Form RDC-R (2023)

**OXFORD BROOKES UNIVERSITY**

**RESEARCH DEGREES COMMITTEE**

# Application to Register for a Research Degree

This form should be word processed and completed by the candidate under the guidance of the supervisors, with reference to the Oxford Brookes University Research Degree Regulations and the Research Degrees Committee’s Notes for Guidance. All the necessary documentation can be downloaded from the Research Degree Team’s web page at: <http://www.brookes.ac.uk/students/research-degrees-team/current-students/research-students/research-degree-forms/>.

Degree applied for: ☐ (i) Master of Philosophy (MPhil)

*Timely submission and completion within - Full-time 2 years; Part-time 4 years*

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

*Timely submission and completion within - Full-time 3-4 years; Part-time 6 years*

☐ (iii) Doctor of Philosophy (PhD)

*Timely submission and completion within - Full-time 2 years; Part-time 3 years*

# 1 The applicant

First Name: Title: Mr; Ms; Mrs

Surname (Second) Name:

Private local postal address:

Present place of work or student status:

Effective date of first enrolment:

Particulars of any scholarship, studentship or other award held in connection with the proposed research programme:

Qualifications gained (regulation 2 refers; include place(s) of higher education, courses completed, main subjects, classification of award, date and name of awarding body):

Source of funding for payment of fees:

(provide details of the nature of funding)

☐Self-funding . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

☐ Sponsor/Employer. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

☐ Government. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

☐ Studentship/other funding . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

* 1. **English language qualifications**:

(If applicable)

Has this been recorded at first enrolment? Yes ☐ No ☐

If No, please attach form RDC.ELQ - qualification held and level achieved.

Tick if form attached: ☐

English language qualification not applicable:

Tick if not applicable: ☐

**1.2 Ethical Approval:**

Is Ethical approval required at the MPhil stage Yes ☐ No ☐

If Yes, attach a copy of the approval letter and tick the box ☐

Is Ethical approval required at the PhD stage? Yes ☐ No ☐

Month/Year the application was or will be submitted for ethical approval . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

If Yes, you are reminded that confirmation that Ethical Approval has been granted will be expected with the Application for Transfer.

**1.3 Intellectual Property Rights:**

Students who enrolled on or after September 2005 have agreed to assign all Intellectual Property Rights arising from their studies (excluding thesis copyright) to the University when signing the acceptance of a place on the programme and agreeing to accept the University’s Terms and Conditions, therefore please complete (a) below.

If Intellectual Property Rights have been assigned by way of a formal agreement before enrolment , or if for some other reason you are unable to assign the IP, please complete (b) and attach a letter explaining the reasons as to why the Intellectual Property cannot be assigned.

(a) Please tick this box if you assigned your IP to the University when accepting the University’s Terms and Conditions as part of

signing to accept the offer of a place on the programme, and also to make the express assignment of your future and

incorporated background intellectual property as already agreed by accepting your offer of a place on the programme.

Tick box : ☐

b) If Intellectual Property Rights were formally assigned prior to enrolment or cannot be assigned now, attach a copy of the

agreement or a letter explaining why:

Tick box if letter attached: ☐

**1.4 Previous training and experience** (include details of activities (with dates) relevant to this application, and details of any

research or other relevant papers, books, etc which have been published):

**1.5 Data Management Plan** provide details of how your data will be managed during the course of your programme.

Describe: (i) what types of data you will collect ('data' includes everything you will generate during your research) (ii) how your data will be anonymised (if appropriate), safely stored and backed-up during the course of your project (iii) archived on completion of the degree. In order to complete this section please consult guidance [How to complete Data Management Plan](https://www.brookes.ac.uk/getmedia/5ee876fd-618f-4530-8d11-3726aa5d52cc/research-data-management-plans.pdf)

# 2 Academic referees (regulation 2 refers; only required for candidates who hold non-standard entry qualifications or who do not have at least an upper second-class honours degree or equivalent - please attach references to application):

# 3 Name of collaborating establishment(s) and the nature of the association:

*If any collaborating establishments have been agreed, a letter from a senior member of the collaborating department or organisation must be attached to the application for registration. The letter must state that the facilities to be provided will be available for the duration of the programme (for example, access to specialist equipment, specific population of subjects or records, etc) and confirm that the institution will act as a collaborating establishment - If this is the case, the nature of the collaboration should be specified here.*

(Regulation 10. refers) Please tick box if a copy of the letter is attached: ☐

# 4 The programme of research

**4.1** Title of the research thesis:

*This is not expected to be the final title of the thesis, but it must be as concise and informative as possible, specifying the research project.*

**4.2** a) Aims of the investigation:

*(One overarching aim/research question should be listed with no more than two other aims if necessary. The aims of the investigation should be listed in a systematic and logical way. Care should be taken to make the aims as clear as possible - a series of bullet points may be used. It is often helpful if the aims can be linked to the MPhil and PhD components of the proposed plan of work, where appropriate.*

b) Objectives

*(Four or five objectives should be listed as bullet points detailing the main objectives for the project – care should be taken not to prejudge the outcomes. Explain how each objective will be met when describing the proposed research in the MPhil and PhD stages of the plan of work)*

**4.3** Proposed plan of work should be written by the candidate with the advice and assistance of the supervisors. It must indicate that a viable programme of research has been formulated, which has been set within the appropriate context and is likely to be achievable within the time permitted for the programme i.e. completion within 4 years for full-time and 5 years for part-time study.

*The plan of work should present the background to the project and set the research in its academic context. It must include details of: the relationship to previous work such as a recent Masters; avoid excessive use of technical terms but when unavoidable provide a glossary of terms in section 4.5;* ***only use the space provided below and the plan of work must not, under any circumstances be longer than 1,000 words****; write for a non specialist audience; for MPhil/PhD split the plan into two stages indicating where transfer will occur; clearly explain the proposed methodology and/or techniques stating what you will do and how; deal with each aim and objective stating how they will be addressed during the programme; PhD proposals must include a brief account of the new contribution to knowledge; if undertaking group work or a variation of a larger project – explain your individual contribution and the relationship between this and the larger project; include a timetable covering when the work will be done with timescales for each stage;* ***include no more than 10 key references*** *attached on a separate sheet and number these in the text ;*

It is essential that candidates referto **Section 8** of **The Guidance Notes** for completing this form - available to download at: <http://www.brookes.ac.uk/students/research-degrees-team/current-students/forms/>

**4.4** Details and location of any specialist facilities available for the investigation if not available at Oxford Brookes:

(Please tick the box and attach copy of letter guaranteeing access to facilities for the duration of the programme): ☐

**4.5** If appropriate, provide a list of the glossary of terms used in the plan of work in section 4.3 and attach it to the form.

# 5 The programme of related activities

* 1. Details of the programme of related activities to be undertaken during the course of this programme must be listed here. Attendance at both Faculty and University training programmes is expected. A list of the various sessions and external activities should be provided and reflect those listed in the Personal, Professional & Career Development Planner.

(refer to regulation 8.2) Specific examples of seminars and at least one external conference to be attended should be included. The Graduate College training programme and Planner are available at: <https://www.brookes.ac.uk/students/research-degrees-team/current-students/graduate-college/events-and-networking/graduate-college-research-student-training/>

**5.2** If appropriate, provide details of any programme of formally assessed studies, (refer to regulation 8.3):

# 6 Supervision of programme of work (regulation 9 refers; a current RDC-CV form must be provided for all supervisors who have not previously supervised any Oxford Brookes University research degree candidates)

**6.1** a) Director of Studies:

**(full details must be provided and supervisory figures indicated in the table below):**

Name:

Post held:

Place of work:

Qualifications:

b) Co-Director of Studies: (if required)

**(full details must be provided and supervisory figures indicated in the table below):**

Name:

Post held:

Place of work:

Qualifications:

**6.2** Second supervisor(s):

**(Full details must be provided and supervisory figures indicated in the table below):**

c) Name:

Post held:

Place of work:

Qualifications:

d) Name:

Post held:

Place of work:

Qualifications:

e) Supervisor with responsibility to act as Mentor to the supervisory team:

**(full details must be provided and supervisory figures indicated in the table below):**

Name:

Post held:

Place of work:

Qualifications:

**6.3** Details of any other person(s) who will act in an advisory capacity:

Name:

Post held:

Place of work:

Qualifications:

| Supervisory figures: | | a | b | | c | d | | e |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Currently Supervising | enrolled research degree candidates as Director of Studies |  |  |  | | |  |  |
| enrolled research degree candidates as Second supervisor |  |  |  | | |  |  |
| Previously Supervised to completion as Director of Studies | MPhil candidates |  |  |  | | |  |  |
| PhD candidates |  |  |  | | |  |  |
| MA, MSc, LLM by Research candidates |  |  |  | | |  |  |
| Professional Doctorate candidates |  |  |  | | |  |  |
| Previously Supervised to completion as Second Supervisor | MPhil candidates |  |  |  | | |  |  |
| PhD candidates |  |  |  | | |  |  |
| MA, MSc, LLM by Research candidates |  |  |  | | |  |  |
| Professional Doctorate candidates |  |  |  | | |  |  |
| Supervisor with responsibility to act as Mentor to the Supervisory Team | MPhil candidates |  |  |  | | |  |  |
| PhD candidates |  |  |  | | |  |  |
| MA, MSc, LLM by Research candidates |  |  |  | | |  |  |
| Professional Doctorate candidates |  |  |  | | |  |  |
| Attended the University’s Supervisor Training Programme |  | Yes  No | Yes  No | Yes  No | | | Yes  No | Yes  No |
| Attended the University’s Experienced Supervisor up-date Training Session |  | Yes  No | Yes  No | Yes  No | | | Yes  No | Yes  No |

# 7 Period of time for completion of programme of work (regulations 4 and 5 refer)

**7.1** Date of registration (regulation 5.2 refers):

1st of . . . . . . . . . . . . . . . (month). . . . . . . . (year)

*(Date should be the first day of the month following first enrolment)*

**7.2** Transfer from another institution or re-enrolment following withdrawal:

State the date requested for the beginning of the period of backdating for this registration.

1st of . . . . . . . . . . . . . . . (month). . . . . . . . (year)

**7.3** Mode of study: Full-time ☐

Part-time ☐

**7.4** Amount of time (hours per week average) allowed for programme: (*Minimum 35 hrs full-time)* - hours per week

*(Minimum 15 hrs part-time)* - hours per week

**7.5** Expected duration of programme (in years) on the above basis to MPhil:

and additionally to PhD:

*NB : timely submission and completion timescales for MPhil/PhD full-time study are 3.5 – 4 years or 5 years for part-time study.*

# 8 Statement by the candidate

I wish to apply for registration for the degree of MPhil / MPhil/PhD / PhD/ on the basis of the proposals given in

this application.

I confirm that the particulars given in Section 1 are correct.

I understand that, except with the specific permission of the Research Degrees Committee, I may not be a candidate for another award during the period of my registration. I understand that, except with the specific permission of the Research Degrees Committee, I must prepare and defend my thesis in English.

Submission of your application via the Student Information portal will be taken as confirmation of the above.

Please ensure also that the version of the application you submit is the final one,as agreed with your Director and PGRT.

Please note also that, before the application is received by the Science and Technology or HESS RDSC subcommittee, it will

require the formal approval of both your Director of Studies and PGRT.

In both cases, this will be facilitated via the on-line submission process.

# 9 Approval of registration for a research degree on behalf of Oxford Brookes University

I confirm that . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . has been registered by the Subject Committee

of the Research Degrees Committee for the degree of MPhil / MPhil/PhD / PhD at the meeting

on . . . . . . . . . . . . . . . . . . . . . . . . . . . . with effect from . . . . . . . . . . . . . . . . . . . . . . date of registration.

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

Chair / Vice-Chair / of the Subject Committee of the Research Degrees Committee)