

**APPLICATION TO REGISTER FOR A RESEARCH DEGREE**

Application to register for (please delete as necessary):

Master of Philosophy (MPhil)

Master of Philosophy with possibility of transfer to Doctor of Philosophy (MPhil/PhD)

Doctor of Philosophy (PhD)

This form must be typewritten, and applicants should read carefully the attached Notes of Guidance. The pagination must not be altered. Once signed, the completed form and any attachments should be forwarded to the appropriate Faculty Research Director/Research Degrees Tutor.

**1 SURNAME TITLE FIRST NAME(S)**

**ADDRESS**

Postcode

Telephone

Email address

**2 SOURCE OF FEES**

**3 QUALIFICATIONS** (higher education only)

Institution	Title of course (e.g. BA Sociology)	Main subject(s)	Classification (e.g. 2i)	Date of Award	Awarding Body

**4 PRESENT OCCUPATION AND PLACE OF WORK** (if any)

**5 PREVIOUS EMPLOYMENT, TRAINING OR EXPERIENCE** (please give details relevant to this application, including brief details of any research or other relevant publications)

**6 COLLABORATING ESTABLISHMENT** (if any; see Note 1)

**7 FACILITIES** (see Note 2. Please give details of **special** facilities available for the research, e.g. laboratory, database, specialist equipment etc)

**8 TRAINING IN RESEARCH METHODS** (please specify which courses will be/have been taken, or indicate if exemption has been approved by the Faculty Research Director and the grounds for this)

MR401: Philosophy and Approaches to Research Y/N

MR402: Methodologies and Methods Y/N

Other (please state):

Exemption:

**9 REGISTRATION** (see Note 3):

**Date of first enrolment:**

(This will be used to calculate your maximum period of registration)

**Mode of study** (full time or part time):

**Hours per week** on average allowed for the programme:

**Expected duration** of programme (in years):

**10 RESEARCH ETHICS** (see Note 4):

1. I have read and understood the University of Gloucestershire's *Research Ethics: A Handbook of Principles and Procedures*

Signed: .....

2. My research will be conducted under the guidelines of (please tick):

- The University of Gloucestershire's Handbook of Research Ethics
- The University of Gloucestershire's standard protocols in the exercise physiology laboratory
- The NHS Research Governance Framework
- The British Sociological Association
- The British Psychological Society Code of Conduct
- The British Educational Research Association
- The Market Research Society
- The Oral History Association
- Other (please state and attach copy).....

3. Does this proposal contain elements that make reference to RESC mandatory? Y/N  
(Please see *Research Ethics: A Handbook of Principles and Procedures* Part A, section 6, and Guidelines for Working with Children and Young People:  
<http://resources.glos.ac.uk/currentstudents/research/ethics/index.cfm>)

4. Any specific issues concerning the ethics of this research that require particular comment are detailed in section 14 on page ..... [please enter page number]

**11 TITLE OF PROPOSED PROGRAMME OF RESEARCH**

**12 RESEARCH QUESTIONS** (see Note 5)

**13 RESEARCH OBJECTIVES** (see Note 6)

**14 PROPOSED PLAN OF WORK** (see Note 7; maximum 1500 words, not including bibliography and temporal plan; minimum 10pt typeface)

**14 PROPOSED PLAN OF WORK** (continued)

**15 FIRST SUPERVISOR** (See Note 7; include name, qualifications, post held, School. A brief CV of **no more than 2 pages** should be attached for any proposed supervisor not previously approved by the URDC.)

Experience of supervision of research degree candidates:

Currently supervising\* .....PhD .... EdD .... DBA .....MPhil .....MRes ....MA/MSc by Research

Previous successful completions .....PhD .... EdD .....DBA .... MPhil .....MRes ....MA/MSc by Research

**\* total supervisions should include the current candidate**

**Please outline research supervisor training that has been undertaken (including the date of any courses attended – see Note 8):**

**SECOND SUPERVISOR(S)** (See Note 7; include name, qualifications, post held, department & institution. A brief CV of **no more than 2 pages** should be attached for any proposed supervisor not previously approved by the URDC. **Please provide a brief rationale for the appointment of an external supervisor.**)

Experience of supervision of research degree candidates:

Currently supervising\* .....PhD .... EdD .... DBA .....MPhil .....MRes ....MA/MSc by Research

Previous successful completions .....PhD .... EdD .....DBA .... MPhil .....MRes ....MA/MSc by Research

**\* total supervisions should include the current candidate**

**Please outline research supervisor training that has been undertaken (including the date of any courses attended – see Note 8):**

**16 ADVISOR(S)** (name, qualifications, post held and place of work)

**17 STATEMENT BY THE APPLICANT**

I wish to apply for registration for the degree of ..... on the basis of the proposals given in this application. I confirm that the particulars given are correct and I understand that, except with specific permission, I must prepare and defend my thesis in English. I agree to abide by the regulations, and the Research Ethics Principles and Procedures of the University.

Signed ..... Date .....

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**18 RECOMMENDATION BY THE SUPERVISORY TEAM**

We support this application and believe that the candidate has the potential to complete successfully the programme of work proposed. We recommend that the applicant be registered for the above research degree.

Signed ..... Date .....  
First Supervisor

Signed ..... Date .....  
Second Supervisor(s)

Signed ..... Date .....

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**19 RECOMMENDATION BY THE FACULTY RESEARCH DIRECTOR/FACULTY RESEARCH DEGREES TUTOR/DIRECTOR OF STUDIES (RESEARCH DEGREES)**

I support this application for registration and confirm that :

- a) the resources are available for the proposed programme of research;
- b) adequate and appropriate arrangements for supervision have been made and any internal supervisor who has not supervised to successful completion has followed or will follow the University's Research Supervisors' Support Programme (see Note 8);
- c) all parties are aware of and have agreed to operate by the regulations and the Research Ethics Principles and Procedures of the University.

Signed ..... Date .....

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**20 APPROVAL OF THE UNIVERSITY RESEARCH DEGREES COMMITTEE**

This applicant for registration for the degree of.....was approved by the University Research Degrees Committee on .....with effect from.....

Signed ..... Date .....  
(Chairperson/Officer of the University Research Degrees Committee)

## **NOTES OF GUIDANCE ON COMPLETION OF FORM RD1**

- ❖ Applicants should complete the form in conjunction with their proposed first supervisor.
- ❖ If an electronic copy version of the form is used, the format **must not** be changed in any way, **including pagination**.
- ❖ The completed application form must be signed by **all parties** before submission to the Postgraduate Research Centre. Please make sure that this is done at least 10 days before the relevant Faculty Research Degrees Committee.
- ❖ Students are reminded that the University's insurance does not currently cover work undertaken outside of the UK. Any student undertaking study or research abroad needs University insurance, and should discuss their work with the Insurance Manager beforehand.

**Notes:** Please read in conjunction with Section 3.2 of *A Handbook of Procedures* and Section 2 of *A Handbook of Regulations*.

- 1 **Section 6:** a collaborating establishment is an organisation that enters into a formal written agreement with the University to provide facilities and other resources, e.g. access to a database, library, archive etc. A letter of support from the collaborating establishment confirming any agreed arrangements must accompany this application.
- 2 **Section 7:** normal University learning resources should be assumed and need not be itemised.
- 3 **Section 9:** maximum period of registration will be calculated on the basis of the start of enrolment. As a guide, expected hours per week are 35-40 for full-time and 15-20 for part-time.
- 4 **Section 10:** the research must be ethically sound, and must be conducted in accordance with the University's *Research Ethics: A Handbook of Principles and Procedures*, and with be within the code of conduct for the specific discipline. Specific ethical issues, including confidentiality, must be addressed within the proposal (Section 14).
- 5 **Section 12:** the research questions define the object of study, and must be appropriate to the level of the proposed degree; they need to be appropriately formulated, clear, succinct, and researchable. For PhD candidates, there is a requirement that the questions outline a topic that is significant in scope, is of potentially publishable standard, and can make a substantial original contribution to knowledge. The questions should be clearly followed through in the objectives and plan of work (sections 13 and 14).
- 6 **Section 13:** objectives of the study. These should be:
  - clearly stated
  - achievable in the time
  - achievable with the resources indicated
  - translatable into a realistic programme of work
- 7 **Section 14** this section must contain sufficient information to enable the Committee to assess the suitability of the programme as a research leading to the award of a research degree. Applicants should include the following information:
  - a) Aims of the research.
  - b) contextualisation of the study, summarising the current base of knowledge and acknowledging key publications in the field (this section must be no longer than 500 words)
  - c) a clear description and justification of the methodology and methods, including rationale for methods to be employed;
  - d) temporal plan of main stages of the research;
  - e) a **brief** bibliography (around 20 references should suffice). This must be presented consistently in the style approved within the discipline (e.g. Harvard, MHRA). Please check with your FRD the preferred style for your faculty. All works referenced in the text must be included in the bibliography.

**MPhil with possibility of transfer to PhD**

Where subsequent transfer to PhD is proposed, an indication of the further intellectual development of the work to PhD level must be provided.

**Special conditions**

Where permission is sought:

- i) to present a thesis accompanied by material in other than written form;
- ii) to retain the thesis on restricted access for a period of time
- iii) for the proposed programme to form part of a group project

this must be stated explicitly in Section 14.

- 8 **Section 15:** brief *curriculum vitae* of no more than 2 pages should be attached for each proposed supervisor not already approved by the University's Research Degree Committee. The CV should include details of current research interests, supervisory experience, principal publications within the last 5 years and experience relevant to the candidate's research proposal.

A brief rationale should be included for the appointment of an external supervisor.

**Figures of supervisions should include the current candidate.**

**All internal supervisors** who have not supervised a minimum of 2 candidates to successful completion are **required** to attend the Core sessions of the University's **Research Supervisors' Support Programme**. **Their attendance will be monitored via the annual progress reporting system. If a supervisor has not undertaken the required professional development before the student completes the programme of study the supervisor will not gain a completion (though may do so retrospectively as soon as the required elements have all been attended).**

**All supervisors** are expected to attend appropriate enhancement sessions (experienced supervisors should update their professional development related to supervision at least once every year or when required by their Faculty or URDC to do).