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For students who are intending to undertake a full-time or part-time **masters** course in the School of Cultures, Languages and Area Studies. *Applicants for funding must hold an offer of a place to study at the University of Nottingham and have already provided two references via the university online application system.* The offer can be conditional or unconditional.

Before completing the application, please read the [guidance notes](#_NOTES_FOR_APPLICANTS) attached to this form.

**Closing date for submission: Monday 11 May 2020**

## 1: Name of applicant

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Forename | Middle name(s) | Surname |
|  |  |  |  |
| Previous Name (if any) | | Male/Female | Date of Birth (dd/mm/yyyy) |
|  | |  |  |
| Contact Phone Number | |  |  |
|  | | | |
| Email Addresses | | | |
| Term time:Alternative address for May – Sept: | | | |

## 2: Your course of study

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** |  | | | | |
| **Intended Qualification** |  | Full-time award |  | Part-time award |  |
| **Course Director’s Name** |  | | | | |

|  |  |  |
| --- | --- | --- |
| 3: Fee status (insert tick as applicable) | Home/EU | Overseas |

## 4: Your career in higher education to date

**Undergraduate degree Master’s degree**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Awarding university and/or college  Country (if not UK) |  | | | |  | | | |
| Mode of attendance  (please tick the relevant box) | Full-time | | Part-time | | Full-time | | Part-time | |
| Month and year in which your course started and finished (or will finish) | Start date  mm yy | | End date  mm yy | | Start date  mm yy | | End date  mm yy | |
|  |  |  |  |  |  |  |  |
| Subject of study |  | | | |  | | | |
| Qualification type and classification gained  (for example, BA, MA). For non-UK degrees, please give the title of the degree in the **original language** |  | | | |  | | | |

## 5: Description of Proposed study

Please give the title of your intended course

|  |
| --- |
|  |
| **Please make your case for support in the boxes below.** All applicants to complete box A, Masters by Research to complete box B, Taught Masters to complete box C. The length of A plus B or A plus C must not exceed one side of A4 in Arial font no smaller than size 11. Please delete the box which is not applicable to your application, either B or C. |
| **A (All applicants)** In presenting your case, detail your preparation for study and your previous experience. |
|  |
| **B Masters by Research** – Outline your proposed project. Explain the context of the research, its aims and objectives and, if applicable, its potential impact or application. |
|  |
| **C** **Taught Masters** – Provide details of the taught programme and of the pathway to be taken through the programme including an outline of the potential dissertation topic. |
|  |
| The length of A plus B or A plus C must not exceed one side of A4. Please delete the box which is not applicable to your application, either B or C. |

Please submit your completed form to:[**ss-ce-pgr@exmail.nottingham.ac.uk**](mailto:ss-ce-pgr@exmail.nottingham.ac.uk)

**The deadline for applications is Monday 11 May 2020.**

# NOTES FOR APPLICANTS

**Student Application Form**

Question 1: Contact details

Please keep us informed of any change in contact details.

Question 2: Your Course of Study

Please give the name of the School and the Department in which you intend to study; the qualification to which your study will lead; the start and end dates of your proposed study; and the names of your intended Course Director, if you know them. Please indicate whether you intend to continue your studies full-time or part-time by ticking one of the boxes.

Question 4: Career in Higher Education

1. Please provide details of the institutions you have attended (or are attending), the courses you have taken, and the sources of financial support you have received, at undergraduate and, if relevant postgraduate level. You should enter only **one** undergraduate and **one** postgraduate degree (if applicable). If you have more than one qualification at the same level, please provide details of the one most relevant to this application (this may not be the most recent qualification). If you have other qualifications that you consider to be relevant, please include these under the ‘Proposed Study’ section.
2. Please note that if your undergraduate degree was completed outside the UK, tell us the name of your qualification in the **original language** (e.g. Maîtrise, doctoral), and **not the English equivalent**

Question 5: Description of Your Proposed Course

1. Please give the title of your proposed programme of study.

This section plays a key part in the assessment of your application. We recommend that you discuss the content of this section with the proposed supervisor of your programme of study or dissertation (if known) or the course Director. The assessors are looking:

* evidence of intellectual purpose
* details about your reasons for, and approach towards, undertaking your proposed study
* a good awareness of the field of study in which you intend to specialise.

Explain the course or programme of study you will be undertaking, including your dissertation

If you are pursuing a taught course, you should briefly describe the **individual pathway** you intend to pursue through it, the subjects and topics you will be studying, and the proportion of time you will spend on each of them.

You should identify your dissertation topic, showing your awareness of the work already completed in the field and how the research will be pursued. In describing your dissertation, you may find it helpful to read the points below about the ‘research project’. Please note, however, that you are not required at this stage to have a fully worked-out plan for your dissertation. You should include any problems you foresee and say how these will be overcome.

Where there is a significant overlap between your undergraduate dissertation (if you completed one) and your proposed dissertation or research programme, you should demonstrate clearly how the project goes beyond your undergraduate work. The added value of continuing research in the area needs to be demonstrated.

If you are applying for a Masters by Research, you should give a brief synopsis of your proposed research project. We recommend that you discuss this section with your supervisor or tutor, asking him/her to comment on a draft. The main thrust of this section should be the research problems or questions you intend to address. These should be clearly defined in your proposal. You should describe:

* the research problem or question you intend to address
* the research context in which those problems or questions are located. In describing the context, you should refer to the current state of knowledge and any recent debate on the subject
* the particular contribution to knowledge and understanding in this area that you hope to make. You should explain why the work is important. We are also seeking a description of relevance beyond the development of your own skills or experience
* the methods and critical approaches that you plan to use to address the problems or questions you have set. We don’t just need to know what you are going to work on, we need to know how you plan to go about it
* the sources that you will use, if appropriate. You will need to state where these sources and materials are located and how these will be accessed
* you should say, as far as you can, how the project will develop over the period of the award.

Preparation and previous experience

You should give a **brief** indication of any previous experience or preparation that is relevant to your proposed study. For example, any modules you have taken as part of your undergraduate degree that are particularly relevant. **This should not be an exhaustive list,** but a summary which demonstrates to the assessors that you are appropriately prepared to undertake your proposed course.

You should also include preparation that is additional to the formal undergraduate qualifications you have already listed. For example, if you have additional degrees or qualifications that you have not mentioned elsewhere on the form and these are relevant training and preparation, please include them. If you are aware of further training you will require to enable you to complete your studies, e.g. language skills or ICT training, please include it in this section.

Please submit your completed form to:[**ss-ce-pgr@exmail.nottingham.ac.uk**](mailto:ss-ce-pgr@exmail.nottingham.ac.uk)

**The deadline for applications is Monday 11 May 2020**