**PGR CoP Appendix 13 Annexe 1**

**APPLICATION FORM FOR VISITING PGR RESEARCH STUDENTS**

Please consult UoL’s PGR Policy for Visiting Research Students before completing the form at: <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>

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| **SECTION 1. PERSONAL DETAILS** |
| **Title** |  |
| **Family name or last name** |  |
| **First or given name** |  |
| **Middle or other names** |  |
| **Date of birth** |  |
| **Gender** |  |
| **Nationality** |  |
| **Previous last name***(if applicable)* |  |
| **Country of birth** |  |
| **Passport number***(for International Applicants: the University will require this for you to apply for a student visa)* |  |
| **Passport issue date** |  |
| **Passport expiry date** |  |
| **Passport country of issue** |  |
| **Full address for correspondence: Line 1****Line 2 City Country****Postcode/zip code** |  |
| **Telephone/mobile number** |  |
| **Email** |  |
| **Full permanent address:** *(if different from above)* **Line 1****Line 2 City Country****Postcode/zip code** |  |
| **Telephone/mobile number** |  |
| **Email** |  |

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| **SECTION 2. DETAILS OF PROPOSED VISIT** |
| **In which School/Institute will you be based?** |  |
| **On what basis will you attend UoL?**  | * + Supervised
	+ Unsupervised
 |
| **Name of your proposed UoL Supervisor (only applicable to supervised VRS)** |  |
| **Brief description of the proposed research project (including required equipment and training)** |
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| **Proposed start date (mm/yyyy)** |  |
| **Proposed end date (mm/yyyy)** |  |

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| **SECTION 3. VISA AND ENGLISH LANGUAGE REQUIREMENTS** |
| All students at UoL, both from the UK and overseas, are expected to have high proficiency in the English language, normally demonstrated by holding a satisfactory English language qualification. For full details of the external requirements for an International VRS attending UoL please refer to thePolicy referred to at the top of this form and to the UKVI website. |
| **English qualification (if applicable)** |  |
| **Score/grade** |  |
| **Date taken/to be taken** |  |
| **Are you already a VRS at another UK Higher Education Institution (HEI)?[[1]](#footnote-1)** |  |
| **If so, at which UK HEI are you based?** |  |

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| **SECTION 4. HOME INSTITUTION** |
| **Home institution at which you are registered for your PGR award**  |  |
| **Institution address: Line 1****Line 2 City Country****Postcode/zip code** |  |
| **Name of your Academic Supervisor** |  |
| **Your Supervisor’s telephone number** |  |
| **Your Supervisor’s email address** |  |
| **Current PGR academic programme** |  |
| **Start date of current programme** |  |
| **End date of current programme** |  |

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| **SECTION 5. DISABILITY/SPECIAL NEEDS** |
| **Do you have a disability?** |  |
| Please also complete the Equal Opportunities Monitoring form attached. Any information given about disability will be treated in confidence. |

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| **SECTION 6. CRIMINAL CONVICTIONS** |
| To help the University 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 an applicant 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 (but see below).If you are applying for research in teaching, health, social work, veterinary science or areas 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, you may need an ‘enhanced disclosure document’ from the Disclosure & Barring Service. More information may be found on the [Disclosure & Barring Service website](https://www.gov.uk/government/organisations/disclosure-and-barring-service).**Research in teaching, health, social work, veterinary science and other courses involving work with children or vulnerable adults.** You must answer YES if any of the following statements apply to you:□ I have a criminal conviction.□ I have a spent criminal conviction.□ I have a caution (including a verbal caution). □ I have a bind-over order.□ I am serving a prison sentence. |
| **Do you have a relevant criminal conviction?** |  |
| If you are currently serving a prison sentence, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. |

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| **SECTION 7. CHECKLIST AND DECLARATION** |
|  **You must enclose the following required documents with this application:** |
| **□ Confirmation of your registration at your current home institution** **□ A letter from your home institution permitting you to spend the specified period of time at the University of Liverpool as a visiting research student.****□ Two academic references****□ Copies of English Language Certificates (as appropriate)** Please tick the above boxes to confirm that you have enclosed these documents with your application |
| I certify that the information contained within this application is true and accurate to the best of my knowledge.I agree to the University processing personal data contained in this form or other data which the University may obtain from me or other sources. I agree to the processing of such data for any purpose connected with my studies or my health, welfare and safety, or for any other legitimate reason.Please note, visiting research students are liable to pay a registration fee and research support fee. For more information, please contact the relevant institute/school/department.*NB. For electronic applications please type your full name in to the signature box: this will be accepted as an electronic signature.* |
| **Signed** |  |
| **Date** |  |
| Please ensure you have signed and dated the form before returning to the Postgraduate Administration Team in the School/Institute. Applications received without a signature will not be processed.Completed applications should be submitted either by email or post to the School/ Institute. Contact details will be provided on the School/Institute’s website or by their PGR Administration team. |
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In order for us to monitor equal opportunities, we would appreciate it if you could answer the following questions.

# Ethnic origin

Please select the option (see below) that you feel best describes your ethnic origin.

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| White – British 10 White – Irish 10 White – Scottish 10Other white background 10Black or Black British – Caribbean 21 Black or Black British – African 22 Other Black background 29Other Ethnic background 80Asian or Asian British – Pakistani 32 Asian or Asian British – Bangladeshi 33 | Chinese 34Other Asian background 39 Irish Traveller 14Mixed – White and Black Caribbean 41 Mixed – White and Black African 42 Mixed – White and Asian 43Other Mixed background 49 Asian or Asian British – Indian 31 Not known 90Information refused 98 |

If you have used the code for ‘Other Black’, ‘Other Asian’, ‘Other Mixed’ or ‘Other Ethnic background’, please provide further information here:

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# Disability

In the application form we have asked about the nature of any disability in order that we can provide the best available support. For planning purposes we would appreciate it if you could identify the most appropriate description to describe your disability using the list below:

# Disabilities/support required

0 You do not have a disability or are not aware of any additional support requirements in study or accommodation.

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1 You have a specific learning difficulty (e.g. dyslexia). 2 You are blind/partially sighted.

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1. You are deaf/hard of hearing.

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1. You are a wheelchair user/have mobility difficulties.

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1. You have mental health difficulties.

6 You have an unseen disability (e.g. diabetes, epilepsy, or a heart condition).

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7 You have two or more of the above disabilities.

8 You have a disability or medical condition not listed above.

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# If you would like to discuss support, access and facilities for disabled people, please contact:

**Telephone: +44 (0) 151 794 4714 or Fax: +44 (0) 151 794 4718 Email:****disteam@liv.ac.uk**

**Minicom: +44 (0) 151 794 4713** [**www.liv.ac.uk/studentsupport/disability**](http://www.liv.ac.uk/studentsupport/disability)

1. An existing VRS in another UK HEI must check the visa requirements for their eligibility to apply to UoL [↑](#footnote-ref-1)