

## Postgraduate Research Degree Application Guidance Notes

Thank you for your interest in postgraduate research at the Liverpool School of Tropical Medicine (LSTM).

These notes are intended to assist you in completing LSTM's Postgraduate Research Application Form as efficiently as possible. If you have any further questions, please contact the Research Degrees Administrator:

✉ [pgr@lstmed.ac.uk](mailto:pgr@lstmed.ac.uk)

LSTM accepts Research applications throughout the year, however, advertised studentships will usually carry their own deadline for entry.

Please ensure that you complete all relevant sections of the application form in full. When submitting your application you should enclose any relevant supporting documents as directed in these guidance notes. A *complete* application is one that includes:

- a) a completed application form;
- b) award certificates and transcripts (unless pending). Transcripts are required for your highest qualification;
- c) 2 suitable references;
- d) A completed equal opportunities form;
- e) CV.

Applications should be returned to the Research Degrees Administrator via the email or to the postal address on the application form. All applications will be acknowledged by email within 5 working days. *Complete* applications will receive a decision within 2 months..

### Section 1. Personal Details

#### Family Name/ Given Name(s)/ Other Name(s)/ Previous Names (If applicable)

Please give your name exactly in the format that it appears in your passport. If you have ever held any previous names please also indicate this.

#### Permanent Home Address and Address for Correspondence

Most of our correspondence with you will be via email. However occasionally, we may need to send correspondence to you via post. Your permanent home address is the address where you usually live. If you prefer correspondence to be sent to a different address, then please also complete the *address for correspondence* section.

If your correspondence address changes, please contact the Research Degrees Administrator immediately.

### Section 2. Intended Programme of Study

#### Programme title

Please indicate which programme you are applying for (MD/ MPhil/ PhD).

#### Proposed start date

Please indicate your proposed start date.

All Postgraduate Research (PGR) offers are made on the first working day of every month. The only exceptions are January, when offers will be made on the first working day after the Christmas break, and September when offers can be made on any working day.

#### Mode of Study

Please indicate your mode of study.

MD (part-time only) minimum of two years and a maximum of six years from the date of registration.  
MPhil full-time minimum of one year and a maximum of four years from the date of registration.  
MPhil part-time minimum of two years and a maximum of six years from the date of registration.  
PhD full-time minimum of two years and a maximum of four years from the date of registration.  
PhD part-time minimum of four years and a maximum of six years from the date of registration.

*NB: Subject to approval by the Faculty of Medicine, an MPhil/ PhD student may be able to study entirely outside of LSTM at an institution with suitable facilities, this is called off-site registration.*

*It is expected that the student will be based at an institute that has the facilities to support a candidate for a University of Liverpool MPhil or PhD, including a research active environment and access to information technologies. Students must have a designated supervisor at LSTM who meets all of the usual requirements to be a University Supervisor, and a local supervisor at the institution at which they will be based. Typical institutions are likely to be Universities with a limited range of research degree programs, prestigious research institutes, private companies and government agencies.*

### **Section 3. Proposed Area of Research**

In this section you should outline your research proposal in no less than 500 words. You may continue on a separate sheet if required.

As a guide, you should include the following:

- Proposed title of research
- Aims of the investigation
- Brief plan of work
- Any relevant publications you may have read

Obviously your project outline will not be final and the design will need to be developed during the first few months of study, in close collaboration with your supervisor.

### **Section 4. Academic (University) Qualifications**

It is LSTM's policy to select students for Research degrees who have obtained or are expected to obtain a UK First Class or Upper Second Class Honours Degree or international equivalent, or a UK Masters Degree or international equivalent in an appropriate subject. Students with insufficient qualifications or inappropriate backgrounds are recommended to take one of our Masters programmes as a first step towards a Research degree.

Please enclose copies of your award certificates\* and transcripts from your highest qualification.

*\*Should your application be successful we may request to sight your original documents either on or before registration.*

### **Section 5. Professional or Other Qualifications**

Please give details of any **relevant** professional or other qualifications.

You do not need to include your certificates/ transcripts for these qualifications. If we need to see any certificates or transcripts then we will request these from you.

### **Section 6. Employment**

This section gives you the opportunity to tell us about any work history **related to your application**. Please also attach a CV or resume separately.

### **Section 7. English Language Qualifications**

In order to equip you with the skills to successfully pursue your chosen programme of study and to enable you to participate in all aspects of academic life you must meet the minimum English language entry requirements which are set out below; these are also considered to satisfy the English language requirements for a Tier 4 (General) visa.

#### **Nationals of majority English-speaking countries**

Nationals of majority English-speaking countries are deemed to meet LSTM's English language entry requirements\*\*. Please submit a copy of the Photo ID page of your passport with your application.

### **Completion of a degree level qualification taught in a majority English-speaking country**

If you have completed a qualification which was taught in a majority English-speaking country and the level of that qualification is the equivalent to a UK degree or above, you will meet LSTM's English language entry requirements\*\*\*. We will use your award certificate to evidence this. Please note that provisional award certificates are not acceptable.

*\*\*Majority English-speaking countries: Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Canada; Dominica; Grenada; Guyana; Ireland; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; United Kingdom, United States of America.*

\*\*\*As above but excluding Canada.

### **Secure English Language Tests**

<a href="#">IELTS</a>	6.5 overall (with a minimum of 5.5 in all learning components)
<a href="#">TOEFL Internet-Based Test</a> (Institutional Testing Programme and Paper-Based Test not accepted)	88-89 (with a minimum of 21 for Listening and Writing, 22 for Reading and 23 for Speaking)

Applicants should ensure that they schedule their IELTS or TOEFL test well in advance of the start of their programme. Results normally take a minimum of 10 days for release. Tests must be within their validity period of two years.

**Country Specific Qualifications** – Please see the website <http://www.lstmed.ac.uk/study/how-to-apply/english-language-requirements>

### **Section 8. UK VISA History (Non-EEA students only)**

If, on any occasion, you have previously studied in the UK under the Tier 4 (General) Student category or under the pre-Tier 4 student rules then you must declare this on the application form. As a Tier 4 licensed sponsor LSTM must confirm that you are making academic progress from study undertaken during your most recent period of Tier 4 (General) Student leave or pre-Tier 4 student leave. This information must be included in the CAS. It is your responsibility to provide us with this information. Any information withheld could affect your visa application.

### **Section 9. Personal Statement**

Your potential supervisors will use your personal statement to help make a decision on your application and in particular your suitability for the research you have chosen. This is your opportunity to explain why you wish to undertake this research, and should include:

- Your interest and experience in this subject area
- Your reasons for choosing this particular project
- Your reasons for choosing to study at LSTM
- Your future aims or career plans
- How the research project connects to your future plan

### **Section 10. Funding**

Please indicate how you intend to fund your studies. If your application is successful you will normally be asked to provide evidence of funding. Further guidance on this will be provided at a later date so there is no need to enclose any documents at this stage.

### **Section 11. Referees**

Please provide the name and contact details of two suitable referees. This is in case LSTM needs to contact them for further information following receipt of their reference.

Also, included with this application pack are two reference forms. Candidates should input their personal details and forward the forms on to their referees; LSTM will not do this on your behalf. Referees should be senior academic and/ or professional persons who are currently responsible, or have recently been responsible for supervising you; friends and family are not acceptable.

## **Section 12. Criminal Convictions**

To help LSTM to reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that a candidate has.

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.

## **Equal Opportunities Monitoring Form**

Applicants to the Liverpool School of Tropical Medicine are selected on their academic ability regardless of gender, ethnic or national origin, disability, religion, sexual orientation or any other irrelevant distinction. In order to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities we ask all applicants to complete and return an equal opportunities monitoring form. The information you provide will be used for statistical purposes only and will not be available to the proposed supervisory team when assessing suitability for your chosen programme of study.

## **Disability Support at LSTM**

LSTM welcomes students with disabilities and aims to ensure that, as far as possible, appropriate support is offered to meet their needs. LSTM complies with current equality legislation, under which it has a duty not to discriminate against disabled students. The legislation requires us to make "reasonable adjustments" to our services so that disabled students are not placed at a "substantial disadvantage".

If you have a disability, long term health condition or Specific Learning Difficulty (e.g. dyslexia), you are strongly encouraged to indicate this on the Equal Opportunities Monitoring Form. Students who indicate a disability on this form will be contacted by LSTM's Student Experience and Accommodation Officer before the start of their course. If you do not wish to be contacted then please indicate this.

Applicants who wish to be contacted will be asked to provide further information about their disability so that we can tell you what support is available and discuss with you what reasonable adjustments you will require during your course of study. Knowing about your requirements in advance can also help us to prepare and arrange support in time for the start of your course. The information that you provide will be used to enable our Student Experience and Accommodation Officer to liaise with those colleagues who need to know about the support that you will require, in order that this can be arranged to best serve your interests.

We require supporting documentation regarding your disability, before support can be arranged. The type of documentation that we require will depend on your individual circumstances, but may for example be a letter from your GP or an Educational Psychologist's Report.

Your data will not be disclosed for other purposes without your consent, except where there is a legal obligation to do so or where exceptional issues of personal safety arise. The information will be processed and held in LSTM's administration systems and used for the administration of your academic related support and any other legitimate LSTM purpose. In doing so, LSTM will observe at all times the data protection principles embodied in the Data Protection Act 1998.