

**POST GRADUATE DEGREES: PRELIMINARY APPLICATION**

The London Institute of Space Policy and Law (ISPL) evaluates proposals for potential MPhil and PhD degrees in space policy or law topics. The preliminary Application process is primarily based on the candidate's Proposal.

Instructions for the Preliminary Application follow. These are for the applicant's guidance, and should not be returned with the application.

***Please sign this form and return it to us. Without it we cannot evaluate your proposal.***

**FORM OF CONSENT TO HOLD AND PROCESS PERSONAL INFORMATION**

I understand that The London Institute of Space Policy and Law will retain and use the personal information I submit in this Preliminary Application as follows.

Unless otherwise indicated, any personal information you provide to ISPL will be used only for the purpose of assessing your Application and may be shared with IALS, or a person named or referred to in the material you provide, including the current or former educational institutions attended by you.

Your Proposal may be shared with persons with appropriate expertise, without identifying you.

Your personal information contained in the Preliminary Application and material provided by you will be retained by ISPL for a period not exceeding five years. Your personal information will be removed from any of the material retained by ISPL thereafter.

<b>Signature:</b>		<b>Date:</b>	
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An electronic or typed signature on this page will be acceptable.

Submit this page, with your Proposal and CV by email to: [Applications@Space-Institute.Org](mailto:Applications@Space-Institute.Org)

## **FURTHER INFORMATION AND INSTRUCTIONS FOR PRELIMINARY APPLICATION**

### **THE APPLICATION PROCESS**

An application process begins with the submission of several documents. These include an up-to-date CV, proof of English Language Proficiency, details of previous academic qualifications, a signed agreement permitting us to hold personal information, and a detailed research Proposal. **Until we receive all of these, we cannot begin to process an application.**

Once we evaluate the Proposal and other documents, we will be able to advise whether your proposed research can be carried out through ISPL or through another academic institution.

Before making an application, you should satisfy yourself that you will meet the requirements relating to academic qualifications and language proficiency in the UK. You should also be aware of the costs involved as well as any visa requirements.

### **FEES**

There is no fee for submission of a Preliminary Application.

Degree fees are normally payable to other academic institutions, and are set out on their websites.

ISPL may in unusual circumstances charge fees.

### **LAW COURSE REQUIREMENT**

Successful applicants for higher degrees who do not have a law degree may be required to take a course in law in the first year of study. There may be a fee for this course.

### **CURRICULUM VITAE**

The CV should ideally be no more than 3 pages. Please give complete details of the educational institutions and organisations cited in relation to experience and qualifications. Include your current contact details. The Europass format for the CV is preferred but not mandatory.

### **REFERENCES**

References will be requested at a later stage. Please do not include references with your Preliminary Application.

If an application is submitted to us and is accepted, a letter stating that fact can be provided for the purposes of obtaining funding. We cannot provide references for anyone whose application has not been accepted.

### **CONTACT**

All correspondence should be sent to [Applications@space-institute.org](mailto:Applications@space-institute.org).

## ISPL'S REQUIREMENTS FOR POTENTIAL DEGREE CANDIDATES AT PARTNER INSTITUTIONS

### 1. MPhil:

#### 1.1 The Degree

The MPhil may be undertaken as a distinct degree, or may be a precursor to a PhD. Candidates for the PhD who do not already hold an MPhil are registered as an MPhil candidate for the first year, then are entered as PhD candidates.

#### 1.2 Entry Requirements

Admission requirements for an MPhil are:

- (i) Upper second (2.1) from UK university, or equivalent from non-UK university or institution after 3 year programme of study; or
- (ii) Masters degree or equivalent; or
- (iii) Professional qualification approved by the Academic Policy and Standards Committee (APSC) (Barristers and Solicitors meet this requirement); or
- (iv) Other qualification approved by the Institution or the Chair of the APSC.

#### 1.3 Taught Element

Candidates without demonstrable knowledge of law may be required to complete in their first year a law course.

#### 1.4 Thesis and Oral Examination

For the MPhil degree, the length of thesis should normally be about 60,000 words, and not exceed 80,000 words including footnotes and appendices, but excluding bibliography and references.

The thesis should be an account of the student's own investigations showing:

- (i) A record of original work; or
- (ii) A review of existing work, showing the field studied and its scope; collated in an original way.

#### 1.5 Period of Study

The minimum period of study for the MPhil is two academic years of full-time study, or the equivalent. For students entering upon a course at any time other than the beginning of a session, the minimum length is two calendar years. In principle the requirement is for the Thesis to reflect research normally done over that period. Therefore, it can be done in a shorter period.

2. PHD:
  - 2.1 The Degree

The PhD is offered for research in the chosen area of research. It has no taught element.
  - 2.2 Entry Requirement

See the requirements for an MPhil.
  - 2.3 Thesis and Oral Examination

This normally consists of a thesis and an oral examination. For the PhD degree, the thesis should not normally exceed 100,000 words, including footnotes and appendices, but excluding bibliography and references.
  - 2.4 Period of Study

The period of study for a PhD will be between 3 and 4 academic years of full-time study, or the equivalent. As indicated in relation to the MPhil, it could be done in a shorter time. Many candidates take longer.

#### THE PROPOSAL

The Proposal for either an MPhil or PhD should be no more than 1500 words. It will clearly articulate the following points. **Please submit a MS Word or rich text document (rtf).**

1. The research question or research problem that will be addressed.
2. The main objectives of the research.
3. The specific focus of the research:
  - (i) the hypothesis to be tested;
  - (ii) issues to be resolved;
  - (iii) material to be generated, such as surveys, databases, comparative studies.
4. The research context in which the question or problem will be addressed, including:
  - (i) why the question or problem is important;
  - (ii) what other research has been done in the area (supported by a short bibliography of not more than one side of A4); and
  - (iii) how this particular project will contribute to understanding in the area.
5. The research methods to be used, and the justification for using them:
  - (i) a fully articulated plan of the proposed research and its methodology;
  - (ii) how the research will progress;
  - (iii) the source material forming the basis of the work, and its availability.

## LANGUAGE PROFICIENCY

Before you apply to study in the UK, you will normally be required to provide evidence that you are proficient in English. Please read the information here:

<http://www.sas.ac.uk/graduate-study/prospective-students/entry-requirements>

Your previous academic degree(s) and English language proficiency must meet the stated standards. A Masters Degree is normally required to undertake an MPhil or a PhD. However, applications may be considered from candidates who do not meet the formal academic requirements, but who offer alternative qualifications and/or relevant experience.

One way to demonstrate language proficiency is a satisfactory score on the TOEFL. For information about test centres:

[http://www.ets.org/toefl/ibt/register/centers\\_dates?WT.ac=toeflhome\\_centersdates\\_121127](http://www.ets.org/toefl/ibt/register/centers_dates?WT.ac=toeflhome_centersdates_121127)

If you prefer to take the IELTS examination, you should take the Academic Test, not the General Test. For more information:

<http://takeielts.britishcouncil.org/choose-ielts/ielts-academic-or-ielts-general-training>

Please visit this website for IELTS test locations and fees:

<http://takeielts.britishcouncil.org/book-your-test/book-now>

For information on how to study for the test, including some free study material:

<http://takeielts.britishcouncil.org/prepare/road-to-ielts>

## FUNDING

We hope to attract the best scholars to our specialist research program, but unfortunately our Institute cannot provide funding for students. Some partner institutions offer part-time degrees for those who wish to continue working while pursuing a degree. There is a good deal of information on the web about funding, and applicants are urged to pursue as many options as possible. While ISPL is not able to apply on behalf of students, we will promptly contribute any information requested by funding bodies in support of an approved student's application.

The following sources of funding may be available to you.

### LAHP / AHRC Studentships

Doctoral candidates who have been offered a place at the Institute of Advanced Legal Studies may apply for a Studentship. Only those who have been offered a place and accepted it are eligible to submit an application for this funding. The Studentships are processed and awarded by the Arts and Humanities Research Council / London Arts and Humanities Partnership, and are very competitive. Information about the 2014/15 awards will be posted soon. The application deadline will be in January 2015. For more information please see the link below, and the websites of the LAHP and AHRC.

<http://www.sas.ac.uk/graduate-study/prospective-students/funding/arts-and-humanities-research-council-studentships>

### Other sources of funding

Other sources of funding may be available from your own country, or through the British Council. For information about British Council funding, please go to <http://www.britishcouncil.org> and click on the "The British Council in Your Country" link.

For EU candidates, the Erasmus Programme may provide funding.

<http://erasmusprogramme.com>

The School of Advanced Studies has posted information for those seeking funding on its website. Please explore the links on the left side of the following page.

<http://www.sas.ac.uk/graduate-study/prospective-students/funding>

## **VISA REQUIREMENTS**

Information about Visas to study in the UK:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/>

## **WHAT HAPPENS NEXT?**

When the Preliminary Application has been submitted, it will be reviewed by the Director.

The Institute will respond to the initial submission as promptly as possible, but cannot give a specific response date. If a proposal is considered promising, arrangements will be made for discussion with the Director. This will take place at a meeting, generally in London, but discussion by telephone may be acceptable in some cases. Candidates should be prepared to revise their proposed research projects in the light of any such discussion, and to re-submit the Proposal to reflect those revisions.

If a Proposal is considered sufficiently strong, the Institute will assist the applicant to identify appropriate academic institutions for application to pursue a degree. We will also assist to identify a Supervisor. The Supervisor could be the Director, another member of the Faculty of the Institute or IALS, or another competent person.

When a potential Supervisor has been identified, the Candidate will complete and submit an application to the academic degree-granting institution. This will normally include a transcript, references, proof of competency in English, and a completed application form.

You will normally attend at least one interview before a final decision is taken.

Please be aware that the process of evaluating the above material may involve more than one round of consultation and revision.

Please accept our thanks for your enquiry, and our best wishes in the advancement of your career.

Please do not hesitate to contact ISPL with any other questions you may have.