

## **Additional notes to help you complete your application to study a research degree in the Culture & Creativity Research Institute**

You will find brief explanatory notes and tips on the form itself and the additional notes below give more detail about aspects of the form where we feel it may be helpful.

### **Section 2 - Details of your proposed programme of study**

#### **Research Programmes - please refer to additional information sheet for Research Applications.**

In section 8 'further information in support of application' of the application form please specify:

- the area in which you would like to undertake a research degree (Art & Design; Humanities; or Media & Communications)
- the title and full details of your proposed research, including a full research proposal
- the mode of study you would wish to undertake (for example, part time or full time study)
- details of your proposed research supervision arrangements (if known)
- arrangements for access to library/other resources needed for your research
- your proposed study start date - we accept applications all year round for our three intake points in each academic year (October, February and May). Please indicate a start date in line with these intake points. Each intake point has an application submission deadline:
  - For applications to start in October - 1<sup>st</sup> June application submission deadline
  - For applications to start in February - 1<sup>st</sup> October application submission deadline
  - For applications to start in May - 1<sup>st</sup> February application submission deadline

### **Section 3 - Nationality and Immigration**

For Overseas applicants:

- Please ensure that you state whether you require a visa to study in the UK.
- If currently residing in the UK, please state the date of entry and current immigration status (i.e. what type of visa you currently have).
- Overseas students should also provide copies of your passport and any relevant visas with your application.
- If you ever been refused entry into the UK, please provide a copy of your refusal documentation

#### **Section 4 - English Language**

Please contact us at [culture-creativity-admissions@shu.ac.uk](mailto:culture-creativity-admissions@shu.ac.uk) for information on our English Language Requirements.

Please provide copies of any current (i.e. within the last two years) English Language test certificates with your application. Information about English Language qualifications accepted by the University can be found at <https://www.shu.ac.uk/international/international-experience-team/pre-arrival-and-visa-information/english-language-entry-requirements> . You may also find the following website helpful <https://www.gov.uk/tier-4-general-visa/knowledge-of-english> .

Please note that the Culture & Creativity Research Institute has minimum English Language requirement levels and reserves the right to request higher scores when issuing a PhD offer.

#### **Section 5 - Financial information**

Please indicate who will be funding your tuition fees by ticking the appropriate box. If you have indicated anything other than 'personal/family resources' please provide details of who will be paying your fees on a separate sheet and include any proof of funding documentation with your application.

If you are applying for funding please ensure that you do this well in advance as this could hold up your application.

#### **Sections 6 & 7 - Education & Work experience**

Your application will be considered on the basis of your education, work and other relevant experience. You should therefore give full and accurate details of all your relevant previous experience in these sections. Please do not attach CVs to your application.

Please provide copies of qualification certificates/transcripts with your application.

#### **Section 8 - Further information in support of application**

Your research proposal is one of the most important aspects when considering your application. In this section please provide an outline of your proposed research programme. This should include an outline of the research questions/area, aims of the project, methodology (if known), potential impact of the research and some key background literature/references (maximum 1500 words).

You may attach your research proposal as a separate Word or PDF document with your application and indicate 'see attached document' in this section if you wish.

#### **Section 9 - Data protection statement**

Please refer to the application form for details.

## **Section 10 - Declaration**

Any offer of a place to study on a course at the University will be made subject to the University's Terms and Conditions and Student Regulations. Please refer to the application form for full details, including links to the Terms and Conditions and Student Regulations. You must read and agree to these before signing the declaration section and submitting your application. The Declaration section **MUST** be signed in order for an application to be considered.

## **Section 11 - Disability and support needs**

If you declare a disability this will not be a factor in the university's decision as to whether or not to offer you a place. However it is important that the University knows if you have any specialist needs in order that we can provide you with appropriate support and facilities. This information will remain strictly confidential.

## **Section 12 - Equal opportunities monitoring**

Please refer to the application form for details.

## **References forms**

Please provide details here of your nominated referees. Please be aware that it is your responsibility to request references which should be provided on the relevant form and returned directly to the University.

### **Obtaining academic references to support your application**

References are a statement about your suitability to undertake the course or programme which you are applying for. You are required to nominate two referees who can provide such a statement. Referees should normally be someone who has recently taught you, although if you have extensive work experience which is relevant to the programme, you may wish to nominate a person with knowledge of your employment.

You are responsible for

- approaching referees and requesting references
- giving each referee a copy of the blank reference form
- giving referees details of the programme for which you are applying
- notifying referees of deadline and where to return completed forms

Any references not on the University reference form will be accepted if they are on headed paper, signed by the referee, and contain all the information requested on the University form.

### **Return address for completed references**

Please complete sections 1 and 2 of the reference form and include full details of where the completed reference should be returned to. References can be returned via email or post\*. References should be submitted to us directly from the nominated referee.

\* Due to the current coronavirus outbreak many of the University buildings are currently closed and staff are working remotely, so please avoid posting anything to the University at present as we cannot guarantee it will be received. Where possible please contact us by email at [culture-creativity-admissions@shu.ac.uk](mailto:culture-creativity-admissions@shu.ac.uk)

Please visit <https://www.shu.ac.uk/study-here/coronavirus-update-for-applicants> for the latest coronavirus advice for applicants.

**Where to send your completed forms**

All completed application and reference forms should be sent via email to [culture-creativity-admissions@shu.ac.uk](mailto:culture-creativity-admissions@shu.ac.uk) .

The Culture & Creativity Research Institute Administration Office is based in Room 9104, Cantor Building, Sheffield Hallam University City Campus, 153 Arundel Street, Sheffield, S1 2NU. Due to the current coronavirus outbreak many of the University buildings are currently closed and staff are working remotely, so please avoid posting anything to the University at present as we cannot guarantee it will be received.

**May we take this opportunity to thank you for showing interest in studying within the Culture & Creativity Research Institute at Sheffield Hallam University.**