

***Application to Register for a Postgraduate Research Programme***

(To be completed in consultation with the Director of Studies)

*In completing this form, the applicant should refer to the relevant sections of the Part 9 of the Manual of General Regulations, the Code of Practice for Postgraduate Research Degrees and, where necessary, the Code of Practice for Research Ethics and Governance.*

***This form must be signed and dated in advance of submission to School Research Degrees Sub-Committee (SRDSC).***

***What Now?*** *This form should be completed by the applicant in consultation with the Supervisory Team. Following formal approval at Research Degrees Subcommittee, written confirmation will be sent to the applicant from the relevant officer within the academic school.*

**1. Student’s Details**

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| **Full name** |  | | | | |
| **UEL student number** |  | | | | |
| **Programme for which you are currently Enrolled** *(Please Tick)* | **MPhil** | | |  | |
| **MPhil by Published Work** | | |  | |
| **PhD via MPhil** | | |  | |
| **PhD Direct** | | |  | |
| **PhD by Published Work** | | |  | |
| **Prof Doc** | | |  | |
| **Title of Professional Doctorate Programme (if applicable)** |  | | | | |
| **Date of first enrolment for current programme** |  | | | | |
| **Has the period of enrolment involved a suspension of studies?**  (Delete as Appropriate) | **Yes** | | **No** | | |
| **If the period of enrolment has involved a suspension of studies, please indicate the duration in whole semesters.** |  | | | | |
| **Current Mode of Study**  (Delete as Appropriate) | **Full Time** | | **Part Time** | | |
| **Number of Modules Currently Registered for** *(For Professional Doctorates only)* |  | | | | |
| **Requested date for start of registration** *(Registration must occur within 6/12 months of the date of enrolment for FT/PT students respectively and may be backdated to that date.)* |  | | | | |
| **Declaration of previous registration.** (*If a previous period of registration exists elsewhere this may be transferred to form part of the registration period at UEL. Evidence confirming the dates and location of this registration must be provided.)* |  | | | | |
| **School** |  | | | | |
| **1) Name of Collaborating**  **establishments (if any)**  **2) Please list your**  **undergraduate and/or**  **postgraduate**  **qualifications** |  | | | | |
| **Relationship between work to be undertaken in the collaborating establishment and that to be undertaken at the sponsoring establishment or elsewhere (if relevant)** | | | | | |
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| **Details of facilities available for the investigation, including funding and location** | | | | | |
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| **If the student will be domiciled outside the UK while the research is being conducted, please provide details of proposed arrangements for supervision, specifically the nature and frequency of contact*.* Please note, particular attention should be paid to the demands placed on candidates while not in attendance at UEL, and guarantee that appropriate supervisory support is maintained.** | | | | | |
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| **In the event that the student intends to undertake the majority of their research at a higher education provider or research institution abroad, have Split-Site arrangements been considered by School Research Degrees Sub-Committee (SRDSC)?** (Delete as Appropriate) | | **Yes** | | | **No** |

**2. The Programme of Research**

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| **Proposed Title of Thesis** |
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| **Aim of the Investigation** |
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| **Details of proposed research in lay terms** |
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| **Proposed plan of work, including its relationship to previous work, maximum 4,000 words.** *Please include in the discussion a description of the research methodologies and explain why these methodologies are the most appropriate for the task. Include a list of references for all works cited. Gantt charts should be included, where appropriate, to reflect research planning.* | |
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| **Summary of the elements of the investigation that are novel, original or creative and that may constitute production of original knowledge or an original interpretation of existing knowledge.** |
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**Risk Assessment and Overseas Travel**

***A Research Risk Assessment is required for any proposed laboratory experiments and/or fieldwork to be conducted off-site. Where the fieldwork involves overseas travel, separate approval from Vice-Chancellor’s group (VCG) must be obtained in advance of this activity.***

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| **Does this investigation require laboratory experiments and/or fieldwork?**  (Delete as Appropriate) | **Yes** | **No** |
| **If laboratory experiments and/or fieldwork are involved, has the Research Risk Assessment been carried out?**  (Delete as Appropriate) | **Yes** | **No** |
| **If the proposed research involves overseas fieldwork, has a request for approval of this activity, via form RFA(2), been submitted to Vice-Chancellor’s Group (VCG)?**  (Delete as Appropriate) | **Yes** | **No** |

***NOTE: Where the proposed research involves overseas travel for the fieldwork, the registration arrangements may be approved subject to the understanding that such activity may only be carried out with advance approval from Vice-Chancellor’s group (VCG) via form RFA(2)*** [***http://www.uel.ac.uk/qa/research/fieldwork.htm***](http://www.uel.ac.uk/qa/research/fieldwork.htm)

***The completion of a risk assessment for the research is the primary responsibility of the applicant and the Director of Studies. School Research Degrees Sub-Committee (SRDSC) should receive confirmation that the risk assessment is complete. Where is it apparent that the risk assessment has not been carried out, this should be reflected in the accompanying minute from SRDSC, clarifying required action to ensure its completion.***

**Research Ethics and Integrity**

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| **Does the proposed research design include parameters requiring ethical approval?**  (Delete as Appropriate) | **Yes** | **No** |
| **If ethical approval is required, has the requisite application been submitted to University Research Ethics Committee (UREC)?**  (Delete as Appropriate) | **Yes** | **No** |
| **Has the applicant sought ethical approval from an external REC in advance of submitting an application to UREC?**  (Delete as Appropriate) | **Yes** | **No** |
| **I have attached my certificate of completion of the research integrity module** |  | |

***Note: Where the research involves human participation (i.e. human participants, human material or human data) prior approval from a research ethics committee is mandatory. Applicants should be aware that conducting any form of research involving the above parameters without appropriate ethical approval may result in disciplinary action and/or the cancellation of the research.***

***Note: The Research Integrity Module is compulsory for all Postgraduate Research Students and proof of completion must be submitted with your completed registration document.***

**Intellectual Property Rights**

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| **Do the proposed arrangements include a transfer on to a UEL postgraduate research degree following registration with another Higher Education Provider?** (Delete as Appropriate) | **Yes** | **No** |
| **Will the programme of research lead to output(s) which will have commercial form(s) and/or intellectual property of potential value?**  (Delete as Appropriate) | **Yes** | **No** |
| **If output is of potential value, has the Office of Intellectual Property Development been consulted?**  (Delete as Appropriate) | **Yes** | **No** |

**3. Proposed Supervisory Team**

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| --- | --- |
| **Nomination of Director of Studies (DoS)** | |
| **Name and title** |  |
| **School** |  |
| **Current position, Department and Institution** |  |
| **Previous posts held** |  |
| **Email address** |  |
| **Qualifications** |  |
| **Current research or professional practice** |  |

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| **Is the proposed supervisor currently registered as a student on a research degree programme at any HEI?**  (Delete as Appropriate) | **Yes** | **No** |

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| **Number of HEI research degree students currently supervised** | **MPhil** |  |
| **Professional Doctorate** |  |
| **PhD** |  |
| **Number of HEI research degree students successfully supervised to completion** | **MPhil** |  |
| **Professional Doctorate** |  |
| **PhD** |  |

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| **Please list up to six publications which are of most relevance to this proposal. If there are no publications, please indicate the relevant professional Experience.** |
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| **Nomination of Second Supervisor** | |
| **Name and title** |  |
| **School** |  |
| **Current position, Department and Institution** |  |
| **Previous posts held** |  |
| **Email address** |  |
| **Qualifications** |  |
| **Current research or professional practice** |  |

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| **Is the proposed supervisor currently registered as a student on a research degree programme at any HEI?**  (Delete as Appropriate) | **Yes** | **No** |

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| --- | --- | --- |
| **Number of HEI research degree students currently supervised** | **MPhil** |  |
| **Professional Doctorate** |  |
| **PhD** |  |
| **Number of HEI research degree students successfully supervised to completion** | **MPhil** |  |
| **Professional Doctorate** |  |
| **PhD** |  |

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| **Please list up to six publications which are of most relevance to this proposal. If there are no publications, please indicate the relevant professional Experience.** |
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| **Nomination of Third Supervisor (if applicable)** | |
| **Name and title** |  |
| **School** |  |
| **Current position, Department and Institution** |  |
| **Previous posts held** |  |
| **Email address** |  |
| **Qualifications** |  |
| **Current research or professional practice** |  |

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| **Is the proposed supervisor currently registered as a student on a research degree programme at any HEI?**  (Delete as Appropriate) | **Yes** | **No** |

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| --- | --- | --- |
| **Number of HEI research degree students currently supervised** | **MPhil** |  |
| **Professional Doctorate** |  |
| **PhD** |  |
| **Number of HEI research degree students successfully supervised to completion** | **MPhil** |  |
| **Professional Doctorate** |  |
| **PhD** |  |

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| **Please list up to six publications which are of most relevance to this proposal. If there are no publications, please indicate the relevant professional Experience.** |
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| **Overall supervisory experience and activity of the Proposed Supervisory Team** | | | |
| **Has every member nominated to act in a supervisory role completed the requisite UEL Supervisor Training Programme?**  (Delete as Appropriate) | | **Yes** | **No** |
| **Collective number of research degree students successfully supervised to completion** | **MPhil** |  | |
| **Professional Doctorate** |  | |
| **PhD** |  | |
| **If the combined experience and activity of the proposed supervisory team does not meet the requirements stipulated in UEL’s Research Degree Regulations, please provide a short statement justifying why consent is sought and why this particular supervisory team is most suitable for the programme of research.** | | | |
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**4. Nomination of Advisor**

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| **Name and title** |  |
| **Current position, department and institution** |  |
| **Full Postal address** |  |
| **Email address** |  |
| **Previous posts held** |  |
| **Qualifications** |  |

**5. Student’s Declaration**

*please note that electronic signatures are NOT acceptable.*

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| **I Confirm:**   1. **that I wish to apply to be registered as a student for the postgraduate research award as indicated above;** 2. **that the details given in this form are, to my knowledge, correct;** 3. **that any written component of the programme will be submitted in English;** 4. **that I agree to undertake oral examination in English;**   ***(Requirements 3. and 4. may be waived where separate arrangements are approved by Research Degrees Subcommittee)***   1. **That I have read and agree to the proposed supervision arrangements.** 2. **That I will obtain prior approval for any overseas fieldwork, in advance of the commencement of such activity, from Vice-Chancellor’s Group (VCG).** | |
| **Student** | **Signed:** |
| **Date:** |

**6. Supervisory Team’s declaration**

*please note that electronic signatures are NOT acceptable.*

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| **We confirm:**   1. **that we support this application and confirm that the Student has demonstrated the potential to complete the proposed programme of work;** 2. **that no member of the supervisory team is currently registered on a research degree programme at any HEI;** 3. **that, if applicable, we agree to the request for the backdating of registration;** 4. **That we recommend that the applicant be registered for a research degree Programme at UEL.** 5. **That we have briefed the applicant on all requirements relating to research ethics and research governance, relevant to the proposed research.** | | |
| **Director of Studies** | **Signed:** | |
| **Printed:** | **Date:** |
| **Second Supervisor** | **Signed:** | |
| **Printed:** | **Date:** |
| **Third Supervisor  (if applicable)** | **Signed:** | |
| **Printed:** | **Date:** |

**7. Dean of School’s declaration**

*please note that electronic signatures are NOT acceptable.*

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| **I confirm that our University and School facilities and resources detailed in this form, including academic staff involved in the student’s supervision, will be available for the duration of the programme of research.** | | |
| **Dean of School** *(or nominee)* | **Signed:** | |
| **Printed:** | **Date:** |