

THE LONDON CONSORTIUM PhD/MRes APPLICATION FORM

Please complete in black and block capitals and return to:

Admissions, Registry, Birkbeck, University of London,
Malet Street, London WC1E 7HX.

PLEASE COMPLETE ALL SECTIONS OF THE FORM



Registry Use

Student Number:

(Registry use only)

1 YOUR PERSONAL DETAILS

Surname/family name: _____ Title: Mr / Mrs / Miss / Ms / Dr *(please circle)*
First name(s): _____ Male / Female *(please circle)*
Former name: _____ Date of birth: _____ DD/MM/YY
(If changed since obtaining a previous degree/diploma etc)
Permanent address: _____ Correspondence address *(if different):* _____

Postcode: _____ Postcode: _____
Telephone: _____ Telephone: _____
Fax: _____ Fax: _____
Email: _____ Email: _____

Disability: If you have any disabilities or special needs that you would like to bring to our attention, please state them here.

Occupation: _____
Name and address of employer: _____

Nationality: _____ Country of birth: _____
Country of permanent residence: _____ Country of residence during the last three years: _____

If you are already in the UK on a visa or work permit, is there a time limit or restriction for the period in which you may remain in the UK? YES NO

If you are **NOT** an EU/EEA national, claiming Home/EU fee status, you must provide documentary evidence of your legal status in the UK for the three years prior to the start of the programme. This must be **EITHER** a copy of your passport with appropriate stamp **OR** letter from the Home Office. *Note: Failure to enclose the appropriate documentation will delay.*

2 COURSE DETAILS *[Complete either (a) or (b)]*

What course do you intend to study?

Either (a) Full-time MRes programme in Humanities or Cultural Studies
Or (b) Research degree MPhil/PhD

Subject area of research: _____

Proposed start date: October _____ (year)

Neither programme is available on a part-time basis.

3 FINANCE

How will you finance your studies? Self Employer/Sponsor *(Please tick one box only)*

If you are a sponsored student please complete the following:

Name of organisation: _____ Name of approving manager: _____

Address: _____

_____ Web address: _____

Tel: _____ Fax: _____ Email: _____

Please give details of any scholarships or grants (for your proposed study at the London Consortium) that:

You have already obtained _____

You have applied for _____

Will you be able to support yourself financially during your studies if you are unable to obtain a grant? YES NO

Do you wish to be considered for a London Consortium fees-only bursary? YES NO

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4 CURRENT STUDIES

If you are currently completing a degree, please give title, major subject, expected completion date and the name of your university or college.

5 YOUR EDUCATION [see Note (i)]

The minimum entry requirement for the London Consortium programme is normally a First or Upper Second Class UK Honours Degree or equivalent. In the case of qualifications taken outside the UK, please give the exact title of the qualification as it is known in the country where it was taken. Please do **NOT** try and describe it in terms of the UK system.

Dates	Institution	Subject(s)	Result

6 YOUR PROFESSIONAL AND/OR OTHER EXPERIENCE RELEVANT TO YOUR APPLICATION

Dates	Employer	Your job title	Your responsibilities

7 YOUR ENGLISH PROFICIENCY [see Note (ii)]

Is English your first language? YES NO (please tick one box only)

If English is not your first language, Birkbeck requires evidence of your level of ability in spoken and written English. If you do not already hold a recent acceptable qualification/test score in English (such as IELTS or TOEFL), you may be required to obtain one before you can be admitted to Birkbeck.

Please tell us about any English language qualifications you hold and enclose a copy of your certificate.

1. IELTS score [the normal minimum requirement is 6.5 (with a minimum of 6 in the subtests)]: _____
2. TOEFL score [the normal minimum requirement (computer-based test) is 237 (plus 5 in the essay rating)]: _____
3. Any other English language qualification you hold, or are about to take: _____

8 SUPPORTING STATEMENT

If you are applying for the **MRES PROGRAMME**, please include a brief outline of your research interests (500 words). Please also include one example of your written (academic) work with your application.

If you are applying for the **DOCTORAL PROGRAMME**, please attach a 2,000 word proposal outlining your research interests and your objectives in undertaking multi-disciplinary work in the humanities. Please also include copies of two pieces of written (academic) work.

Guidelines for drafting PhD Proposals:

A PhD thesis must form a distinct contribution to knowledge on the subject. It must afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power. The completed work must be of a publishable standard. When drafting a PhD proposal, students should address the following points:

(1) What do you propose to write about?

(2) How will you carry out your project?

(3) Why is this research important and in what way will it be an original contribution to knowledge in your subject area?

9 REFEREES [see Note (iii)]

Referees form an important part of the admissions process. Below, please give details of two people who are qualified to comment on your suitability for postgraduate study. At least one should have direct knowledge of your academic work at undergraduate level (or higher).

There are two pages in the middle of this form headed 'Request for confidential reference'. Please make sure each of your referees receives one of these pages, together with a copy of the Consortium brochure (enclosed) to assist them in commenting on your suitability for the programme.

If you are including references with your completed application to the programme, please make sure that they are sealed in envelopes to preserve confidentiality. Please send all applications to **Registry, Birkbeck, University of London, Malet Street, Bloomsbury, London WC1E 7HX**.

Name: _____

Name: _____

Position: _____

Position: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Applications are subject to College regulations on admissions. Any offer of admission to the College as a student of the College, whether made orally or in writing, is subject to confirmation that the applicant satisfies the relevant entry requirements and regulations for admission. Admission is conditional on the applicant undertaking to be bound by the relevant College and University regulations and to pay the prescribed fees.

PERSONAL DATA

Information provided by and concerning applicants and students is held by the College in its original, electronic and other formats and is processed for the purposes of administration and management of applications, admissions, student records, student progress and support and for statistical purposes in accordance with relevant legislation, including the Data Protection Act 1998. It is a condition of the College's consideration of applications for admission and enrolment that such data will be held and processed. The declaration below must be signed in order for this application to be processed.

DECLARATION BY APPLICANT

1. I give my consent to the processing of my data by Birkbeck College.
2. In making this application for admission to the course named in Section 2, I acknowledge that any offer of admission I may receive is subject to the condition that I fulfil the relevant entrance requirements and that **I provide, when asked to do so, original documentary evidence of holding the academic qualifications and of any other information listed above.** If, having been admitted, I fail to fulfil that condition, I undertake to withdraw from the College.
3. I undertake not to engage in any course of study concurrently with that to be taken at Birkbeck College.

Signature of applicant: _____ Date: _____

CHECKLIST *(Please tick as appropriate)*

- I enclose:
- | | | | | | |
|--------------------------|-------------------|--------------------------|-------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Reference 1 | <input type="checkbox"/> | Reference 2 | <input type="checkbox"/> | Example(s) of written work |
| <input type="checkbox"/> | Degree transcript | <input type="checkbox"/> | IELTS/TOEFL certificate | | |
- To follow:
- | | | | | | |
|--------------------------|-------------------|--------------------------|-------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Reference 1 | <input type="checkbox"/> | Reference 2 | <input type="checkbox"/> | Example(s) of written work |
| <input type="checkbox"/> | Degree transcript | <input type="checkbox"/> | IELTS/TOEFL certificate | | |

NOTES ON COMPLETING THE POSTGRADUATE APPLICATION FORM

- (i) Please give the full title of the college or university where you studied, but add the name of the validating authority if different, e.g. Roehampton Institute (University of Surrey). Please also give the title of the qualification, e.g. BA, LesL, Ptychio, State Examinations etc.

For 'Result/Award' obtained UK graduates should enter the class of Honours (I, IIA, IIB or III) or 'Ordinary', 'Pass' as appropriate. US graduates should give the grade point average (and any description of the award e.g. *cum laude*). Other graduates should give the grade or overall mark they obtained or any description awarded e.g. *bien, cum laude* etc. Please also give the year in which the degree was awarded.

Holders of professional qualifications should give the full title of their qualification and the name of the awarding body. Please include a note of the main subjects studied if this is not clear from the title of the qualification.

A copy of your degree transcript or professional award should be included with your application form.

Please note: Original certificates are checked at enrolment.

- (ii) These are the normal minimum English test scores required for entry to postgraduate programmes. Higher test scores may be required for entry to some courses e.g. Management and Law (IELTS 7.0, TOEFL iBT 100).
- (iii) TWO references are normally required. One referee should be someone familiar with your academic work. If your most recent academic study was several years ago, and you feel that your professional experience is more relevant, please obtain other appropriate references. If you have any questions about this section, please do not hesitate to contact the Consortium office.

FEES AND FINANCE

To help us assess Home/EU or Overseas fee liability we ask about your country of residence, both permanently and during the last three years. If you are in doubt about the rules, please contact the UKCISA: UK Council for International Students Affairs (www.ukcisa.org.uk).

If you have been awarded a scholarship, please give full details of the awarding body, your reference number if relevant, the duration and value of the award, and the terms and conditions of the scholarship (with a translation if appropriate). This may be most conveniently done by attaching to your application form a copy of the letter sent to you by the awarding body granting the award of the scholarship.

OPEN EVENINGS

For details of Birbeck Open Evenings, please contact My Birkbeck Helpdesk or visit our website: www.bbk.ac.uk/mybirkbeck

ADVICE AND INFORMATION

If you need further information or advice on completing this form, please contact the My Birkbeck Helpdesk team on (outside the UK +44 20 7631 6610/6435/6692) (UK) 0845 601 0174 or info@bbk.ac.uk or call the London Consortium office on (outside the UK +44 20 7631) (UK 020 7839) 8669.

CLOSING DATES AND SELECTION PROCEDURES

- Applications will be considered between 1 January and 30 June. You are advised to apply early since the programme has a strictly limited intake and we interview candidates as they apply.
- Telephone interviews can be arranged for international applicants.
- Applicants wishing to apply for Arts and Humanities Research Board Funding (applicable to EU and UK students only) should contact us as early as possible – ideally in January or February.
- In order to apply to the AHRB you must already have been interviewed and offered a place in the Consortium programme.
- The Birkbeck Registry deadline for receipt of completed AHRB applications is usually in late March; completed AHRB application forms must reach the Consortium office by mid March.

SUMMARY

We aim to deal with application forms as quickly as possible. Before sending in your form please check that:

- you have included all relevant information on your application form
- your references are included with your form, if possible
- a copy of your degree transcript is included with your form (if required)
- you have included example(s) of your written work with your application (one sample for MRes applicants, two for PhD/MPhil applicants).

HOW DID YOU HEAR ABOUT THE LONDON CONSORTIUM?

<input type="checkbox"/> Consortium website	Any comments? _____ _____
<input type="checkbox"/> Other website	Please specify _____
<input type="checkbox"/> Consortium Brochure	Where did you see the Brochure? _____
<input type="checkbox"/> Print advertisement	Please specify publication _____
<input type="checkbox"/> Personal Recommendation	_____
<input type="checkbox"/> College Graduate Advisor	_____
<input type="checkbox"/> Birkbeck Prospectus	_____
<input type="checkbox"/> Other	Please specify _____ _____

For Registry use

REGISTRAR'S NOTES TO ADMISSIONS TUTOR:

1. Eligible on the basis of degree (minimum UK Second Class Honours or overseas equivalent) *MPhil/PhD: College Regulation 1.1a/MA/MSc/MRes: College Regulation 3.1a.*
2. **Eligible** on the basis of approved professional or other qualification obtained by written examinations and approved by the College *MPhil/PhD: College Regulation 1.1d/MA/MSc/MRes: College Regulation 3.1d.*
3. Applicant's degree is not equivalent to UK Second Class Honours standard: any offer of a place must be subject to College approval (notes attached) *MPhil/PhD: College Regulation 1.2/MA/MSc/MRes: College Regulation 3.2.*
4. Applicant's professional qualifications are not approved as equivalent to a UK Honours degree: any offer of a place must be subject to College approval (notes attached) *MPhil/PhD: College Regulation 1.2/MA/MSc/MRes: College Regulation 3.2.*
5. Applicant does not have post-secondary qualifications obtained by written examination: if you wish to offer a place on the basis of his/her work experience, please contact the Registry for advice on applying for suspense of College regulations.
6. Provisional upon obtaining: _____
7. Other comments: _____
8. Fee liability: Home/EU Overseas Home/EU – ELQ

REJECTIONS, WITHDRAWALS AND DEFERRALS

IF YOU ARE NOT ADMITTING THIS STUDENT, please tick the appropriate box:

First choice: Not accepted Withdrawn Deferred Initials: _____ Date: _____
Second choice: Not accepted Withdrawn Deferred Initials: _____ Date: _____

IF YOU ACCEPT THIS STUDENT Please give full instructions under the appropriate heading below.

RESEARCH STUDENTS MPhil PhD

University Registration date: Oct _____ (year)

Main field of study: _____ Supervisor (*please print*): _____

Minimum period of study: Three years Other

Head of School
or authorised tutor: _____ Signature: _____ Date: _____

TAUGHT COURSES MRes

Title of course: _____

Length of course: One year full-time

Provisional upon student obtaining degree result: _____

Other conditions? _____

Admissions Tutor: _____ Date: _____

Signature: _____ Date: _____

**Application for admission to postgraduate study at:
Birkbeck, University of London,
Malet Street, London WC1E 7HX**

Request for confidential reference

TO THE REFEREE

The person named below has applied to this University of London College and has named you as a referee. Will you kindly let me have, as soon as possible, a confidential opinion in English on this candidate's academic and personal suitability for the proposed course of study.

If there is a first or Master's degree examination result outstanding, I would appreciate some indication of the class of degree that you expect this candidate to obtain.

Please use the back of this letter for your reference and return it direct to the candidate, sealed in an envelope with your signature across the seal. The candidate will forward the reference with their application to my office. If you would prefer to write the reference on your own headed paper, I would be grateful if you would attach it to this letter, and use the headings given overleaf as a basis for your comments. If you wish to send the reference direct to the Registry, please let the candidate know that this is what you intend to do.

Thank you

Diana Driscoll
Deputy Registrar, Birkbeck, University of London

TO THE CANDIDATE FOR ADMISSION

Please complete sections A, B and C below before sending out this form and a self-addressed envelope to each of the referees you have named on your application form. Please write clearly in **BLOCK CAPITALS**.

- A Full name (underline family name): _____
- B Proposed degree (Master's or research) and programme of study: _____
- C Month and year in which you intend to commence study: _____

CONFIDENTIAL STATEMENT BY REFEREE

Number of years that you have known the candidate:

In what capacity:

Academic ability of candidate and suitability for their chosen programme:

Any further relevant information:

Confirm award *(if known)*: _____ Date of candidate's award *(if known)*: _____

Name of referee: _____ Signature: _____

Position held: _____ Date: _____

Institution and address: _____

Telephone: _____

Official stamp of institution

**Application for admission to postgraduate study at:
Birkbeck, University of London,
Malet Street, London WC1E 7HX**

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Confirm award (*if known*): _____ Date of candidate's award (*if known*): _____

Name of referee: _____ Signature: _____

Position held: _____ Date: _____

Institution and address: _____

Telephone: _____

Official stamp of institution

SURNAME

FORENAMES

STATISTICAL INFORMATION

Information on this page is requested for the purpose of meeting national higher education statistical requirements as defined by the Higher Education Statistics Agency (HESA) and will also be used by the College for statistical and monitoring purposes. The data will be stored in confidence by the College Registry and will not be passed on to staff in the School(s) who will be considering your application.

Nationality

Country of Permanent Residence

Previous University Study. If you have been registered as a student at any **other** university since August 1994, please enter your Higher Education Statistics Agency number (HESA number or HUSID) **if known**.

Ethnic Origin. Please tick the code from the list below which best describes your ethnic origin. (The codes listed are those used in the 1991 Census.) Only applicants whose permanent residence is in the UK are asked to answer this question. Please tick only one code.

- | | |
|---|---|
| <input type="checkbox"/> 11 White – British | <input type="checkbox"/> 34 Chinese or Other Ethnic background – Chinese |
| <input type="checkbox"/> 12 White – Irish | <input type="checkbox"/> 39 Other Asian background |
| <input type="checkbox"/> 19 Other White background | <input type="checkbox"/> 41 Mixed – White and Black Caribbean |
| <input type="checkbox"/> 21 Black or Black British – Caribbean | <input type="checkbox"/> 42 Mixed – White and Black African |
| <input type="checkbox"/> 22 Black or Black British – African | <input type="checkbox"/> 43 Mixed – White and Asian |
| <input type="checkbox"/> 29 Other Black background | <input type="checkbox"/> 49 Other Mixed background |
| <input type="checkbox"/> 31 Asian or Asian British – Indian | <input type="checkbox"/> 80 Other Ethnic background |
| <input type="checkbox"/> 32 Asian or Asian British – Pakistani | <input type="checkbox"/> 90 Not known |
| <input type="checkbox"/> 33 Asian or Asian British – Bangladeshi | <input type="checkbox"/> 98 Information refused |

Disability. Please tick the code from the list of statements below that is most appropriate to you.

- | | |
|---|---|
| <input type="checkbox"/> 00 You do not have a disability | <input type="checkbox"/> 05 You need personal care support |
| <input type="checkbox"/> 01 You have dyslexia | <input type="checkbox"/> 06 You have mental health difficulties |
| <input type="checkbox"/> 02 You are blind/are partially sighted | <input type="checkbox"/> 07 You have an unseen disability, e.g. diabetes, epilepsy, asthma |
| <input type="checkbox"/> 03 You are deaf/have a hearing impairment | <input type="checkbox"/> 08 You have two or more of the above disabilities/special needs |
| <input type="checkbox"/> 04 You are a wheelchair user/have mobility difficulties | <input type="checkbox"/> 09 You have a disability not listed above |

If you have a disability that is likely to affect your studies in any way, you should discuss the practical implications of this at your interview. You are also invited to consult the Student Disability Co-ordinator, Mark Pimm, on 020 7631 6315 (minicom 020 7631 6630).

LONDON CONSORTIUM BURSARIES: INFORMATION FOR NEW APPLICANTS

- There are two fees-only bursaries open to students joining the programme.
- Awards will be open to students who are not in receipt of funding from any other source.
- Consortium candidates who have been unsuccessful in their application for Arts and Humanities Research Board funding will automatically be considered for a Consortium bursary.
- Applications will be assessed by the Consortium's Academic Steering Committee and will be awarded solely on the basis of academic merit.
- There is no obligation to award all bursaries if applicants are not considered to be of a sufficiently high academic standard in any particular year.
- Bursaries awarded to UK/EU students will provide full funding for tuition fees.
- Bursaries awarded to overseas students will reduce tuition fees to the home fee rate.

APPLICATIONS

To be considered for these bursaries, please give a brief supporting statement in the following space. This will be viewed in conjunction with your application to the programme.

DECISION

Decisions will be announced in late August, with a reserve list.



Malet Street
Bloomsbury
London WC1E 7HX
Tel 020 7631 6000
Fax 020 7631 6351
www.bbk.ac.uk

The London Consortium – a partnership of:
The Architectural Association
Birkbeck, University of London
Tate
The Insititue of Contemporary Arts

**This application form is available in large format.
For details, call the Disability Office on 020 7631 6315.**