

Manchester Metropolitan University

Postgraduate Research Degrees Admissions Procedure

It is advised that you contact the Applications and Admissions office in the Graduate School for Business and Law, Gary Lindsay: g.lindsay@mmu.ac.uk before you make a formal application through the MMU Graduate School.

All candidates, whether applying speculatively for a research degree place or for a studentship place must complete the Application Form to Study for a Postgraduate Research Degree available from:

<http://www2.mmu.ac.uk/study/postgraduate/apply/postgraduate-research-course/>

The completed form should be emailed to: pgradmissions@mmu.ac.uk

Alternatively, it can be sent to:

PGR Admissions
Graduate School
Research and Knowledge Exchange
Manchester Metropolitan University
Ormond Building
Lower Ormond Street
Manchester
M15 6BX

The application form should be accompanied, where possible, by two academic references. Candidate's CVs will not be accepted in replacement for a completed application form. The application will be judged on its own merit. The candidate must meet the University's entry requirements and the University must have the resources in place to supervise the proposed project.

Candidates will be required to have a formal interview prior to any offer of a place of study. The interview may take place on a face-to-face basis or via Skype. The interview panel will comprise:

- 1) the Departmental/School Research Degrees Co-ordinator, Head of Department, Research Institute Director or alternate; and
- 2) another research active member of staff who may be one of the above but is not the proposed Director of Studies (for self-funded applicants).

The candidate must provide the two academic references in advance of their interview. At least one of the references should be from the candidate's most recent higher education institution. Where this is not possible, the candidate should discuss suitable referees with the Research Degrees Co-ordinator.

Candidates must submit copies of their qualifications together with the application form. Original copies of all qualification awards and the candidate's passport must be taken to the interview or, in the case of a remote interview, the documents can be sent electronically. Original documents must be seen before enrolment.

Qualifications

Prospective candidates who are applying for a place of study on a postgraduate research degree will, as a minimum, normally hold a first or upper second class honours degree of a UK University or a qualification which is regarded by the Academic Board Research Degrees Committee as equivalent to an honours degree such as professional qualifications.

Candidates holding other qualifications shall be considered on their merits and in relation to the nature and scope of the programme of work proposed. In considering such candidates, the Research Degrees Co-ordinator shall look for evidence of the applicant's ability and background knowledge in relation to the proposed research. Professional experience, publications, written reports or other appropriate evidence of accomplishment may also be taken into consideration.

All doctoral candidates are normally expected to have completed a Master's degree successfully in a field relevant to the subject of their research. For doctoral candidates, enrolment is normally for MPhil/PhD. In exceptional cases, PhD direct or Professional Doctorate candidates may be permitted where an applicant holds a Master's degree awarded by a UK University or an overseas Master's degree of equivalent standard, provided that:

- i. the Master's degree was in a discipline directly appropriate to the proposed PhD research;
- ii. the Master's degree included substantial research methods training;
- iii. the Master's degree included a 60 credit independent research project;
- iv. the Faculty Research Degrees Group deems i-iii to be satisfactory; and
- v. the application is supported by the proposed Director of Studies.

The Research Degrees Co-ordinator will require evidence as to the appropriateness of the Master's thesis to the proposed doctoral research.

In exceptional cases, the Academic Board Research Degrees Committee may also enrol for PhD direct a candidate who, although lacking a Master's degree, has a good honours degree (or equivalent) in an appropriate discipline and has had appropriate research or professional experience at postgraduate level which has resulted in published work, written reports or other appropriate evidence of accomplishment.

The Faculty Research Degrees Co-ordinator shall be satisfied by the time of interview that the candidate has sufficient command of the English language to complete the programme of work satisfactorily and to prepare and defend a thesis in English (in the graduate School for Business and Law, the minimum requirement is normally IELTS 7 with no element less than 6.5). Applicants are advised to consult the relevant departmental website for details of specific English language requirements before submitting an application.

International students

Pre-enrolment for International Students

International research students (those requiring a visa to enter and study in the UK) will be required to attend pre-enrolment sessions with MMU International. International students must submit passport, immigration documents and qualifications to a member of MMU international. The University assesses your eligibility to study at MMU during pre-enrolment. You will not be able to enrol online until you have been assessed and met with a member of MMU International. More information about pre-enrolment is available at: www.mmu.ac.uk/international/faq/?categories=Pre-enrolling+at+MMU

If an international student meets the academic requirements and accepts an offer of study at MMU, they are required to make a deposit payment towards tuition and submit

a CAS request form. Although an overseas student may meet MMU entry criteria, they must also meet UK Border Agency requirements and obtain a visa or extend their stay in the UK. For more information about what to do after receiving an offer from MMU students are referred to:

www.mmu.ac.uk/international/courses/apply/?s=postgraduateresearch.

International students who are studying in the natural sciences, particularly technology, engineering and health-related research must comply with the UK Border Agency (UKBA) and Foreign and Commonwealth Office Immigration regulations. International research students in these areas must have an ATAS (Academic Technology Approval Scheme) certificate before they apply for a visa, or an extension of stay. Further details and the online application can be found on the following website: www.fco.gov.uk/atas.

Information about visa requirements and the type of entry clearances students must apply for is available here: www.mmu.ac.uk/international/touk/visa.php

Candidates who have a disability or other specific learning difficulties

Candidates who disclose a disability or other specific learning difficulties that requires modifications to the approved programme will be referred to the University's Learner Development Service for a Personal Learning Plan. The implications of such a plan will be discussed with the candidate and the proposed supervisory team. The University has produced guidelines within the regulations for taught postgraduate programmes:

<http://www.mmu.ac.uk/academic/casqe/regulations/assessment-taught-pg.php> on examination and assessment arrangements for disabled students and students with specific learning difficulties. These should be followed in so far as they can be applied to research degree students having regard for the standard of the award and the programme thesis requirements.

Acceptance on a Research Degree

Candidates who meet the entry qualifications and have had a satisfactory interview, may be offered a place of study providing the University has the appropriate resources to supervise the research project. Successful home/EU candidates will be sent an offer letter for the place of study from the Faculty Research Degrees Administrator. For overseas candidates, offer letters are issued by International Admissions.

Successful candidates who have been offered a studentship, whether it is a fully funded or part funded studentship will also be issued an offer letter from the Graduate School with the terms and conditions for the studentship.

The offer letter (for a place of study) will provide details of when the candidate should enrol with the University. Once the offer of a place of study has been accepted by the candidate, the Faculty will issue a welcome letter and the candidate will be expected to enrol at the appropriate enrolment point.

Where the prospective candidate is a permanent member of University staff, the Application Form to Study for a Postgraduate Research Degree must be completed in all instances and the candidate must meet the entry criteria. The University may reserve the right to waive the uptake of references or the need to have a formal interview in this instance.