Research Degrees

Application Recommendation Form
Affiliated Research Centres

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| **PLease Refer to the *recruitment and registration guidelines for ARCs* before completing this form**. Please ensure you use the most recent version of this form found here <http://www.open.ac.uk/students/research/forms-and-guidance>  |
| **To be completed by the affiliated research centre. a separate ‘application form’ should be completed by the student** |
| **Affiliated Research Centre:**       |
| **1. Applicant details**  |
| Name of applicant |       |
| Personal Identifier |       |
| Nationality |       |
| Passport number |       |
| **Please answer the following questions in section 1 for UK-based ARC students where applicable** |
| Does the student require a visa to enter the UK? | [ ]  Yes [ ]  No |
| Biometric number (if applicable) |       |
| If applicant already has a visa, please give details  | Visa type       Expiry date       |
| If the student already has a Student Route (Tier 4) visa, how long have they spent studying in the UK? |       years [ ]  N/A |
| **2. Programme details** |  |
| Programme of studyDiscipline(s) or Department | [ ]  PhD [ ]  MPhil [ ]  PhD Published Works      |
| Title of proposed research topic |       |
| Mode of study  | [ ]  Full-time [ ]  Part-time |
| Proposed start date |      /     /       |
| Proposed end date (based upon maximum registration period for the degree) |      /     /       |
| Unit of Assessment (UoA)<https://www.ref.ac.uk/panels/units-of-assessment/>  |       |
| Student HESA Cost Centre code <https://www.hesa.ac.uk/support/documentation/cost-centres/2012-13-onwards>  |       |
| HECoS code(s) (*you can enter up to three codes*) <https://www.hesa.ac.uk/support/documentation/hecos>  |                   |
| Will the applicant require an ATAS certificate? **(UK-based ARCs only)** | [ ]  Yes – a copy of the ATAS certificate must be sent to the Research Degrees Team before registration can be confirmed[ ]  No |
| Is the applicant likely to submit a thesis with a non-book component (as described in the Research Degree Regulations RD17.8 – RD17.9)? | [ ]  Yes [ ]  No |
| Will the research require an ethics review? | [ ]  No[ ]  Not sure at this stage[ ]  Yes – please give details       |
| Will the thesis require a confidentiality period (as described in the Research Degrees Regulations RD 20.4)? | [ ]  Yes – please provide further information     [ ]  No |
| What will the IPR arrangements be?  | [ ]  Standard arrangements, the applicant will assign the IP to the OU[ ]  Applicant is bound by an IP agreement with a third party[ ]  Other IP arrangements are in place (please give details:      ) |
| **3. Record of selection process** |
| Does the applicant meet the academic entrance requirements?  | [ ]  Yes [ ]  No If ‘Yes’ please give details of the qualification upon which you are recommending admission (RD 2.1)Degree level      Degree subject      Awarding body      Awarding country      Award year      If ‘No’, please give details of the applicant’s relevant qualifications and/or experience:      |
| If the qualification upon which admission has been recommended is not from a HEI in the UK | Has an ENIC (previously NARIC) check been done? [ ]  Yes [ ]  No Do we have a copy of the qualification accompanied by a certified translation? [ ]  Yes [ ]  No |
| On what basis has competence in English Language been assessed?  | [ ]  The applicant is from one of the countries listed in Table 1 of the guidelines in appendix 1[ ]  The applicant has completed a degree in the UK or in one of the majority English speaking countries listed in Table 2 of appendix 1[ ]  Valid Home Office approved language testListening:      Reading:      Writing:      Speaking:      Date certificate issued:      [ ]  Valid Home Office approved test centre |
| How was the applicant interviewed? | [ ]  In person [ ]  Telephone [ ]  Videoconference |
| Do you confirm that:* The Research student recruitment guidelines have been followed
* The infrastructure, facilities, and supervision to support the applicant are all in place
 | [ ]  Yes [ ]  No [ ]  Yes [ ]  No  |
| **4. Research Environment** |
| Please confirm the research facilities (e.g., library, laboratory) to which the student will have access |       |
| Please confirm the name and address of the location of the research facilities |       |
| Please confirm the basis upon which the student will have access to these facilities  |       |
| At which research location will the student predominantly be based? |       |
| Is any research to be undertaken away from the ARC? | [ ]  Yes – please confirm below that you have contacted the Research Degrees Team for discussion and provided answers as to where the research will take place, time spent at the other institution, how the student will be supported, health and safety details, insurance details, visa requirements etc.      [ ]  No |
| Is the research part of a larger group project? | [ ]  Yes – please provide further information     [ ]  No |
| **5. Proposed supervision team** |
| **a. Director of Studies** |
| Title Full name Post held InstitutionEmail address  |                           |
| **Number of research degree students supervised and examined\*** \*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD       |
| **Independence of Director of Studies** |
| **Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director. If there are none, please state that.** (please see the *Research Degree Regulations Appendix 4* which include a non-exhaustive list of potential conflicts)       if none please state none |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? Yes/No |
| **b. Supervisor**  |
| Title Full name Post held InstitutionEmail address |                           |
| **Number of research degree students supervised and examined\*** \*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD       |
| **Independence of Supervisor** |
| **Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director. If there are none, please state that.** (please see the *Research Degree Regulations Appendix 4* which include a non-exhaustive list of potential conflicts)       if none please state none |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? Yes/No |
| **c. Supervisor** |
| Title Full name Institution Post held Email address |                           |
| **Number of research degree students supervised and examined\*** \*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD       |
| **Independence of Supervisor** |
| **Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director. If there are none, please state that.** (please see the *Research Degree Regulations Appendix 4* which include a non-exhaustive list of potential conflicts)       if none please state none |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? Yes/No |
| **d. Advisor** |
| Title Full name Institution Post held Email address |                           |
| **Number of research degree students supervised and examined\*** \*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD       |
| **Independence of Advisor** |
| **Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director. If there are none, please state that.** (please see the *Research Degree Regulations Appendix 4* which include a non-exhaustive list of potential conflicts)       if none please state none |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? Yes/No |
| Do you confirm that:* The supervision team satisfies the minimum required level of experience
* The supervisors are aware of the Supervision Policy
 | [ ]  Yes [ ]  No [ ]  Yes [ ]  No  |
| Please include a full, up-to-date CV for each of the proposed supervisors/advisors. This should include details of UK PhD supervision/examination experience |
| **5. Fees and funding** |
| How is the student being funded? |       |
| How long will the student be funded for? |       |
| What does the funding cover? | [ ]  Fees only[ ]  Stipend only[ ]  Fees and stipend |
| **6. Supporting statement** |
| Please outline how the applicant has demonstrated their suitability to undertake postgraduate research, and summarise the evidence offered in support of the application in terms of qualifications, knowledge, level of academic English and experience in the proposed area of research. If the applicant does not meet the minimum entrance requirement as set out in the *Recruitment and* *Registration Guidelines for ARCs,* please include reference to publications and other objective evidence of the applicant’s suitability to study at postgraduate research degree level. |       |
| **7. Submission and approval**Recommendations must be endorsed/submitted by the ARC Research Degrees Coordinator |
| This recommendation is submitted on behalf of the ARC byName:      Position:      Signature:       **If not signed, the submitted form must be accompanied by an email explicitly approving admission from the email address of the above-named person.** [ ]  I declare that the information provided in this application is correct to the best of my knowledge.[ ]  I confirm that all proposed supervisors (including any external supervisors), have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students.[ ]  I support this application for registration as a research degree student of The Open University. |
| Date of original submission to Research Degrees Team:      Date of resubmission where any documents/information are missing:       |
| **Attachments included** | [ ]  2 independent referees’ reports[ ]  Application form (completed by the student)[ ]  Research proposal [ ]  Copy of qualification(s) upon which admission is based (as detailed in section 3)[ ]  Transcripts of academic qualifications upon which admission is based[ ]  Certified translations of certificates for qualifications upon which admission is based[ ]  Copy of SELTS (Secure English Language Test), if required[ ]  Copy of all pages of passport or official identification document[ ]  A copy of the ATAS certificate (if applicable)[ ]  Copy of current visa (if required)[ ]  Copy of biometric card (if required)[ ]  Full CV for each proposed Director of Studies and Supervisors/Advisor. This should include details of UK PhD supervision/examination experience.[ ]  Copy of ENIC (previously NARIC) check results (if applicable)[ ]  Ethical approval documentation (if applicable)[ ]  Letter from collaborating establishment (if applicable)[ ]  Other evidence as requested (please specify:      ) |
| **All applicant recommendations are subject to approval by the Graduate School Director. ARCs will be advised of the outcome of the student’s application by the Research Degrees Team.**  |

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| **FOR RESEARCH DEGREES TEAM USE ONLY** |
| Unit of Assessment *(if not supplied above)*  |       |
| HESA Cost Centre *(if not supplied above)* |       |
| HECoS code(s) *(if not supplied above)* (*you can enter up to three codes*) |                   |
| Will the student require an ATAS certificate? (UK based ARC students only)*Please check whether the HECoS code(s) given requires ATAS certification. A copy of the ATAS certificate will be required before the student can be registered.*  | [ ]  Yes [ ]  No |
| **Research Degrees Advisor notes:**       |
| [ ]  I confirm the form is complete and all required information has been supplied[ ]  I confirm that there is an issue with this form and I have provided details aboveName       Date       |
| **ARCMG Expert**  |
| [ ]  Recommended by ARCMG Expert[ ]  Not recommended by ARCMG Expert because      [ ]  I confirm that the HECoS codes provided on this form are correctSigned       Date      Comments        |
| **ARCMG Chair/Deputy Chair**  |
| [ ]  Recommended by ARCMG Chair/Deputy Chair[ ]  Not recommended by ARCMG Chair/Deputy Chair because      Signed       Date      Comments        |
| **Senior Manager, Research Degrees (for UK ARCs only)** |
| FOR RESEARCH DEGREES TEAM USE[ ]  Checked by Senior Manager, Research DegreesSigned       Date       |
| **This request will be considered by the Graduate School Director** |
| [ ]  Authorised [ ]  Not authorised because       |
| NameSignedDate |                 |

**Appendix 1**

**English language competence – Table 1 Nationality**

|  |  |
| --- | --- |
| * Antigua and Barbuda
 | * Ireland
 |
| * Australia
 | * Jamaica
 |
| * The Bahamas
 | * Malta
 |
| * Barbados
 | * New Zealand
 |
| * Belize
 | * St Kitts and Nevis
 |
| * Canada
 | * St Lucia
 |
| * Dominica
 | * St Vincent and the Grenadines
 |
| * Grenada
 | * Trinidad and Tobago
 |
| * Guyana
 | * United States of America
 |

**English language competence – Table 2 Degree Awarded**

|  |  |
| --- | --- |
| * Antigua and Barbuda
 | * Jamaica
 |
| * Australia
 | * Malta
 |
| * The Bahamas
 | * New Zealand
 |
| * Barbados
 | * St Kitts and Nevis
 |
| * Belize
 | * St Lucia
 |
| * Dominica
 | * St Vincent and the Grenadines
 |
| * Grenada
 | * Trinidad and Tobago
 |
| * Guyana
 | * United States of America
 |
| * Ireland
 |  |