

APPLICATION FORM

# GOLDSMITHS LONDON

MRES MPHIL PHD

## GENERAL INFORMATION

Application Form for: MRes/MPhil/PhD application (initial registration is usually for MPhil, with transfer to PhD registration dependent on progress)

Applicants for taught Master's degrees and Postgraduate Diplomas should contact the Admissions Office (International Office if normally resident outside of the EU) for the appropriate application form. Applicants for programmes in Social Work should consult the *Postgraduate Prospectus*. Applicants for PGCE programmes should consult the *PGCE Prospectus*.

We will use the information you provide in sections 1,4,6,7,9,10,11,12, and 13 to assess your suitability and eligibility for the programme. Equal Opportunities Monitoring Form data, plus the age and gender information in section 2 of the main application, and any information about disability, will not be used in this assessment, but for statistical and planning purposes, and for seeking to make arrangements for particular disabled students who are admitted.

If you become a student at Goldsmiths as a result of this application, information which you provide on this form will become part of your student record. If you do not, it will be destroyed, normally approximately one year after your proposed entry date, with the exception of the Equal Opportunities Monitoring data which is likely to be retained in perpetuity.

If there is not enough space for your entry on any section of the form you should add separate sheets and note on the relevant section of the form that you have done so. Read your entries on the form before you send it to us and remember that we only have the information you provide and cannot consider an incomplete application.

You are advised to keep a copy of your completed form for your own records before submitting it to the College.

It may be possible to make this application form available in a large print format – please contact us on 020 7919 7766.

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS IN BLACK INK.**

---

**Goldsmiths**  
UNIVERSITY  
OF LONDON

---

New Cross, London SE14 6NW  
Telephone 020 7919 7171  
[www.goldsmiths.ac.uk](http://www.goldsmiths.ac.uk)

**EQUAL OPPORTUNITIES MONITORING FORM**

Goldsmiths College is committed to a policy of equal opportunities. To enable the College to monitor the effectiveness of this policy, applicants are asked to complete this monitoring form. This information is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure. Please return this form with your application form. The monitoring form will be separated from the application form and will not be forwarded to the department for consideration with your application.

**ETHNIC ORIGIN**

Please tick the box that you feel most adequately describes your ethnic origin

- |                                       |                          |   |                          |
|---------------------------------------|--------------------------|---|--------------------------|
| 11 White British                      | <input type="checkbox"/> | 33 Asian or Asian British – Bangladeshi | <input type="checkbox"/> |
| 12 White Irish                        | <input type="checkbox"/> | 34 Asian or Asian British – Chinese     | <input type="checkbox"/> |
| 14 Irish Traveller                    | <input type="checkbox"/> | 39 Asian Others                         | <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 Black Other                        | <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"/> |   |                          |

**OCCUPATIONAL BACKGROUND**

Please describe your occupation. If unemployed, please enter your most recent occupation, or voluntary experience if appropriate.

---



---



---



---



---



---



---

## 1. PROGRAMME DETAILS

If you wish to apply for more than one programme, you must submit a separate application form for each Programme. (Please note: it is not possible to pursue two or more award bearing programmes at the same time. You can only accept one offer).

Title of programme	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Year of entry
Enter the title of any other programme you have applied for at Goldsmiths, this year or in previous years, (where you did not gain acceptance):	Have you ever studied at Goldsmiths? If yes, when?	

## 2. PERSONAL DETAILS

Please give all forenames and family or surnames that form part of your full name. If your surname or family name has changed at any time for any reason, also provide your previous name(s). We may require evidence of your change of name in order to verify your qualifications and certificates at enrolment.

Surname/Family Name	Previous surname/family name if appropriate			
Forenames	Previous forename if appropriate	Title (Mr, Mrs, Ms, Dr, etc.)		
Gender <b>M</b> or <b>F</b>	Date of Birth			Age (at 1st September in year of entry)
	Day	Month	Year	

## 3. ADDRESSES AND OTHER CONTACT DETAILS

You must give an address where we can send all correspondence. We will use this address unless you notify us of any change. Please indicate if there are any periods when you will not be available for interview.

Address for correspondence	Home address (if different)
Postcode	Postcode
Tel No.	Tel No.
Mobile Tel No.	Fax No.
Fax No.	
E-mail	
DATES NOT AVAILABLE FOR INTERVIEW:	DATES WHEN WE ARE NOT ABLE TO CONTACT YOU:

**Note:** Overseas applicants – email is our preferred means of communication

## 4. ENGLISH LANGUAGE

**You must complete this section if English is not your first language.** Please consult the *Postgraduate Prospectus* for a full list of acceptable English Language qualifications. If you have already taken the IELTS/TOEFL/Cambridge Proficiency/Cambridge Advanced/O-level or GCSE English Examination please attach a photocopy of the results. If you are going to take, or have taken, an English language qualification, please list the full title of the qualification and the date awarded, or when the results will be available.

Course title	Date taken	Grade or mark

## 5. FEES AND AWARDS

**All applicants must complete this section.** Please provide the names of any institutions or agencies you are approaching for financial assistance. You should also tell us who will pay your fees if you do not receive an award.

Name of award (if applicable)	Institution providing award	Amount (£)	Awarded/applied for

Name and address of sponsor or institution which will pay your tuition fees etc. **If you are paying the fees yourself, enter 'SELF'.**

Name of sponsor/fee payer

Address

Please tick if you are including an application for the Goldsmiths Postgraduate Scholarship with your application.  Yes  No.  
Failure to do so will render your application for this award void. In order to be considered for this award your application must be received by 28 February and satisfy any other requirements of the award (see *Postgraduate Prospectus*).

## 6. RESIDENCE

**All applicants must complete this section.**

Enter only one country for ordinary or permanent residence. Please also indicate if you have been granted exceptional/indefinite leave to remain or if there is a time limit on your leave to remain in the UK. You must provide documentary evidence to support this. Non-EU applicants: to be eligible for consideration for entry to a part-time programme you will need to submit proof, along with this application, that you meet the following requirements;

1. that you have 'leave to remain' in the UK for the duration of the programme for which you have applied
2. that you have not entered the UK on a full-time student visa

Place of birth						
Date of entry to EU (if applicable)	Day	Month	Year		Country of ordinary or permanent residence	Nationality

Countries in which you have resided in the last three years

Country	From	To	Country	From	To

Have you been granted indefinite or exceptional leave to remain in the UK?  Yes  No (If yes please provide photocopied documentary evidence)

Is there a time limit on your leave to remain in the UK?  Yes  No (If yes please provide photocopied documentary evidence)





## FIRST REFEREE

This page to be completed by first referee.

The person submitting this application has given your name as a referee. Please give your comments on the candidate's academic abilities and personal qualities, and in particular your view of the candidate's suitability for the programme. Please state how long you have known the candidate and describe your relationship to the candidate. Please enter your comments in the box below. Our address is given at the front of this form. **All references not provided directly on this form must be on headed or official paper, and accompanied by an official stamp or seal.**

All references are treated as confidential by the College. However, some departments operate a system whereby staff discuss the reference with the applicant, possibly as part of the process of reviewing and recording achievement. You should indicate by ticking the appropriate box (below) whether or not you consent to the reference or its contents being shown to the student. However you should be aware that, under the terms of the Data Protection Act (1998), circumstances may arise in which the College would be obliged to reveal the reference even in the event of your consent having been withheld.

**The reference:** There is no set format or recommended structure for this, but selectors find it helpful if the following information about the applicant is included (it is not necessary to duplicate information provided by an applicant unless you wish to comment upon it):

- Academic achievement and potential, including predicted results or performance
- Suitability for Programme(s)/subject(s) applied for
- Factors that may have influenced or influence performance
- Personal qualities (motivation, powers of analysis, communication skills, independence of thought)
- Career aspirations
- Any health or personal circumstances relevant to the application
- Other interests and activities
- Commitments that will prevent an applicant from attending an interview
- In the case of applicants whose first language is not English it is helpful to comment upon the applicant's ability in written and spoken English. Please clarify, where appropriate, the proportion of courses studied or being studied in which the medium of instruction is English.

**Send the completed application form,** reference (and any enclosures) to: Admissions Office, Goldsmiths College, University of London, New Cross, London SE14 6NW; (Applicants from outside of the EU), International Office, Goldsmiths College, University of London, New Cross, London SE14 6NW.

Official Stamp

Name of referee (capitals)

Signature

Date

Name of institution

Position

Can this reference be discussed with the applicant? Yes  No

Under the terms of the Data Protection Act (1998), circumstances may arise in which the College would be obliged to reveal the reference even in the event of your consent having been withheld.

## 11. STATEMENT IN SUPPORT OF APPLICATION

Please use this section to tell us why you wish to apply to study at Goldsmiths College. Admissions Tutors will want to understand the intellectual rationale for your choice and they may also wish to see that you can demonstrate familiarity with the subject area. As a guide, it is useful to separate academic and general issues. The information supplied in this section is very important and you should provide the fullest information possible. **Some programmes may require you to submit specific information – please refer to the 'Additional Information' section of this form and the *Postgraduate Prospectus*.**

Continue on a separate sheet if necessary and indicate that you have done so.

## 12. OTHER DETAILS

Please enclose the following information with your completed application.

- **Research outline**

A statement of the proposed area of research. This statement should include: delineation of the research topic; why it has been chosen; an initial hypothesis (if applicable); a brief list of major secondary sources (no more than two pages).

- **Part-time**

If you wish to study part-time indicate how many hours a week you intend to devote to research. You should indicate whether you will do all of your research at evenings or weekends. If you intend to carry out your research during weekdays please also indicate for how many hours.

## 13. CRIMINAL CONVICTIONS

To help the College reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant may have.

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 (but see the next paragraph below).

**If you are applying for the MA Applied Anthropology, Community and Youth Work, MA Art Psychotherapy or the MA Dance Movement Therapy or other courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these courses, you may need an 'enhanced disclosure' document from the Criminal Records Bureau. The College will send you the appropriate documents to fill in if you are offered a place. You may find the details below useful.**

Agency	Web address
Criminal Records Bureau	<a href="http://www.crb.gov.uk">www.crb.gov.uk</a>

<p><b>Courses in MA Applied Anthropology, Community and Youth Work, MA Art Psychotherapy or the MA Dance Movement Therapy and courses involving work with children or vulnerable adults.</b></p> <p>For these courses, you must tick the <u>Yes</u> box if any of the following statements apply to you:</p> <ol style="list-style-type: none"> <li>I have a criminal conviction</li> <li>I have a spent criminal conviction</li> <li>I have a caution (including a verbal caution)</li> <li>I have a bind-over order</li> <li>I am serving a prison sentence for a criminal conviction</li> </ol> <p>If statement <b>e</b> applies to you then you must also give the prison address as your postal address in Section 3 of your application and a senior prison officer must support your application.</p>	<p><b>All other courses</b></p> <p>For these courses you must tick the <u>Yes</u> box if either of the following statements apply to you:</p> <ol style="list-style-type: none"> <li>I have a relevant criminal conviction that is not spent</li> <li>I am serving a prison sentence for a relevant criminal conviction</li> </ol> <p>If statement <b>b</b> applies to you then you must also give the prison address as your postal address in Section 3 of your application and a senior prison officer must support your application.</p> <p>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.</p>
--	---

Applicants who tick the Yes box on Section 14 of this application will not be automatically excluded from the application process. However the College may want to consider the application further or ask for more information before making a decision. **If you are convicted of a relevant criminal offence after you have applied, you must tell the College.** Do not send details of the offence; simply tell us that you have a relevant criminal conviction; the College may then ask you for more details.

## 14. DECLARATION

When you have completed Sections 1-14 give the whole form and any additional sheets, to the person you have named as first referee in Section 10 – ask him/her to complete the section above and to send this form to Goldsmiths College.

<p><b>YOU MUST READ AND SIGN THIS DECLARATION</b></p> <p>I hereby certify that the information I have given on this form is correct and complete, and I agree that, if admitted to Goldsmiths I will abide by the Charter, Statutes, Ordinances and Regulations of the College. I have read and understood the instructions relating to the completion of this form, and have noted any details particular to the programme for which I am applying. I understand that:</p> <ul style="list-style-type: none"> <li>• I may be asked to provide documentary evidence in support of any statement made on this form;</li> <li>• information I have given, or will give, in connection with this application, will</li> </ul>		<p>be processed according to the Data Protection policy shown on the College's website at <a href="http://www.gold.ac.uk/data-protection">http://www.gold.ac.uk/data-protection</a> designed to comply with current UK legislation</p> <ul style="list-style-type: none"> <li>• that if offered a place I will be required as a condition of enrolment to acknowledge receipt of a statement (text available in advance from the College website at the URL above) informing me of the ways in which Goldsmiths routinely processes student data:</li> <li>• that the College is unable to accept liability for the suspension and/or cancellation of programmes, although it will inform students of changes as soon as possible.</li> </ul>	
<p>Do you have any unspent criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>Where did you hear about Goldsmiths?</p>		<p>Did you attend an Open Day? Yes <input type="checkbox"/> No <input type="checkbox"/> When?</p>	
<p>Signed</p>			<p>Date</p>

Please complete the Equal Opportunities monitoring form (enclosed) and return it with this form.

## ENCLOSURES

Please note that you must submit specific material for some programmes (see enclosed information sheet and the Prospectus for further details). Documentary evidence of any qualifications should be in the form of photocopies, **please do not send originals**.

<p>List any enclosures you are sending with this form. For some programmes you must send specific material; please refer to the instructions and the Prospectus.</p>	
1	5
2	6
3	7
4	8

<p><b>Checklist.</b></p> <p>Have you:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed all sections of the form?</li> <li><input type="checkbox"/> Included an academic reference?</li> <li><input type="checkbox"/> Included copies of documentation requested in Sections 5,6,7 and 8?</li> <li><input type="checkbox"/> Included any additional information requested in the Prospectus?</li> <li><input type="checkbox"/> Included a research project outline?</li> <li><input type="checkbox"/> Completed Section 14 of the form?</li> <li><input type="checkbox"/> Signed the declaration?</li> <li><input type="checkbox"/> Kept a copy of this completed form?</li> </ul>	<p><b>Who to return your application to</b></p> <p>Return your application form, any enclosures (where applicable) and reference to, Goldsmiths College, New Cross, London, SE14 6NW</p> <p>If you are normally resident within the European Union (EU) or the European Economic Area (EEA) please address your application to The Admissions Office, (telephone: 020 7919 7766).</p> <p>If you are normally resident outside of the EU or EEA please address your application to the International Office, (telephone: +44 (0) 20 7919 7700)</p>
--	---

## **ADDITIONAL INFORMATION**

Please consult this list to see if there is any additional information you should include as part of your application.

### **MRES DESIGN**

Along with your completed application form please include in your submission examples of your work. This may be a written piece of some substance (min 4000 words) e.g. a copy of an academic dissertation or a research report you have undertaken in commercial/industrial or other employment. Please make sure that you have your name on the work and also ensure that you have retained a copy for your self.

Instead of, or, in addition to this you may also send examples of your creative practice. This may be in the form of slides (approximately 12), a CD rom or other appropriate representation (i.e. easily mailed). Please include in some form or other an index to your work which includes a statement of the concerns and ideas in what you have submitted (200-500 words), a brief description of individual pieces including details such as scale, materials and collaborators and object performance (where relevant). Also ensure that all work is labelled with your name and, if necessary, instructions for viewing.

In addition please submit a brief written statement giving your reasons for wishing to do this degree (250 words approx.), outlining why you wish to do a research degree specifically.

If you wish your work returned please enclose an apposite self addressed and stamped envelope. Please be advised that although the College will take all necessary steps to ensure your work is kept safe it cannot be held responsible for any loss or damage that may occur in the application process.