**ACCEPTANCE OF NEW RESEARCH STUDENT**

This form is to be completed **electronically,** **IN FULL,** by the designated member of staff in the relevant academic department[[1]](#footnote-1), and emailed to research-admin@bolton.ac.uk in order to request the issue of a formal offer letter to a successful applicant. **Note that the local academic admitting authorities must satisfy themselves (via scrutiny of the application form, interview, and verification through certificates and transcripts) of the suitability of each applicant.**

1. **School**[[2]](#footnote-2) student will be attached to:

1a. **Subject area code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **NB:** Refer to ‘[Subject Area Codes](file:///L%3A%5CPublic%5CShared%5CResearch%20%26%20Graduate%20School%5CSubject_Area_Codes.xlsx)’ file for correct code

2. **Place of study**

2a. **Country:** **within UK:** Y / N*(delete as appropriate)* ***or* outside UK** *(specify country)***:**

2b.**Institution:** **UoB:** Y / N *(delete as appropriate)* ***or*** **Partner/Centre** *(specify)*:

3. **Name of Student:**  4. **Date of Birth***(dd/mm/yyyy):*

5. **Current UoB Student Number** *(if applicable):*

6. **Qualification aim** *(\*delete as applicable):* \*MPhil/\*PhD (\*by Thesis) (by \*Published Work/\*Practice) (\*Prospective/\*Retrospective)

6a. **For a PhD by Published work (retrospective) the DoS MUST confirm that the DoS has reviewed the papers that are proposed for submission and agrees that there is a suitable body of work.** (see Appendix 4, PGR Regulations)

 **Signature of DoS** *(as listed in item 13)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. **Mode of Registration:**Full-time / Part-time *(delete as appropriate)*

8. **Course Code** *(if in doubt, contact the Research & Graduate School):*

9. **Title of Student’s Programme of Research:**

10. **Start Date** *(dd/mm/yyyy):*  11. **Expected Completion** *(dd/mm/yyyy):*

12. **Length of Programme:** months

13. **Name of Director of Studies:**

13a **Current number of PGR students being supervised:** full-time: part-time:

14. **Name(s) of Second Supervisor(s):**

15. **Funding:** **UoB:** Y / N *(delete as appropriate)* ***or*** **External Agency** *(specify or ‘None’)***:**

16. **Budget code** *(bursary and/or fees)***:** \_ \_ \_ /\_ \_ \_ \_ / \_ / \_ \_ \_ \_

16a. **Project title** *(for budget purposes)***:**

17. **Bursary payable per annum** *(if applicable):*

18. For how long is the specified funding absolutely secured for this student *(always subject to satisfactory progress)*? Months

19. **Tuition fees**

19a. Enter here the **published fee** for the intended route, mode and location for this applicant *(if in doubt, contact the Research & Graduate School)*: £

19b. If 100% of fee is **not** to be paid by student/external sponsor, show the breakdown in the table below. Use the current fee as guide, or state proportion, when fees for future years are unknown.

|  |  |  |
| --- | --- | --- |
|  | Proportion/amount to be paid by student/external sponsor | Proportion/amount to be subsidised by local academic unit or by project budget (above) |
| All years same**\* *OR*** |  |  |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 (for p/t) |  |  |
| Year 5 (for p/t) |  |  |

 **\*** *Delete as appropriate*

19c. Contact name, organisation and address of any **sponsor** to be invoiced for tuition fees:

20. Enter here the identifier code(s) and title(s) of the **REF UoA** to which the proposed research belongs. See: <http://www.ref.ac.uk/about/uoa/> :

 **Note:** Section 21 **must be fully completed**

21. Enter here the 6-character **HECoS code and title** which the proposed research falls under.

 Click [here](file:///L%3A%5CPublic%5CShared%5CResearch%20%26%20Graduate%20School%5CHECoS_CAH_level_3_map.xlsx) for HECoS codes (opens in Excel):

22. From the **qualifications** listed by the applicant, state precisely which of them you have used to confirm the applicant’s suitability for the programme of study to which they are to be admitted. **For any non-UK qualifications listed here you are confirming by submitting this form that YOU HAVE CHECKED the relevant statement of equivalence of these qualifications from the UK NARIC website, if available, at** <https://www.naric.org.uk/Product/International%20Comparisons/default.aspx>.

23. **For any Home or EU applicant whose first language is not English,** state which academic and/or English language qualifications and/or other evidence you have used to confirm that the applicant meets the University’s requirements in respect of English language ability, as described at: <http://www.bolton.ac.uk/International/HowToApply/EntryRequirements.aspx>:

 **COMPLETE Sections 24 to 26a (inclusive) ONLY for INTERNATIONAL APPLICANTS intending to study IN THE UK**

24. **For any applicant whose first language is not English,** state here which qualifications and/or other evidence you have used to confirm that the applicant meets the UKBA requirements in respect of English language ability, as described at: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/english-language/>:

25. **Tuition fee deposit** (\*delete/\*complete as applicable)

25a. \*The normal tuition fee deposit should be requested before an unconditional offer is issued.

25b. \*A tuition fee deposit of £ should be requested before on unconditional offer is issued.

25c. \*The tuition fee deposit is waived ***(only permissible for students completing a University of Bolton course within the current or immediately previous academic year)*.**

26. **Academic Technology Approval Scheme (ATAS)**

 International applicants, i.e. those who are **not** nationals of the European Economic Area (including Switzerland) and who wish to undertake research **in the UK**, will have to apply online for an ATAS clearance certificate **before** they can apply for entry clearance to study in the UK. This arises from a **mandatory requirement** of the Foreign and Commonwealth Office. Full details of ATAS are available at: <https://www.gov.uk/academic-technology-approval-scheme>.

 **NB:** Section 21 **must be completed** so that we can send the appropriate CAH level 3 code to the student with their offer.

 **R&GS will complete the following:**

 [CAH level 3 code](file:///L%3A%5CPublic%5CShared%5CResearch%20%26%20Graduate%20School%5CHECoS_CAH_level_3_map.xlsx): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

26a. **Brief description of intended research** *(about 80 words should suffice)*

 If the proposed research **does** fall under any of the [HECoS](file:///L%3A%5CPublic%5CShared%5CResearch%20%26%20Graduate%20School%5CHECoS_CAH_level_3_map.xlsx) categories, a brief description of the intended research **must** be provided here or submitted separately which gives information on the context, scope, methods and techniques, anticipated data, and application/use of the proposed research. Examples of and guidance on such statements are available at: <https://www.bolton.ac.uk/wp-content/uploads/2018/03/ATASExampleProps.pdf>

**No offer letter can be sent to eligible international applicants without this statement.**

27. **Budgetary requirements:** outline the costs that need to be met by the academic unit in order to undertake the proposed research:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | No funding required | Computer hardware | Software | Other equipment | Specialist consumables | Open access publication fees |
| Year 1 |  |  |  |  |  |  |
| Year 2 |  |  |  |  |  |  |
| Year 3 |  |  |  |  |  |  |
| Year 4 (for p/t) |  |  |  |  |  |  |
| Year 5 (for p/t) |  |  |  |  |  |  |

 **Form completed by: Date:**

 **Head of School: Date:**

 **Now please email this form (including any description of the intended research for ATAS purposes) to** research-admin@bolton.ac.uk

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1. Depending upon the prevailing organisational structure of the University, the ‘academic department’ is any organisational unit which is constitutionally empowered to undertake the relevant activities. [↑](#footnote-ref-1)
2. Insert the name of one or more ‘academic departments’. [↑](#footnote-ref-2)