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## A. Notes on Completing Your Application

### Section 1. Registration Sought

If you are unsure what postgraduate opportunities the School of Economics has to offer, please see the website, [www.uea.ac.uk/eco](http://www.uea.ac.uk/eco)

If you are applying to study a Masters course you must be specific about the title.

If you are applying to study towards a research degree, ie, PhD, MPhil you must complete 1b, indicating your subject area.

Please note that we are unable to accept applications from non-European Union students who wish to apply for part-time study.

### Section 2. Personal Details

It is important to complete a correspondence address. **Please let us know immediately** if this address changes at any time throughout the year.

### Section 4a. Academic Qualifications

If you have taken qualifications that cannot easily be recorded as an average, please either record grades (eg A,B,B), classification (eg 2:1), percentage (eg 70%), or a score achieved indicating the total possible (eg 7 out of 10).

Give the names and locations of educational institutions which you have attended (school/college, university, etc) and brief descriptions of courses studied. Also, indicate which qualifications/results/grades you have obtained/or which you expect to obtain.

**All applicants must provide an official transcript/or marks statement of their academic record to date.**

### Section 4b. English Language Proficiency

To study at university level you will need to have a good command of English. If English is not your first language we require evidence of your ability in the English language, unless you can demonstrate that your previous education (and examination qualifications) have been in the English language medium.

If you do not have an English language qualification (or one that satisfies entry requirements) please do not wait to receive one before you apply. Your English language examination score can be submitted at a later date. Testing is available through the British Council and American Embassies or via the University's **INTO Language Learning Centre** as part of a pre-sessional English course (contact INTO on +44 (0) 1603 592977 or [into@uea.ac.uk](mailto:into@uea.ac.uk) or see <http://www.into.uk.com/uea> for further information).

**The following qualifications are typically accepted by the School of Economics:**

- British Council International English Language Testing System (**IELTS**) test with an overall band score of 6.5 (with 6 on the reading and writing component).
- American College Board and Education Testing Service's full Test of English as a Foreign Language (**TOEFL**): Internet-based score of 92-94 (minimum 20 in all components).
- Pearson Test of English (**PTE**): 62.

### Section 8. Funding

Applicants who wish to be considered for funding from the Economic and Social Research Council **MUST** have their application submitted and approved by **1st March**. Details of scholarships available from the University are given on our website. Please note you do not have to apply separately for University or Faculty scholarships, but you should note on your application that you wish to be considered for an award. International Students should contact the International Office for further information about International Office scholarships, Telephone: +44 1603 593280, email: [intl.office@uea.ac.uk](mailto:intl.office@uea.ac.uk) or see [www.uea.ac.uk/international](http://www.uea.ac.uk/international).

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## Section 9. Fee Category

We need to be able to determine what level of tuition fee is relevant to your circumstances, and we therefore ask you to select a statement which most accurately describes you. Please note that it is the University that ultimately decides what fee rate will be applied and that its decision is final.

## Section 12. Referees

List two referees on your application form, including at least one from the last institution of higher education you attended. If you have been away from University education for some time, please arrange to have another referee in reserve who can comment on your academic capabilities (eg an employer). No application can be considered until references have been received. Complete Part 1 of each form and send them to your referees asking them to return the references quickly by post, or by fax, to the Postgraduate Admissions Office. **Please note that references will not be acceptable unless they bear the official stamp of the University or other institution at which the referee is employed.**

## Section 15. Criminal Convictions

The University requires you to state whether or not you have a criminal conviction. You do not have to declare a conviction that is classed as spent under the terms of the Rehabilitation of Offenders Act (please consult NACRO, Citizens Advice Bureau or a solicitor if you are unsure) or for motoring offences for which a standard fine or a maximum of three points was imposed.

If you declare that you have a conviction you may be asked to provide details.

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## B. Before Submitting Your Application:

- (1) Check that you have completed all sections of the application form that are relevant to you, and that you have signed and dated your application. Failure to do so may mean that we cannot process your application.
- (2) **You should send with your application:**
  - (a) A statement of approximately 1,000 words describing your reasons for pursuing postgraduate study, your reasons for choosing this course, and your long term career objectives and/or goals. Please also include a copy of your CV with your application.
  - (b) Any certificates relevant to your application that you already have, eg academic transcript, degree certificates and English language qualifications (these may be copies in the first instance but originals will be required before point of Registration).
  - (c) If you are applying for a research degree please also include a research proposal of approximately 1,000 words, giving the names of any research faculty members working in your research area or a closely related field at the University, stating whether you have contacted them.

Please send your form and supporting documentation to;

International Applicants:

**The International Office  
University of East Anglia  
Norwich NR4 7TJ  
England**

Home/EU Applicants:

**Postgraduate Admissions (ECO)  
Faculty of Social Sciences  
University of East Anglia  
Norwich NR4 7TJ England**

**UEA**  
University of East Anglia

(j) Correspondence Address:																									
House Number / Street:																									
Town / City:																									
County / State / Province:																									
Country / Postal / Zip Code:																									
Telephone <i>(inc country code)</i> :							Tel:										Fax:								
Email:																									

### 3. VISA DETAILS

If you are an international student please provide the information below to allow us to produce your visa letter/certificate of acceptance:

Full Name (as in passport): .....

Nationality (as in passport): .....

Passport Number: ..... Passport Expiry Date: .....

### 4. QUALIFICATIONS (see guidance note 4a)

#### (a) ACADEMIC QUALIFICATIONS:

- (i) Please list your university qualifications by level. We will require an academic transcript of your qualifications.

Qualification (Bachelor, Masters, PhD)	Average Grades	University		Dates of Study (MM/YY)		Major Subject of Study
		Name	City	From	To	

- (ii) Was the language of instruction in English? ☐ YES ☐ NO

#### (b) ENGLISH LANGUAGE QUALIFICATIONS (see guidance note 4b)

- (i) Is your first language English? ☐ YES ☐ NO

If NO, please select which English language exam you have taken (if any), the date, and your most recent score:

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### 5. EMPLOYMENT HISTORY, PROFESSIONAL AND OTHER RELEVANT EXPERIENCE

Please state your previous or present employer, any professional and/or relevant experience and any unpaid work or qualifications relevant to your application. Please also submit a copy of your CV.

Position Held	Name of Employer	Dates of Employment / Experience (MM/YY)	
		From	To

### 6. PROFESSIONAL QUALIFICATIONS, PUBLICATIONS, EXPERIENCE IN ADVANCED STUDY, PROFESSIONAL BODY AND REGISTRATION NUMBER

Please state any professional qualifications, publications, experience in advanced study or research and any other practical work which is relevant. Please also state any membership to a professional body, including registration number.

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### 7. HOW DID YOU HEAR ABOUT THE PROGRAMME?

Please give details:

- ☐ University publicity eg Prospectus  
☐ University Website  
☐ Recruitment Fair  
☐ Personal Recommendation

- ☐ British Council  
☐ Other  
Please state .....  
.....

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## 8. FUNDING (see guidance note 8)

Please indicate whether you intend to apply for or already have funding from any of the following organisations:

- |  |  |
|--|--|
| <input type="checkbox"/> Economic and Social Research Council (ESRC) | <input type="checkbox"/> Employer Sponsorship        |
| <input type="checkbox"/> Arts and Humanities Research Council (AHRC) | <input type="checkbox"/> Government Grant            |
| <input type="checkbox"/> General Social Care Council (GSCC)          | <input type="checkbox"/> Self Funded                 |
| <input type="checkbox"/> Faculty/School Scholarship                  | <input type="checkbox"/> Other (Please State _____ ) |
| <input type="checkbox"/> UEA International Scholarship               |  |

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## 9. FEE CATEGORY (see guidance note 9)

The level of tuition fee you pay depends on your fee category. Please select with an "X" a statement from the list below which best describes you:

Statement		'X'
1	You are a UK national, or live in the Channel Islands or Isle of Man, or are the child of a UK national, and have lived in the European Economic Area (EEA) for three years, but not just for full-time education, or	
2	You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK for three years, but not just for full-time education, or	
3	You are a refugee, or have been granted Exceptional Leave to Enter or Remain in the UK following an application for asylum, and you have lived in the UK since status was recognised or granted, or you are such a person's husband, wife or child, or	
4	You are a non-UK EU national or are the child of a non-UK EU national and have lived in the European Economic Area (EEA) for three years, but not just for full-time education, or	
5	You are an EEA national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child) and you have lived in the EEA for three years, but not just for full-time education, or	
6	You do not fall within any of the categories above	

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## 10. PERSONAL STATEMENT

This is an important section to complete and the Admissions staff will pay particular attention to what you write, in addition to the documents you will be asked to provide with your application. You should explain here why you have applied to do this postgraduate course, what you expect to achieve from it and how it relates to your academic and career development.

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## 11. RESEARCH PROPOSAL (Research applicants only)

**Research applicants are required to submit a 1,000 word research proposal.** This should describe, as clearly and concisely as possible, your preliminary ideas of your research area, indicating the focused area of study, objectives and hypotheses, methodology, and a short bibliography. Research questions should be realistic and manageable, and you should demonstrate that you have access to primary and secondary sources of data, and that the research thesis can be completed within a reasonable timescale. Your proposal will be circulated to members of faculty working in your area of interest, and is an extremely important part of your application.

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## 12. REFEREES (see guidance note 12)

Please give the names and addresses and positions of the two persons to whom you have given the Reference Forms. They should be able to testify to your academic ability or relevant experience and one of these should be your head of department or employer as appropriate.

1 Name: \_\_\_\_\_ Position: \_\_\_\_\_

Institution or Company Name: \_\_\_\_\_

Institution or Company Address: \_\_\_\_\_

Referee Email:


2 Name: \_\_\_\_\_ Position: \_\_\_\_\_

Institution or Company Name: \_\_\_\_\_

Institution or Company Address: \_\_\_\_\_

Referee Email:


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## 13. DISABILITIES

The University welcomes students with disabilities and strongly encourages you to disclose any disability or medical condition which may have an impact on your postgraduate studies. Declaring a disability will not affect the academic decision about your application but will help us put any individual arrangements or facilities in place for the start of the course and enable us to monitor the effectiveness of our equal opportunities and diversity policies:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> No disability        | <input type="checkbox"/> Specific learning difficulty | <input type="checkbox"/> Blind/partially sighted    |
| <input type="checkbox"/> Deaf/hard of hearing | <input type="checkbox"/> Wheelchair user/mobility     | <input type="checkbox"/> Mental health difficulties |
| <input type="checkbox"/> Unseen disability    | <input type="checkbox"/> Multiple disabilities        | <input type="checkbox"/> Autistic spectrum disorder |
| <input type="checkbox"/> Other disability     | <input type="checkbox"/> Decline to answer            |   |

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## 14. ETHNICITY MONITORING

Please select your ethnic origin. The information collected will be used for monitoring purposes only and will help the University to implement equal opportunities and diversity policies. Ethnicity data will not be used when assessing your application.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> White             | <input type="checkbox"/> Asian - Pakistani     | <input type="checkbox"/> White/Black African |
| <input type="checkbox"/> Black - Caribbean | <input type="checkbox"/> Asian - Bangladeshi   | <input type="checkbox"/> White and Asian     |
| <input type="checkbox"/> Black - African   | <input type="checkbox"/> Asian - Chinese       | <input type="checkbox"/> Other Mixed         |
| <input type="checkbox"/> Black - Other     | <input type="checkbox"/> Asian - Other         | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Asian - Indian    | <input type="checkbox"/> White/Black Caribbean | <input type="checkbox"/> Decline To Answer   |

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## 15. CRIMINAL CONVICTIONS (see guidance note 15)

Do you have any criminal convictions? ☐ YES ☐ NO

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## 16. STAFF OR NEAR RELATIVE

Are you a member of University of East Anglia staff or are you related to someone who is? ☐ YES ☐ NO

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## 17. DECLARATION

I confirm that the information given on this form is true, complete and accurate, no information requested or other material information has been omitted, and that I have completed the application myself

I agree that I have read the relevant application notes. I undertake to be bound by the terms set out in the application form and application notes and I give consent to the University of East Anglia to process the data (given by myself) I have supplied.

I accept that if I do not fully comply with these requirements the University will have the right to cancel any application and that I shall have no claim against the University (in relation thereto) with regard to this.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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**Part 1 (To be completed by the applicant)**

You should complete Part 1 and give one copy to each of the referees named on your application form.

Surname or Family Name: \_\_\_\_\_

Other Names: \_\_\_\_\_

Proposed postgraduate programme: \_\_\_\_\_  
(MPhil/PhD applicants should indicate the proposed area of study)

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**Part 2 (To be completed by the referee)**

The University of East Anglia would be grateful for your comments on the above-named applicant's academic fitness and general suitability to undertake the proposed programme of study, and for any other information which you think is relevant to the application. All information supplied by you will be treated in the strictest confidence.

1. How long have you known the applicant and in what capacity?

2. In relation to other individuals you have known in comparable circumstances, how would you rate the applicant in terms of the following (please tick):

- (a) Ability to grasp concepts and reason analytically:

☐ Top 5%      ☐ Top 10%      ☐ Top 25%      ☐ Top 50%      ☐ Bottom 50%

- (b) Ability to use mathematical and/or statistical techniques:

☐ Top 5%      ☐ Top 10%      ☐ Top 25%      ☐ Top 50%      ☐ Bottom 50%

- (c) Motivation and perseverance in achieving objectives:

☐ Top 5%      ☐ Top 10%      ☐ Top 25%      ☐ Top 50%      ☐ Bottom 50%

3. If the applicant's first language is not English, would you please give your opinion as to his/her ability to undertake the proposed programme of study in spoken and written English.

4. Does the applicant have any strengths or weaknesses which would be relevant to his/her ability to understand the proposed postgraduate programme?

5. Is there any other information you feel should be taken into account in evaluating the suitability of the applicant for the proposed programme? Please give below any additional comments you would consider to be relevant.

It would be helpful if referees for MPhil/PhD candidates could indicate here their assessment of the applicant's ability to work independently with limited supervision and of his/her creativity and originality of thought and expression. An assessment of any research undertaken (eg, for a Masters Degree dissertation) would be very useful.

**Name (in CAPITAL LETTERS):**

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**Position or title:**

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**Address:**

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**Signed:**

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**Date:**

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**Official Stamp of Institution:**

This form should be sent in an envelope marked 'CONFIDENTIAL' to:

**Postgraduate Admissions (ECO), Faculty of Social Sciences, University of East Anglia, Norwich NR4 7TJ, UK.**



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(a) Ability to grasp concepts and reason analytically:

☐ Top 5%      ☐ Top 10%      ☐ Top 25%      ☐ Top 50%      ☐ Bottom 50%

(b) Ability to use mathematical and/or statistical techniques:

☐ Top 5%      ☐ Top 10%      ☐ Top 25%      ☐ Top 50%      ☐ Bottom 50%

(c) Motivation and perseverance in achieving objectives:

☐ Top 5%      ☐ Top 10%      ☐ Top 25%      ☐ Top 50%      ☐ Bottom 50%

8. If the applicant's first language is not English, would you please give your opinion as to his/her ability to undertake the proposed programme of study in spoken and written English.

9. Does the applicant have any strengths or weaknesses which would be relevant to his/her ability to understand the proposed postgraduate programme?

10. Is there any other information you feel should be taken into account in evaluating the suitability of the applicant for the proposed programme? Please give below any additional comments you would consider to be relevant.

It would be helpful if referees for MPhil/PhD candidates could indicate here their assessment of the applicant's ability to work independently with limited supervision and of his/her creativity and originality of thought and expression. An assessment of any research undertaken (eg, for a Masters Degree dissertation) would be very useful.

**Name (in CAPITAL LETTERS):**

**Position or title:**

**Address:**

**Signed:**

**Date:**

**Official Stamp of Institution:**

This form should be sent in an envelope marked 'CONFIDENTIAL' to:

**Postgraduate Admissions (ECO), Faculty of Social Sciences, University of East Anglia, Norwich NR4 7TJ, UK.**