Research Degrees

Applicant Recommendation Form Professional Doctorates

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| **PLease Refer to THE *Research student recruitment guidelines* AND the guidelines on pages 7 to 9 of this document before completing this form.** Incomplete forms cannot be actioned. Please ensure that all sections on all pages are completed. |
| **1. Applicant details**  |
| Name of applicant |       |
| Personal Identifier |       |
| Nationality |       |
| Passport NumberPlease indicate other form of identification (UK only) |            |
| **2. Programme details** |
| Programme of studyFaculty/School |  [ ]  EdD [ ]  DHSC      |
| Title of proposed research topic |       |
| 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/>  | [ ]  A3 Allied health professions, dentistry, nursing and pharmacy[ ]  C20 Social work and social policy**[ ]** C23 Education |
| Student HESA Cost Centre code | [ ]  103 Nursing & allied health professions[ ]  131 Social work and social policy[ ]  135 Education  |
| HECoS code(s)(*you can enter up to three codes*) <https://www.hesa.ac.uk/support/documentation/hecos> |        |
| Is the applicant likely to submit a thesis with a non-book component (as described in the Research Degree Regulations PD 2.7 |  [ ]  Yes [ ]  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 admissionDegree level      Degree subject      Awarding body      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 |
| If the applicant has not lived or studied in the UK previously on what basis has their competence in the English Language been assessed?[List of approved SELTS tests](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt#approved-test-providers)  | [ ]  The applicant is from one of the countries listed in Table 1 of the guidelines[ ]  The applicant has completed a degree in the UK or in one of the majority English speaking countries listed in Table 2 of the guidelines[ ]  Valid Home Office approved language testListening:      Reading:      Writing:      Speaking:      Date certificate issued:       |
| 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. Proposed supervision team** |
| **a. Lead supervisor** |
| Title Full name Discipline Post held Regional location (if applicable) Extension number Email address Staff number |                                          |
| **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 Lead Supervisor** |
| **Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director** (please see the *Research Degree Regulations Appendix 4* which provides a non-exhaustive list of potential conflicts) [ ]  No [ ]  Yes (please list)       |
| 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 |
| I have attended Open University supervisor training (See PD 4.12)[ ]  Yes on       (date/year)[ ]  No, I will attend within 12 months of the student’s registration |
| **b. Mentor (if the Lead Supervisor is inexperienced)**  |
| Title Full name Discipline Post held Regional location (if applicable) Extension number Email address Staff number |                                          |
| **Number of research degree students supervised and examined** |
| 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 mentor** |
| **Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director** (please see the *Research Degree Regulations Appendix 4* which provides a non-exhaustive list of potential conflicts) [ ]  No [ ]  Yes (please list)       |
| 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 |
| I have attended Open University supervisor training (See PD 4.12)[ ]  Yes on       (date/year)[ ]  No, I will attend within 12 months of the student’s registration |
| Do you confirm that:* The supervision team satisfies the minimum required level of experience
* The supervisors have read the Supervision Policy
 | [ ]  Yes [ ]  No [ ]  Yes [ ]  No  |
| **5. Fees and funding** |
| **A: Self-funded** (*either personally or via an employer sponsorship*) |
| Should the applicant be invoiced directly by the Research Degrees Team? | [ ]  Yes [ ]  No If ‘Yes’, what percentage of fees should be invoiced?      % |
| Staff Fee Waiver (i.e. the applicant is already a member of OU staff)A *Staff Fee Waiver Form*, signed by the appropriate person, will need to be sent before registration  | [ ]  Yes [ ]  No |
| **6. Supporting statement** |
| Please provide an applicant specific summary of the applicant’s suitability for postgraduate research.Outline and confirm that the necessary infrastructure is in place to support the student.  |       |
| **7. Submission and approval** Recommendations must be endorsed/submitted by the Associate Dean (Research) (or delegate) |
| This recommendation is submitted on behalf of the Faculty of       by:Name:      Position:      Signature:      [ ]  I confirm that the HECoS codes provided on this form are correct[ ]  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.**If not signed, the submitted form must be accompanied by an email explicitly approving admission from the email address of the above-named person.** Date of original submission to Research Degrees Team:       Date of resubmission where any documents/information are missing:       |
| **Attachments included** | [ ]  Candidate's application form[ ]  2 independent referees’ reports[ ]  Research proposal[ ]  Copy of qualification(s) upon which admission is based (as detailed in section 3)[ ]  Copy of identification document e.g. Passport, driving licence with photograph, and if applicable, name change documentation if degree certificate and ID documentation do not match[ ]  Full CV for each proposed supervisor[ ]  Copy of NARIC check results (if applicable)[ ]  Feedback for student[ ]  Other (please specify:      ) |
| **All applicant recommendations are subject to approval by the Graduate School Director. Applicants will be advised of the outcome of their application by the Research Degrees Team. Successful applicants will be invited to register at the appropriate time.**  |

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| FOR RESEARCH DEGREES TEAM USE**RDT Adviser 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       |
| **Senior Manager, Research Degrees** |
| FOR RESEARCH DEGREES TEAM USE[ ]  Checked by Senior Manager, Research Degrees[ ]  Valid Home Office approved test centre [ ]  SELTS not requiredSigned       Date       |
| **This request will be considered by the Graduate School Director** |
| FOR RESEARCH DEGREES TEAM USE[ ]  Authorised [ ]  Not authorised because       |
| Regulation waiver       Authorised by       |
| NameSignedDate |                 |

**Guidance**

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| **What this form is for**To recommend an applicant be approved by the Graduate School Director and offered a place as a directly-supported, part-time, Professional Doctorate research student. |
| **Who should complete it**Following the recruitment and selection process, this form must be completed by the Faculty for every applicant who has been successful. |
| **Completing the form**Where the research topic spans two faculties, Faculties should agree between themselves which one will take the lead in managing the student. Only one *Applicant Recommendation Form* per applicant is required by the Research Degrees Team. |
| **Applicant details**The information requested on the form ensures that we meet the Open University regulatory requirements and that we have the necessary data for reporting to external stakeholders (e.g. HESA returns).Please complete the applicant details in full. Where the applicant does not have a passport some form of identification which includes the full name and a photograph of the applicant must be provided.**Programme Details**Proposed start date: The start date for Professional Doctorate students is 1st October, providing students the opportunity to engage fully in the induction process. For information on HECoS codes and Units of Assessment please refer to the Recruitment Guidelines <http://www.open.ac.uk/students/research/content/forms/recruitment-guidelines> For information on Student HESA Cost Centre codes including a document mapping the new and old codes please see <https://www.hesa.ac.uk/support/documentation/cost-centres/2012-13-onwards>**Selection Process**Please ensure that the recruitment guidelines are followed when selecting students for admission.Qualifications: Any document that is not in English or Welsh must be accompanied by a certified translation. The translator’s credentials should be given along with their official declaration that the translation is accurate.**Appointment of supervisors**All supervisors are appointed by the Research Degrees Committee. Supervisory teams must meet and adhere to the requirements of the Supervisor Policy, and must read, and abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students.<http://www.open.ac.uk/students/research/content/forms-and-guidance-z-0> Section 4 must be completed in full for all nominated supervisors, and a full CV should be submitted with this document for each proposed supervisor.**Fees and Funding**Please complete this section in full, providing information on how the applicant is to be funded. If a Staff Fee Waiver is required, please ensure this is sent to the Research Degrees Team as soon as possible after the student has accepted the offer, before registration. **Supporting statement**When writing the supporting statement please consider the following:* How the applicant has demonstrated suitability to undertake postgraduate research
* The evidence provided in support of the application, in terms of qualifications, knowledge and experience in the proposed area of research
* Confirmation that the applicant possesses an adequate level of English to undertake postgraduate study
* Details of any training and development needs so far identified
* Particular training required by funder (where applicable)
* Confirmation that the research project has been clearly defined, and the applicant is likely to successfully complete their studies
* How the student will be integrated into the research environment
* Details of any non-academic needs or issues identified at interview
* Details of any non-standard terms and conditions of registration that will need to be reflected in the offer of registration, e.g.
* Location of study
* Arrangements for access to specialist equipment or facilities
* IPR / confidentiality
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| **How it should be submitted** The Associate Dean (Research) (or delegate) should email completed forms to the relevant Research Degrees Team mailbox below, together with all the supporting documents required as detailed on the form.*Please note: Faculties may have their own internal administrative processes to manage the workflow of the forms through the Faculty, however, the form must be endorsed by one of the roles listed above, and a clear audit trail of their approval included with the final submission of the form to the Research Degrees Team.*Research-Degrees-EdD@open.ac.uk Research-Degrees-DHSC@open.ac.ukIn order for the Research Degrees Team to have adequate time to process *Applicant Recommendation Forms* and complete associated activities, the following deadlines for receiving completed forms are as follows:

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| Registration Start Date | Applicant recommendation form to reach Research Degrees Team fully completed no later than: |
| 1st October | 30th June |

All applications are subject to approval by the Graduate School Director before an offer of registration will be made. The Research Degrees Team will send an offer of registration to the approved applicants. A space is provided for the Head of Department to indicate approval, if this is required within the Faculty; however, this is not required by the Research Degrees Team.  |
| **Resources** This document, and all others referred to here, are available for download from the Graduate School Network at <http://www.open.ac.uk/students/research/forms-and-guidance> For advice and support before submitting a recommendation, and particularly if you are not sure about an applicant’s eligibility to register as a research student, please contact the Research Degrees Team on 01908 653806 or email research-degrees-office@open.ac.ukThe *Research Degree Regulations* can be found at <https://help.open.ac.uk/documents/policies/research-degree-regulations> For more information refer to the relevant Research Degrees Handbook at <https://help.open.ac.uk/documents/policies/research-degrees-handbook>  |