

**THE UNIVERSITY OF SHEFFIELD
ADMISSIONS SERVICE**
APPLICATION FOR ADMISSION AS A UNIVERSITY STAFF CANDIDATE
For Notes of Guidance please see overleaf

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| APPLICANT NUMBER: |
| CHOICE NUMBER: |
| Selector: |

PERSONAL DETAILS OF THE MEMBER OF STAFF:

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| Family name: |
| Title: First names(s): |
| Contact Address for all correspondence: |
| Home Address (if different): |
| Date of birth: Email address: |
| Department: |
| Post held: |
| Date current contract with the University began: |
| Expected expiry date of current contract: |
| NB: A copy of your contract of employment must be submitted with this application form – incomplete applications will not be processed |

PREVIOUS QUALIFICATIONS:

| Degree | Subject | Class | Institution | Year of award |
|--------|---------|-------|-------------|---------------|
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APPLICATION DETAILS: (please ✓ as appropriate)

Qualification applied for: MPhil ● PhD ● MMus ● LLM ● DMedSci (research element) ● EdD (research element)
EdD Ed Psych (research element) ● PhD by Publication ● MD by Publication
Candidates for the standard MD or DDSc should complete the application form for MD/DDSc degrees

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| Department: |
| Date of commencement of study: |
| Scope of research: |
| Name of supervisor: |
| Faculty: |

ETHICAL APPROVAL:

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| Does the research require human or animal ethical approval? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, has approval been sought from the appropriate ethics committee(s)? Yes <input type="checkbox"/> No <input type="checkbox"/> | FOR COMPLETION BY FACULTY OF MEDICINE, DENTISTRY AND HEALTH APPLICANTS ONLY Will the candidate be involved with any invasive procedures or handling of any unfixed human tissue? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, has the candidate had the necessary Hepatitis B 'e' Antigens tests, a Heaf test for TB, and a test for Rubella, Measles and Mumps antibodies? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Note: These vaccinations do not authorise students to take blood as part of their research. |
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EXTERNAL FUNDING:

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| Is your post in receipt of external funding? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, does this external funding require you to study full-time? Yes <input type="checkbox"/> No <input type="checkbox"/> | if your post is in receipt of external funding, please provide details here: |
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SIGNATURES:

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| Applicant: I certify that the information given above is correct. Print: Signature: Date: |
| Supervisor: I certify that I am prepared to supervise this candidate under the proposed staff candidature arrangement. (If joint supervision is proposed, please indicate with an asterisk the supervisor with prime responsibility) Print: Signature: Date: |
| Admissions Selector: I certify that the candidate meets the definition of a staff candidate as set out overleaf. Print: Signature: Date: |
| Head of Department: I certify that the candidate meets the definition of a staff candidate as set out overleaf. Print: Signature: Date: |

Once completed this form should be submitted to: **ADMISSIONS SERVICE, LEVEL 2, ARTS TOWER, WESTERN BANK, SHEFFIELD S10 2TN**
FOR ADMISSIONS SERVICE USE ONLY

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| APPROVED – SUBJECT TO: <input type="checkbox"/> Ethical approval granted by the appropriate ethics committee <input type="checkbox"/> Completion of the appropriate course of vaccinations <input type="checkbox"/> Other (Specify): | Official Admissions Service Stamp and Signature of Faculty Officer: |
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| Date transmitted to Admissions Service: | Time limit for submission of thesis: |
| Minimum period of registration: | |
| Admissions Code: | Registration No: |

NOTES OF GUIDANCE

NB: Staff candidates should also complete the standard postgraduate online application form:

www.sheffield.ac.uk/postgraduate/research/apply/applying

“University Staff Candidate” means a candidate who is a member of the Academic, Administrative, Clerical, Computer, Senior Library, Other Related, Research or Technical Staff of the University, and who:

- (a) holds an appointment which is either full-time or involves employment as a part-time member of staff for at least half the time of a full-time member of staff of the same grade; and
- (b) holds an appointment of the duration of the minimum period of registration (usually two years for the Degree of PhD, two years during the research element of the Degrees of DMedSci and EdD, and one year for the Degrees of MPhil, MMus or LLM)

NHS staff may be eligible for admission as a University Staff Candidate if they meet the criteria set out below. University Staff Candidates (NHS) must:

- (a) hold an “established NHS post” defined by the University as (Medical or Dental) SpR, Honorary SpR, Staff Grade, Associated Specialist or Consultant, or (nursing, midwifery or health visiting) Nurse Consultant, Clinical Nurse Specialist, Advanced Nurse Practitioner, and Practice Development Advisor/Nurse or similar equivalent positions; and
- (b) hold an appointment which is either full-time or involves employment as a part-time member of staff for at least half the time of a full-time member of staff of the same grade; and
- (c) hold an Honorary University contract for the duration of the minimum period of registration (usually two years for the Degree of PhD, two years during the research element of the Degrees of DMedSci and EdD, and one year for the Degrees of MPhil, MMus or LLM).

FEES

University Staff Candidates undertaking a research degree, such as MPhil, PhD, MMus, LLM, or the element of a research degree (in the case of the DMedSci and EdD) are automatically exempt from the payment of *tuition* fees, but are required to pay a fee on the submission of a thesis (the current rate is set out online at: www.sheffield.ac.uk/rs/code/fees). Continuation fees for extension period and resubmission fees for re-examination will be charged where appropriate; full details of these fees are available in the *Code of Practice for Research Degree Programmes* (available online at www.sheffield.ac.uk/rs/code).

University Staff Candidates whose current contract of employment is less than the required minimum period of research for the degrees of MPhil and PhD, should note that they will be required to pay part-time tuition fees at the appropriate rate for the remaining required period of registration for student candidates; full details of these periods of registration are available in the *Code of Practice for Research Degree Programmes*.

For academic staff of the School of Nursing and Midwifery no fees are charged for any programme of study provided that the applicant's programme is accepted by the Head of School as being necessary for staff development.

REGISTRATION

After submitting your completed application to the Admissions Service, the relevant Faculty Officer will consider your eligibility for admission as a University Staff Candidate. If University Staff Candidature is granted, the Admissions Service will issue you with an offer letter, and Registry Services will contact you shortly before your start date regarding your registration.