

PhD application guidance

Please read the following advice before applying to study for a PhD in:

- Business and management
- Health care management and policy
- Hospitality and tourism
- Law

1 Entry requirements

Firstly ensure that you meet our entry requirements. These are, in summary:

- a degree from an approved university (our expectation is normally a master's degree with at least a merit), or
- if you do not hold such a degree, you may be admitted providing you hold an Upper Second (2:1) from an approved university or a professional or other qualification deemed by the University to be appropriate.' (point 3).

If you have any queries regarding your suitability or other aspects of the application process please contact pgteam@surrey.ac.uk

2 Research areas

To ensure we are best able to supervise your proposed research, please take some time to review the current research activity within the school or department to which you are applying. Details can be found at:

Surrey Business School: www.surrey.ac.uk/sbs

Department of Health Care Management and Policy: www.surrey.ac.uk/hcmp

School of Hospitality and Tourism Management: www.surrey.ac.uk/shtm

School of Law: www.surrey.ac.uk/law

Within each of these websites, you will also find details of the expertise and interests of each academic staff member. You should ensure that there is at least one academic who could be a suitable supervisor for your research. There is no expectation that you should contact them as a potential supervisor at this stage.

3 Supporting documents

As part of a formal application we will require the following supporting documents. (Scanned copies of official documents are normally sufficient.)

- Your current CV
- Copies of your previous degree certificates and transcripts
- Evidence of English language ability - required of students whose first language is not English. (Our requirement is normally an IELTS score of not less than 7.0 with a score of at least 6.5 in each element. Previous study in English may be sufficient to waive the requirement.)
- A full research proposal (see point 4 below)

Your supporting documents should, where possible, be uploaded during the online application process or sent by email to somadmissions@surrey.ac.uk

4 Research proposal

A separate full research proposal is required before your application can be formally considered. Please see the proposal guidance below for details of what we expect in a research proposal. This should be in the form of a separate Word document (or pdf file) that is uploaded with application.

5 Online application

Applications must be submitted online through the University website. You will be asked to provide the following information, so please ensure you have everything prepared before you formally apply:

- Contact information (home address, email address, telephone number)
- Details of any course of study currently being undertaken
- Details of completed higher and further education qualifications
- Details of any professional qualifications held
- Employment history details
- Proposed source of fees
- Contact details for 2 referees (address, email address, telephone number). At least one of these should be an academic referee connected to your most recent course of study.
- A brief (maximum 250 words) outline of your intended research. Within this you should identify at least one potential supervisor.
- A brief (maximum 250 words) personal statement commenting on your motivation for PhD study.
- Upload additional materials such as your research proposal as separate files.

When you have got all this material prepared, to apply please visit:

www.surrey.ac.uk/postgraduate/research

Find the programme for which you wish to apply and click the Apply now button.

If you have not applied before, you will need to create a new login. If you experience any difficulties with the online application system, please contact pgteam@surrey.ac.uk.

Proposal Guidance

A crucial element of your PhD application is the research proposal. This is necessary to determine your research potential and to identify academics interested in supervising your research. It is also used to ensure that your chosen topic is suitable for doctoral study and that you will be able to get access to the information that you need to successfully complete it. Below is an example of the typical layout and content of a research proposal. Your complete proposal should not exceed 5,000 words:

Title

Title of proposed thesis.

Introduction

Brief introduction to the topic.

Background

- Background to research topic.
- Refer to previous research in this section.
- Identify the specific research problem/question.
- State your research aim and objectives.
- Justify your choice of topic with reference to the academic literature and say why it is important.

Methodology

- Outline how you intend to gain access to collect your data or, for Law PhDs, any special legal sources you will need.
- Outline any data you intend to collect and explain the method or methods you intend to use to collect your data.
- Clarify how you will be analyzing your data once it has been collected and say what software you intend to use (if any).
- Provide an outline work plan and timetable. Both of these may be reviewed once you have started your project but at this stage they will provide a guideline for you to follow.
- Be realistic when estimating data collection time. Include travelling time (if interviewing people at their workplaces) postal times (During certain periods postal delays may occur), and transcript time (transcribing tapes of interviews is very time consuming).
- Provide an overview of possible ethical issues.

Limitations

Outline the research limitations of your proposed research including issues such as access to data.

References

The proposal should be referenced in Harvard format (other than for a Law PhD where you should use OSCOLA) with all sources acknowledged, and a list of references attached.