

For office use only

Student No:

Please attach
photo here

Application form for Professional Doctorate Programmes

1 Personal details		
Title (PLEASE TICK APPROPRIATE BOX) Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>		Surname / Family name (BLOCK CAPITALS)
First name (s)		Previous surname / Family name, if changed
Address		Correspondence address
Postcode		Postcode
Daytime telephone number	Evening telephone number	Mobile telephone number
Email Address		
Gender: Male (M) Female (F) <input type="checkbox"/>	Date of birth <div style="display: flex; justify-content: space-around;"> day month year </div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

2 Professional Doctorate Programme
Please give the name of the Programme you are applying for (e.g. DBA, EdD, Doc Health Sci)
Please indicate how you heard about the Professional Doctorate Programme at the University of Worcester

3 Residential details	
Country of permanent residence	Nationality
Applicants not born in the European Union please state date of first entry into the EU/UK <div style="display: flex; justify-content: flex-end;"> day month year </div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

4 Disabilities and Special needs	
Please enter appropriate code here: <input type="checkbox"/> (see notes for guidance)	Support required:

5 Work experience				
<i>Give details of work experience, training and employment.</i>				
Job title	Name of organisation	Full time/ part time	From	To

6 Current employment			
Employment status	I am currently: <input type="checkbox"/> employed <input type="checkbox"/> self-employed/own company <input type="checkbox"/> not employed		
Present job title			
Date appointed			
Employer			
Address			
Telephone			
e-mail			
Nature of employer's business or activity			
Please describe your current duties and responsibilities and describe your major achievement in this role:			

7 Last two educational establishments at which you studied and gained an award			
Name and address of establishment	From	To	Full time or part time

8 Qualifications

*Degree and other recognised qualifications taken or results pending e.g. In professional examinations or overseas qualifications. For overseas qualifications please state UK equivalent. **Please enclose certified copies of certificates and transcripts awarded.***

Qualification e.g. Degree or professional qualification	Subject	Date	Place of study and awarding body (if different)	Results (Grades or bands)	CATS points (if applicable)

9 English Language - Please enclose certified copies of certificates.

Is English your first language? Yes No

If no, what is your first language?

If no give details of English language course taken / to be taken (eg IELTS, TOEFL)

Qualification	Date taken and location	Overall score	Written score

10 Research Outline

Please see guidance notes.

11 Personal statement (please see Notes for Guidance)

Please state your reasons for wishing to undertake research in this area, relevant experience and career plans (max 1,000 words). In this section please also demonstrate how you meet the selection criteria (see notes)

12 Referees' names and addresses. Please attach 2 references to your application (please see Note for Guidance)

Name		Name	
Address		Address	
Email:		Email:	
Postcode	Telephone number	Postcode	Telephone number

13 Ethnic origin (to be completed only if country of permanent residence is in the UK)

This information is not used in the selection process and is used for statistical purposes only.

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group.

Please circle appropriate number:

<i>White</i>	<i>Black or Black British</i>	<i>Asian or Asian British</i>	<i>Mixed</i>
British 11	Black Caribbean 21	Indian 31	White and Black Caribbean 41
Irish 12	Black African 22	Pakistani 32	White and Black African 42
White Scottish 13	Other Black 29	Bangladeshi 33	White and Asian 43
Irish Traveller 14		Chinese 34	Other mixed 48
		Other Asian 39	Other ethnic group 80

14 Disclosure of criminal convictions

If you have a relevant criminal conviction, enter an **X** in the box.
See notes for guidance for a definition of relevant criminal convictions.

15 Declaration

I confirm that the information I have given on this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the Notes of Guidance, in particular those relating to this section. I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 1998 and will be used to form the basis of my student record. I give my consent to the processing of my data by the university. If I do not fully comply with these requirements the university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.

Applicant's Signature.....

day	month	year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

Please return to:

Graduate Research School
University of Worcester
Henwick Grove
Worcester
WR2 6AJ
e-mail: research@worc.ac.uk
Tel: 01905 855012

Notes for Guidance

These notes contain important information on how to make an application to the university. If these notes do not answer all your questions please contact us. **Please ensure that you read these notes for guidance carefully.** Your application may be photocopied before it is sent to admissions tutors and it is important that you either write neatly using black ink or type.

Section 1 - Personal details

Complete this section in BLOCK CAPITALS

Surname/family name and first name(s): please enter your full name as it appears in your passport or other official documentation.

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname/family name.

Correspondence address: enter the address to which you expect all correspondence to be sent.

Section 2 – Details of Professional Doctorate Programme applying for

We currently offer a DBA, EdD and Doc Health Sci. More detail about these programmes can be found on the University of Worcester web pages www.worc.ac.uk/professionaldoctorate

Section 3 –Residential details

During the duration of your programme you will be required to pay tuition fees. The level of tuition fees you pay (home or overseas) depends on your residential category and your immigration status. If you live in the UK state your area of permanent residence. If you live on a permanent or settled basis outside the UK, state the country (e.g. Italy) where you are living as your area of permanent residence. Some candidates may be required to complete a Fee Status questionnaire in order for the University to assess the level of fees to be charged.

Section 4 - Disability/Special Needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Please record any special needs or support required in the space provided. The university will use this information to make appropriate arrangements to support your studies at the university.

Disabilities/support required:

- 0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
- 1 You have a specific learning difficulty (eg dyslexia).
- 2 You are blind/are partially sighted.
- 3 You are deaf/have a hearing impairment.
- 4 You are a wheelchair user/have mobility difficulties.
- 6 You have mental health difficulties.
- 7 You have an unseen disability, e.g. diabetes, epilepsy, asthma.
- 8 You have two or more of the above disabilities/special needs.
- 9 You have a disability not listed above.
- T You have Autistic Spectrum Disorder/Asperger's Syndrome.

Section 5 - Work Experience

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside.

Section 6- Current Employment

Please provide information on your current employment, including a brief statement on your current duties and responsibilities along with what you feel has been your major achievement in the role. Please indicate if you are not currently in employment.

Section 7 - Last two educational establishments at which you studied

Please provide details in the space provided e.g. schools, college, universities

Section 8 - Qualifications

Please enclose certified copies of certificates and transcripts awarded.

Section 9 - English Language

Please enclose certified copies of certificates and transcripts awarded.

Section 10 – Research Outline

There is a lot of competition for our Professional Doctorate Programmes and a limited number of spaces. The research thesis is a significant component of the Professional Doctorate programme and therefore we want to admit students who have a research proposal that has the potential to become a viable research project at doctoral level. We can also only admit students where we have the supervisory capacity to support this research project so please pay careful attention to the list of supervisory areas provided on our web pages and supporting documentation. This section should therefore be used to state your intended area of research. Please attach a 3-5 page research outline (900-1500 words) written in appropriate academic style. Please see the guidance notes for preparing your research outline attached at the end of this document.

Section 11 - Personal Statement

Enter here information to support why you are particularly suited to the Professional Doctorate Programme to which you are applying taking care to address the essential criteria listed below. The selection panel will be interested in your reasons for choosing to embark on a Professional Doctorate, your career plans and aspirations, any relevant experience and information

concerning your intellectual, social or other interests. If you have been out of education for some time, please outline any relevant experience that may also be taken into account in lieu of formal qualifications, either at home, voluntary or paid work. It may also be helpful to explain any breaks in your career.

Essential criteria:

Candidates must be able to demonstrate:

- Intellectual ability
- Creativity – the potential to make an innovative contribution
- Excellent organisational skills
- Excellent communication skills – verbal and written
- Perseverance
- Ability to change practice

Section 12 - References

Your referees should know you well enough to write about you and your suitability for a research degree. At least one of your referees must be able to comment on your ability to manage study at doctoral level and how you will balance this with your current work commitments. The referee should not be a family member, other relatives or friends. It is expected that 1 referee will be from the Institution of your latest degree and the other will be from a senior professional colleague.

Two separate reference request sheets are attached at the end of this application form. Please send each of your referees a copy of this sheet as soon as possible. The references should be returned to you in a sealed envelope which you should forward (unopened) to the Graduate Research School **with your application**.

Please note that it is your responsibility to contact your referees. We are unable to make a decision about your application until we receive your references.

Section 13 - Ethnic origin

State your ethnic origin using the codes provided. Only applicants whose area of permanent residence is in the UK (see Section 3 of the application form) should complete this section. This information is not used in the selection process and is used for statistical purposes only.

Section 14 - Disclosure of criminal convictions

To help reduce the risk of harm or injury to students and/or staff caused by the criminal behaviour of other students, you must inform us about any relevant criminal convictions that you have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them unless you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults.

By entering a **X** in the box you will not be automatically excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision.

Research in teaching, health, social work and research involving work with children or vulnerable adults

For research in these areas, you must enter **X** in the box if any of the following statements apply to you

- (a) I have a criminal conviction
- (b) I have a spent criminal conviction
- (c) I have a caution (including a verbal caution)
- (d) I have received a reprimand and/or final warning
- (e) I have a bind-over order
- (f) I am serving a prison sentence for a criminal conviction.

If statement (f) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau (www.crb.gov.uk). We will send you the appropriate documents to complete.

All other areas of research

For these courses, you must enter **X** in the box if either of the following statements apply to you:

- (a) I have a relevant criminal conviction that is not spent
- (b) I am serving a prison sentence for a relevant criminal conviction.

If statement (b) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

Section 15 - Declaration

When you sign the form, you agree to the following conditions:

- (a) The information you have given is complete and accurate. If we believe that you or your referee have left out any information or given false or misleading information we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
- (b) The university may, at any time, ask you, your referee or your employer to provide more information about your application (eg proof of identity or qualifications). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application.
- (c) The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays or if the university changes its decisions later.
- (d) If you accept an offer of a place you agree to abide by the rules and regulations of the university.
- (e) If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus.
- (f) If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.
- (g) The university does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.
- (h) Your application is a contract between you and the university. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.
- (i) If you become a student of the university, this notice shall be a term of any contract between you and the university. Any offer of a place made to you by the university is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract. The university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The university will provide data about you to the Higher Education Statistics Agency.

The Data Protection Act

When you sign your application form, you consent to the processing of your personal data (as defined by the Data Protection Act 1988) by the university. You accept that:

- (a) We may keep a copy of your application and use the information to collect statistics or monitor equal opportunities (or both);
- (b) We may use or disclose information on your application for research purposes, but no information that could identify you as an individual will be published.

We will take all reasonable steps to follow the terms of the Data Protection Act 1988.

We confirm that the information provided in your application will normally be confidential between:

- (a) you
- (b) your referees
- (c) the appropriate staff at the university
- (d) your exam board(s) or awarding body

However, we reserve the right to or we may have to give outside organisations, including the police, the Home Office, Local Authorities, examination boards or awarding bodies and the Department for Work and Pensions and its agencies, information from your application to prevent or detect fraud.

The university will use the information on your application to create a student record about you for the Higher Education Statistics Agency.

We confirm that, in line with the terms of the Data Protection Act, you are entitled to a copy of all your personal data that we hold. We will make a charge for this service to cover administrative costs.

Please return your completed application form to:

Graduate Research School
University of Worcester
Henwick Grove
Worcester
WR2 6AJ
research@worc.ac.uk

Preparing your research outline

As part of the application process you are asked to present an outline of your proposed research project. The purpose of these notes is to give you some guidance as you prepare your outline

The research outline and the research proposal

The purpose of the research outline is twofold. Firstly it will enable the university to assess whether your proposed area of research will be suitable for study for the Professional Doctorate Programme to which you are applying. Secondly it will enable the university to be sure that it can provide appropriate supervisory support to help you to complete your research.

At the same time the research outline will not be a fully worked-out proposal. The purpose of the taught stage of the programme is to help you to refine your ideas for research and to develop your competencies to undertake that research.

Format for the research outline

The research outline will be a written document of between 3 and 5 pages (A4), and 900-1500 words in length, and should be written in an appropriate academic style.

It should address the following key areas:

1. The research area and research question:

This section should identify what you want to research in terms of the research question, or questions, you will address. You should seek to be as clear and as specific as possible in stating your research problem.

Significant prior research

You are not expected to have completed a full literature review but you should mention major research and important theoretical contributions, themes or issues in the area. You should also reference key authors who have informed your current thinking or who have contributed to the understanding of the topic.

The importance of the research for theory and practice

This section addresses the question of whether the research is worth doing. Accordingly you should indicate concisely why there is a need for the research both from the literature and from the perspective of organisations.

Your interest in the topic

Any research undertaken at doctoral level will present a challenge and it is important that the research has a deep and enduring interest in the focus of the research. In addition a Professional Doctorate programme seeks to develop the individual researcher as well as an understanding of the topic. Accordingly this section should briefly outline your motivation and interest in undertaking research in the area selected.

Possible research approach or research methodology

This section relates to how the researcher proposes to approach the research. It is important to provide an indication of the intended methodology. For example, will a qualitative or quantitative methodology be appropriate, and will data be

obtained using questionnaires, interviews, simulations, or existing data for example?

The contribution you wish to make

In addition to showing that the research is important for theory and practice, doctoral research should make a contribution to that theory and practice. In terms of theory, this could be developing a new model to understand the relationships between variables or developing our understanding of a new phenomenon for example. With regard to practice, the contribution could be to improve processes in organisations or to develop techniques to help managers. If possible it would be helpful for you to outline what you think would be your contribution.

Ethical Issues

Are there likely to be any ethical issues associated with your research? If so, how will you address these?

Any other relevant information

Finally you should provide any other information you consider relevant to support your application relating to the research area.

Postgraduate Reference Request

Please complete in black ink using BLOCK CAPITAL LETTERS

1. To be completed by the applicant	
Title (PLEASE TICK APPROPRIATE BOX) Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Surname / Family name (BLOCK CAPITALS)
First name (s)	Previous surname / Family name, if changed
Title of course applied for	
Please enter your details above and pass this form to your referee. Once completed, you should ask for the reference to be sent to you in a sealed envelope. You must send the reference requests with your completed application form to the address above.	

2. To the referee	
The person named above has submitted an application to study for a Professional Doctorate Programme study at the University of Worcester and has named you as a referee. We would be grateful if you could enter your details below and provide us with a reference on the applicant's suitability to undertake the proposed programme of study. Once completed, please send the reference in a sealed envelope to the applicant who will send it to the Graduate Research School with their application. If you would prefer to send your reference directly to the Graduate Research School please e-mail research@worc.ac.uk	
Name of Referee	
Position	
Address	
Telephone number	
Email Address	
Signature	Date day month year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

It would be of great assistance if you could include the following information in your reference: <ul style="list-style-type: none"> • Length of time that you have known the applicant and in what capacity. • The applicant's motivation and aptitude for postgraduate study at doctoral level. • The applicant's ability to balance current work commitments with doctoral study. • The applicant's intellectual and academic ability, including any distinct strengths or weaknesses. • The applicant's ability to work both independently and as a team member. • Details of relevant work experience. • If the applicant's first language is not English, please indicate their standard of written and spoken English.
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Qualities					
Please rate the applicant on the qualities below					
	Unobserved	Poor	Average	Good	Excellent

Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to change practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please supply your reference on your company's/institutions official headed paper. If your organisation has an official stamp or seal please use it to authenticate the reference. Once you have completed your reference please place it in an envelope and seal it. Please pass this envelope to the applicant who will forward your reference along with their application to the University.

Please be aware that under the provisions of the Data Protection Act 1998, we may be required to make the contents of our applicant files (including any references) available for inspection by the individual concerned.