



GRADUATE SCHOOL

RESEARCH DEGREE PROGRAMMES

APPLICATION GUIDANCE

## **Master of Philosophy (MPhil) and Doctor of Philosophy (MPhil/PhD), PhD (Professional) Education, PhD by Published Works and DTh Practical Theology**

Applicants are encouraged to contact a relevant member of academic staff for an informal discussion about their proposed research topic and eligibility. Please search for a potential supervisor via the Research Centres in Academic Schools, detailed on our website, or via the School's Research Degrees Convenor (RDC).

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

**DTh Practical Theology:** DTh applicants are encouraged to contact the DTh Programme Convenor in the first instance.

If you need assistance or advice about Schools, please contact the Graduate School using the following email address: [pgresearch@roehampton.ac.uk](mailto:pgresearch@roehampton.ac.uk)

### **Eligibility:**

You are expected to hold a master's degree in a relevant subject area or in some cases, be able to provide evidence of equivalent experience and learning acquired in a professional context.

**If you are applying for a PhD (Professional) Education** A minimum 2:2 honours degree from a UK university in a relevant subject area, or an equivalent academic qualification, or evidence of equivalent experience and learning acquired in a professional context (it is desirable to have evidence of successful learning at level 7 but not a requirement to have a full Masters);

### **Completing the Online Application Form**

***Applicants must have made contact with the School that they wish to complete their studies for their application to be considered.***

Applications are made through the [online portal](#).

Please select 'Postgraduate Research' under the intended level of study. Please select when you would like to start

Choose your preferred entry point, January or October noting the closing dates on our webpage.

**DTh Practical Theology:** Please note that the January start date is not available for this programme.

The following information must be included within the appropriate section of the application form to enable it to be reviewed in the Graduate School and considered by the School:

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

- Please select which research degree programme you wish to study:
  - MPhil / PhD
  - PhD by Published Works
  - Professional Doctorate in Psychology
  - PhD (Professional) Education
  - DTh Practical Theology
- Please select the School in which you wish to complete your study
- Please provide the name of the member of staff you have discussed your proposal with. This will help us to ensure it is forwarded to the correct person.
- Please indicate whether you wish to be full time\* or part time\*\*. Please note there is no full-time option for DTh and PhD by Published Works.

*\*Full time students have up to four years to complete their degree. Full time students are required to fully commit to their research degrees and should not take on employment for more than 6 hours per week for 45 weeks of the year. \*\*Part time students have up to seven years to complete their degree.*

*Part time research degree students are expected to commit to an average of between 20 and 30 hours of study per week for 45 weeks per academic year. A part-time student may undertake paid employment which does not conflict with this requirement.*

- Confirm whether you have previously studied at the University of Roehampton.

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

- Please complete **all the details requested** in this section.
- NOTE: The name which you give will be that under which you are registered with the University and will be the name that will appear on your degree certificate. It needs to be your name as detailed on your passport.
- NOTE: The permanent home address will be that retained on your student file and will be used for all correspondence unless you provide an alternative address.
- Please provide details of your residency over the last three years – this will be used to determine your fee status. To qualify for Home, a student needs to be ordinarily resident in the UK for three years and their main purpose for that residency must *not* be for full- time education. Please see the [UK Council for International Student Affairs](#) website.

- Please detail your ethnicity - we are required to report to the UK Government on the ethnic mix of our student population.
- If you would like to, please disclose whether you have a disability. Should you be offered a place, this will allow us to notify the Disability Support team.
- Please answer the question about Criminal Convictions
- Nominated Contact – if there is a third party that you'd like us to be able to discuss your application with please detail them here.
- Agency details – if you are applying with the assistance of an agent, please tell us who they are. Agencies applying on behalf of an applicant must provide the applicant's email address and confirm there has been contact with a member of academic staff.

### **Section 3: Previous Education**

- Please tell us what type of institution you last studied at (ie University, College).
- If you are an EU or International student and completed an English Language Tests, please provide us which type of test you took and *provide evidence of the results achieved*. Please refer to our webpage: <https://www.roehampton.ac.uk/graduate-school/degrees/>
- **IELTS is the required qualification for Research applicants, and you will be asked to pass this examination before an offer can be made.**

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

- Please list your academic qualifications and provide certificates accordingly. If you haven't yet graduated, please upload your most recent transcript and notify the Graduate School via [pgresearch@roehampton.ac.uk](mailto:pgresearch@roehampton.ac.uk) that you want to provide your certificate later.

### **Section 5: Employment and Work Experience**

- Please tell us if you have any work experience relevant to your proposed area of study and *include a copy of your CV*.

### **Section 6: Personal Statement**

- Please prepare a brief personal statement about your application.

### **Section 7: Research proposal**

- Please upload a separate document outlining your intended research.
- Please structure your proposal as follows:
  - Title of your research project
  - Scope of the Proposed Research (300-500 words long)
    - a non-technical (lay-person) summary of your proposed research
    - a description of the broad subject area of your

- project, including its relation to other work in the field
  - the aims and objectives of your proposed research
  - an outline of any hypotheses or research questions which will be addressed
  - a brief, indicative bibliography
- Research Methodology and Design (300-500 words long)
  - an indication of the proposed methods to be used in the research (including the gathering and analysing and/or interpretation of data/information)
  - the reasons for selecting these methods given your proposed subject area
  - provisional timetable of the work through to the submission of the completed thesis, including, if relevant, the dates and expected length of any fieldwork to be undertaken abroad.
  - Training, Facilities and Resources (300-500 words long).
  - Please indicate any specialist training, including taught research methods programmes, and other resources necessary for the research (e.g., laboratory space, computing facilities, specialist Library access). Please note that all MPhil/PhD students will be required to complete the University's Research Student Development Programme as part of their research programme.

***If you are applying for PhD by Published Works:***

You should use the Research Proposal section to explain the academic context of your publications and how they can be regarded as a coherent body of work meriting the award of a PhD. You need to provide enough detailed information to ensure that the School can assess the viability of your project. You should provide some samples of your work for review,

and may be asked to provide further examples once your application has been looked at. These could be uploaded as supporting documents. An Application Fee of £572.00 is payable via the University's Online Store. This covers assessment and review of your submitted publications.

<http://estore.roehampton.ac.uk/product-catalogue/graduate-school/phd-by-published-works>

***If you are applying for DTh Practical Theology:***

Please include a statement of how the proposed research contributes/dialogues with professional practice.

**Section 8: References**

- Please upload a current, relevant reference related to this application. References older than 6 months cannot be accepted.
- Please note that unless you are a recent graduate of Roehampton University, you will be expected to provide at least one external academic referee who will be able to comment upon your academic ability and suitability to undertake the proposed research. These should be supplied by academic staff at university-level institutions where you've previously studied. Also note that references from proposed/intended supervisors at the University will not be permitted.

- References should be supplied as scanned copies of signed letters on official letterheaded paper and/or sent from an official email address of the organization where the referee works.
- You may be asked to provide a further reference, or your referee may be contacted by the University if further clarification is needed.

*If you are applying for a PhD (Professional) Education*, then applicants can provide a professional reference as their second reference in addition to the first academic reference.

*If you are applying for DTh Practical Theology*, please upload **two** current relevant reference letters. One of these references can be an 'academic reference' (i.e. from someone who can comment on your academic ability and suitability to undertake the proposed research). The second reference can be a 'professional reference' (i.e. from someone who can comment on your professional practice). Your professional reference should indicate/demonstrate the following:

- That you have an established practice (professional or voluntary)\* which is related to your proposed area of research.
- That you demonstrate high levels of good practice in your work
- That have personal qualities which will enable you to organise study alongside your work, and enter into your research in a communally constructive way.

*\* Research carried out for the DTh focuses on a wide range of faith practices under the umbrella of 'practical theology'. The practices researched may be part of a student's paid 'professional' work; but is just as likely to be based in their established voluntary work relating to their faith and / to their faith community. In responding to this request for a 'professional reference' please interpret this term very broadly to include a range of practices. The description of this reference as 'professional' into distinguish it from 'academic' references, in keeping with processes for application to professional doctorates more widely.*

### **Section 9: Funding**

- Please state how you intend to fund your studies.
- The majority of our student are self-funded and the University wishes to ensure its applicants are aware of the costs involved in undertaking a research programme to completion. The current tuition fee rates are available online.
- If you intend to apply for any funding towards your programme of study, please state this and if necessary, upload details to the Additional Information section.
- Please state how your fees will be paid if you are not in receipt of sponsorship or a scholarship, or if your application for funding is unsuccessful.
- More information about the costs incurred by international students are available on the University website's International Student pages, and on the UKCISA site.
- Fees are payable at enrolment and are usually subject to a rise each year.

### **Section 10: Terms and Conditions**

- When submitting an application you must agree to the University's terms and conditions as set out in the Research Degree regulations. Please read them carefully.

**Once received, your application will be downloaded by the Graduate School and reviewed prior to passing to the academic schools. Should any documents be missing, you will be contacted via email, by the Graduate School. If the outstanding documents are not received within four weeks, your application will be closed.**

**Please note that if you do not include the name of a member of academic staff with whom you have discussed your proposal, your application will not be processed. Contact us if you need help with this:**

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

Thank you and good luck with your application.