



**THE OPEN INTERNATIONAL UNIVERSITY
FOR
COMPLEMENTARY MEDICINES**

Affiliated to **MEDICINA ALTERNATIVA** Alma-Ata 1962



Notes, guidance and application form

Prospective research degree students

This document is intended for postgraduate research students applying for an MPhil, MPhil/PhD and PhD direct.

Part 1: Notes

Application procedure

Thank you for your interest in studying for an MPhil or PhD at OIUCM. In order to begin considering your research proposal, we need you to complete the application form. This asks for details of your educational record and achievements, and about your employment record. In a latter section of the form you are asked to provide a summary outline of your proposed research and any related practice. We need to see your ideas at this stage in sufficient detail so that we can begin to judge your potential as a prospective research MPhil or PhD student and the potential of your proposed project. You should therefore indicate:

- how your proposal links to existing research and/or related practice in the area
- the aims and objectives of your research and/or related practice
- what sort of methods, sources, concepts, analytical frameworks or experiments (as appropriate) you propose to use
- how your work makes an original contribution to the academic field, discipline or area of study

The Office will acknowledge your application by email upon receipt.

Once your completed application form is received, it will be passed onto an appropriate Faculty, who will consider whether they have appropriate members of academic staff with relevant expertise and experience to supervise your proposed research project. Processing applications for a research degree can be time-consuming and it is customary for applicants to be called for interview before an offer of a place is made. Interviews will normally occur within one month of receipt of your application form, and where necessary may take place by telephone or Skype.

Enrolment process

If your application is successful, the Office will write to you with an offer and notify you of the enrolment dates. At enrolment you will be asked to complete the University's Enrolment Form, confirm your identity and qualifications, and organise payment of your fees

Studying for an MPhil or PhD

The degrees of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) are awarded by OIUCM upon successful defence of a thesis at viva voce/oral examination. The research must be original and completed under the supervision of University staff.

Admissions

You will normally have an Honours degree from a university or the equivalent, as a basis for enrolment onto a research programme. However, the University may consider applicants with Master's qualifications or equivalent training and/or experience in relevant research, practice and theory.

Intellectual property

All IP arising from research work undertaken by postgraduate research students is owned by

the University.

Postgraduate research students (or non-employee researchers) will be required to sign an agreement assigning first rights of IP ownership to the University as a condition of participation in University research projects. This agreement will be included as a constituent part of any official offer of a studentship research placement from the relevant departmental office.

However, in the event that a research student generates IP independently from their research project, and without drawing on University facilities or staff supervision, then the IP shall remain the property of the student. In such cases, the University may be willing to manage the commercialisation of the IP on behalf of the student, in which case the student will be required to assign their rights of IP ownership to the University.

Information disclosed to a research student during the course of their research activities, and any results generated during that period (whether or not technical or commercial in nature), may constitute valuable IP and require protection prior to any form of non-confidential disclosure.

Part 2: Guidance

General

Before completing the form, please ensure to read these guidance notes. To apply, please complete the following application form, save as an electronic document and email this as an attachment (together with separate electronic documents containing any necessary supporting material) to research@oiucmed.net

Section 1: Personal details

Surname/family name: The name you give will be that under which your application is filed and under which, if you are admitted, your application will be registered with OIUCM. The form of your name should correspond exactly with your official documents which you may be asked to produce as evidence of identity (eg passport).

Address: Enter the address that you are currently living at.

Email address: Enter the email address for all correspondence to be sent. Please notify any changes of address to the Research and Postgraduate Office.

Section 2: Residence & Nationality

Please ensure that you complete this section providing copies of any relevant documentation.

Section 3: Immigration

Please ensure that you complete this section providing copies of any relevant documentation wherever relevant.

Section 4: Admission

Please give a provisional start date and indicate your intended mode of study.

Section 5 and 6: Educational record/language qualifications

Please provide details of previous degree/professional qualifications gained. You should also attach an electronic copy (eg. a scan of the paper documents where necessary) of a **full transcript/educational record and qualifications** to your application email, including your test score if applicable.

Applicants whose first language is not English, must provide evidence of English language skills demonstrated by:

- IELTS test at band 6.5 or above with a minimum score of 6 in each component, **or**
- Pearson PTE (Academic) with at least 65 in listening, 65 in reading, 65 in writing and 65 in speaking.
- Equivalent as judged by the authorised admitting officer in accordance with the advice of the University's International Office.

Section 7: Employment history

Please provide details of your work experience and training, paid or unpaid.

Section 8: Proposal

Please attach a separate document containing the summary outline of your proposed research and any related practice.

Section 9: Proposed academic faculty

Please indicate the Faculty in which you propose to undertake your research.

Section 10: Disability/Special Needs

The University encourages you to disclose any disability or medical condition which may affect your future studies. All offers are made on academic grounds and the information given will be used to help provide services which meet your needs.

Section 11: Criminal convictions

Please ensure that you answer the question on criminal convictions and attach any supporting material in a separate electronic document if appropriate.

Section 12: Referees

Please provide names and addresses of **two** academic referees and send each of them a copy of the separate referee form. It is the responsibility of each applicant to ensure that their referees have sent their references to the University.

Section 13: Further information

Please let us know how you came to hear of our research programme.

Section 14: Declaration

Any offer of a place you receive is made on the understanding that none of the information provided by you in the application process is fraudulent. In accepting the offer of a place you agree to abide by the Rules and Regulations of the University, and by emailing the application form you are confirming your agreement to do this.

Once we receive your research proposal and application form, we will forward your application to relevant members of academic staff in the university who will assess the potential of your research project. We will contact you if we require you to produce further information. If we feel we may be able to supervise your project, you will be invited for an interview to discuss the proposal further with your potential supervisors.

Part 3: Application form

To apply, please complete the following application form, save as an electronic document and email this as an attachment (together with separate electronic documents containing any necessary supporting material) to research@oiucmed.net

1. Personal details	
1.1 Title	
1.2 Surname	
1.3 Forename(s)	
1.4 Date of birth (dd/mm/yyyy)	
1.5 Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
1.6 Email address	
1.7 Address	
1.8 Postcode	
1.9 Country	
1.10 Home telephone number	
1.11 Work telephone number	
1.12 Mobile telephone number	
2. Residence & Nationality	
2.1 Passport Type	
2.2 Nationality	
2.3 Second/Dual Nationality	
2.4 Country of Birth	
2.5 Country of Domicile	
3. Immigration	
3.1 Passport number	
3.2 Passport issue date	
3.3 Passport expiry date	
3.4 "Other" specified immigration permission	
3.5 Current visa number if known	
3.6 Visa issue date	
3.7 Visa expiry date	
4. Admission	
4.1 Please indicate your intended mode of study	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
4.2 Please indicate your proposed date of enrolment	<input type="checkbox"/> April <input type="checkbox"/> Sept
4.3 Have you already contacted a member of staff at OIUCM about this course? If so, please give details	
4.4 Please provide details of who will pay your fees	

4.5 Have you or do you intend to make an application for research funding?	<input type="checkbox"/> Yes
	If yes , please give details:

5. Educational Record (most recent first)

Date from/to	Institution name and address	Degree or qualification awarded	Subject	Result/grade

6. English Language Skills

If English is not your first language, please state qualifications obtained in English language skills and the date they were obtained. Please refer to the “Notes for guidance” regarding minimum requirements.

6.1 Qualification name	
6.2 Result	
6.3 Examining institution	
6.4 Date of award	

7. Employment history (most recent first)

Appointment from/to	Name and address of employer	Nature of work

8. Summary outline of proposed research and any related practice

Please attach a separate document containing the summary outline of your proposed research and any related practice alongside your application via email to research@oiucmed.net

Your summary outline should be no more than 3,500 words. This will be used to evaluate our capacity to supervise your proposed topic and as a basis for selecting applicants for interview. Please make sure your summary outline includes:

1. A provisional descriptive title.
2. A brief outline of previous research and/or practice on which your proposal will draw (max 500 words).
3. The aims, objectives and/or key questions you propose to address (max 500 words).

4. A brief summary of the data collection, analysis and/or practice-based methods you propose to adopt (max 1000 words).
5. A brief outline of how your proposed research and/or practice will add to current knowledge (max 500 words).
6. A complete list of references and sources cited in your summary outline (max 1000 words).

Please indicate the file name of the Word (*.doc) or PDF (*.pdf) file containing the summary outline of your proposed research and any related practice that you have attached to this application.

9. Academic faculties

Please indicated which faculty you wish to undertake your research:

- Faculty of Social Sciences and Humanities
 Faculty of Complementary Medicine

10. Disability/Special Needs

The University encourages you to disclose any disability or medical condition which may affect your future studies. All offers are made on academic grounds and the information given will be used to help provide services which meet your needs. Please give details below.

11. Criminal convictions

Do you have any criminal convictions? Yes No

If yes, please attach supporting material in a separate electronic document concerning the offence(s) and conviction(s), including date(s) and court(s) at which convicted.

12. Referees

Please give the names and contact details of two academic referees. These referees should be able to write about your previous studies and/or work experience and your ability to carry out research and any related practice.

First referee

Name

Position held

Address (including post code and country)

Telephone (including international dialing code)

Facsimile (including international dialing code)

Email address

Second referee

Name

Position held	
Address (including post code and country)	
Telephone (including international dialing code)	
Facsimile (including international dialing code)	
Email address	
13. Further information	
Please specify how you came to hear of our research programme, please tick which apply.	<input type="checkbox"/> Website <input type="checkbox"/> Prospectus <input type="checkbox"/> Careers office <input type="checkbox"/> Careers fair <input type="checkbox"/> Word of mouth <input type="checkbox"/> Poster <input type="checkbox"/> Press advert, please specify: <input type="checkbox"/> Other, please specify:
14. Declaration	
I confirm that, to the best of my knowledge, the information given in this form is correct and complete.	
I have read the instructions. I understand what they say, and I agree to abide by the conditions set out there, which I accept as conditions of this application. By attaching this application to an email addressed to research@londonmet.ac.uk the Research and Postgraduate Office at London Metropolitan University will assume that the sender has made the above declaration.	
Applicant's full name	
Date	

To apply, please **fully** complete this application form, save as an electronic document and email this as an attachment (together with separate electronic copies of the following documents) to research@oiucmed.net

- Proposal/Summary outline
- Previous qualifications
- English language qualifications
- Fee status questionnaire
- Copy of passport

Please note: Your application cannot be processed until you have provided all documentation listed.