:

☐ TOEFL Date _____ Result _____

☐ IELTS Date _____ Result _____

☐ CAMBRIDGE EXAMS Date _____ Result _____

☐ OTHER Date _____ Result _____

Please state your previous or present employer, any professional and/or relevant experience and any unpaid work or qualifications relevant to your application:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

Please list other Universities you are applying to:

Please give details

☐ University Publicity, eg prospectus ☐ British Council

☐ University Website ☐ Member of UEA Staff (Please state who _____)

☐ Recruitment Fair ☐ Other

☐ Personal Recommendation (Please state _____)

Research applicants are required to submit a 2 page research proposal.

This should describe, as clearly and concisely as possible, your preliminary ideas of your research area, indicating the focused area of study, objectives and hypotheses, methodology, and a short bibliography. Research questions should be realistic and manageable, and you should demonstrate that you have access to primary and secondary sources of data, and that the research thesis can be completed within a reasonable timescale. Your proposal will be circulated to members of faculty working in your area of interest, and is an extremely important part of your application.

Please select your ethnic origin. The information collected will be used for monitoring purposes only and will help the University to implement equal opportunities and diversity policies. Ethnicity data will not be used when assessing your application.

☐ White ☐ Asian – Pakistani ☐ White/Black African
☐ Black – Other ☐ Asian – Bangladeshi ☐ White and Asian
☐ Black – Caribbean ☐ Asian – Chinese ☐ Other Mixed
☐ Black – African ☐ Asian – Other ☐ Other
☐ Asian – Indian ☐ White/Black Caribbean ☐ Decline To Answer

I confirm that the information given on this form is true, complete and accurate, no information requested or other material information has been omitted, and that I have completed the application myself. I agree that I have read the relevant application notes. I undertake to be bound by the terms set out in the application form and application notes and I give consent to the University of C.I to process the data (given by myself) I have supplied. I accept that if I do not fully comply with these requirements the University will have the right to cancel any application and that I shall have no claim against the University (in relation thereto) with regard to this.

Signed _____ **Date** _____
Do you have any criminal convictions? ☐ Yes ☐ No

Please give the names and addresses and positions of the two persons to whom you have given the Reference. They should be able to testify to your academic ability or relevant experience and one of these should be your head of department or employer as appropriate.

1 Name: _____ Position: _____
 Institution or Company Name: _____
 Institution or Company Address: _____
 Referee Email: _____

2 Name: _____ Position: _____
 Institution or Company Name: _____
 Institution or Company Address: _____
 Referee Email: _____

The University welcomes students with disabilities and strongly encourages you to disclose any disability or medical condition which may have an impact on your postgraduate studies. Declaring a disability will not affect the academic decision about your application but will help us put any individual arrangements or facilities in place for the start of the course and enable us to monitor the effectiveness of our equal opportunities and diversity policies:

☐ No disability ☐ Specific learning difficulty ☐ Blind/partially sighted
☐ Deaf/hard of hearing ☐ Wheelchair user/mobility ☐ Mental health difficulties
☐ Unseen disability ☐ Multiple disabilities ☐ Autistic spectrum disorder
☐ Other disability ☐ Decline to answer