



## **GUIDANCE NOTES FOR APPLICANTS FOR THE DEGREES OF MASTER AND DOCTOR OF PHILOSOPHY, OR DOCTOR OF PSYCHOLOGY TRANSFERRING FROM ANOTHER INSTITUTION**

The University welcomes applications from students wishing to transfer their registration to Roehampton.

Further information about Roehampton's research degrees can be found by visiting our online prospectus at:

<https://www.roehampton.ac.uk/graduate-school/degrees/>

*Please note that in order to be eligible to transfer you must have commenced your research within the last 7 years and your application cannot include work that has already contributed to the award of any research degree.*

### **1: Discuss Your Proposal with the Department**

If you have not already done so, please contact a member of academic staff in the relevant Department or the Research Degrees Convener (a list is available on the page link provided above) for an informal discussion concerning your proposed research. This discussion does not need to take place face-to-face but can be done by letter, telephone or e-mail. Alternatively contact the Graduate School for advice: [pgresearch@roehampton.ac.uk](mailto:pgresearch@roehampton.ac.uk)

### **2: The Application Form (RDB1D)**

#### **Section 1: Programme Details**

Please indicate the Department to which you are applying, the degree that you would like to pursue and whether you would prefer to register full-time or part-time.

#### **Section 2: Your Personal Details**

Please complete the details requested in this section. The name which you give will be that registered with the University and will be that which appears on your degree certificate.

The permanent home address will be that retained on your student file, and will be used for all correspondence unless you give an address for correspondence. It is important to advise the Graduate School of any change in address.

### **Section 3: Funding**

Please indicate how you intend to fund your studies, or if you are in receipt of funding or sponsorship. Evidence will be required. Information about fee is available on the University website.

### **Section 4: Your Academic Qualifications**

Please list your academic qualifications following the instructions on the form. Your application must be accompanied by evidence of the academic qualifications that you hold (photocopies are acceptable).

### **Section 5: Your Professional Qualifications**

Please list any professional or other qualifications that you possess which you consider to be pertinent to your application. Evidence that you possess these qualifications should be attached to the application preferably as one single PDF file.

### **Section 6: Your Proficiency in English**

If English is not your first language, you should provide evidence of English language ability. , IELTS at band 7.0 overall with at least 6.5 in all bands.

If you do not already possess a recognised English Language qualification you may be required to undertake such a course as a condition of entry to your programme.

### **Section 7: Occupations/Relevant Experience**

Please list your past and present occupations (if any) following the instructions on the form. Please also give details of any experience or other information relevant to your application that you would like the Department to know when considering your application.

### **Section 8: Current Institution**

Please give proof of registration at the institution(s) where MPhil/PhD/PsychD work has been conducted, in the form of an official letter from the institution(s) involved including the start and anticipated end date of your programme, the degree for which you are registered and the length of time you have been studying. This must be attached to your application.

### **Section 9: Title of Research Proposal**

Please give the title of your research proposal.

### **Section 10: Research Proposal**

You should complete the research proposal section after a discussion with the Department. The main purpose of this is to establish that you have identified a researchable area. You should follow the guidelines for the section and provide all of the information requested, to include a 10,000-word chapter from your research and a 3,000-word research proposal/summary, a research timetable and details of any specialist training, facilities and resources necessary for your project.

### **Section 11: Academic Referee**

Please enclose an academic reference from your supervisor at your current institution and list his/her details in this section.

### **Section 12: Ethical Approval**

Please indicate if your project has received ethical approval from your current institution. If it has, please enclose a statement (e.g., a letter from your institution's Ethics Board) confirming this approval.

### **Section 13: Your Signature**

Please remember to sign and date your application.

## **3: Returning Your Application**

Return your application with all supporting documents and proof of your registration at your current institution, to the Graduate School, who will pass your application to the appropriate member of University staff for initial consideration.

Email: [pgresearch@roehampton.ac.uk](mailto:pgresearch@roehampton.ac.uk).

## **4: Interview and Registration**

The Department will review your application and, if interested in your proposal, will identify suitable supervisors for your proposed research and will arrange an interview with you and your potential supervisors.

If successful, the Department make an offer which is approved by the Director of the Graduate School, who assesses your progress to date and establishes a timeline for completion.

You will be required to pay tuition fees at the appropriate rate for the academic year or pro rata.