## city-university-london-full

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## Application for approval of a new candidate for a Research Degree Programme

*The Senior Tutor for Research should complete this form for all applicants. Where the School/Department wishes to recommend that the applicant be accepted, this form should be presented to the Board of Studies for endorsement. Upon endorsement, the form should be retained on the student’s file subject to the University’s policy on Records Management. Where an applicant is unsuccessful, the student’s application form and this RDF1 should be held in the School/Department subject to the University’s policy on the retention and destruction of records.*

Forms for students at validated institutions should be sent to: [city-validation@city.ac.uk](mailto:city-validation@city.ac.uk)

*Confidentiality should be maintained at all times and the information contained on this form considered as reserved business.*

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| PROPOSAL DETAILS | | | | |
| Applicant’s Surname |  | | | |
| Applicant’s Forename |  | | | |
| Applicant’s Date of Birth (dd/mm/yyyy) |  | | | |
| Applicant ID Number |  | | | |
| Department/School |  | | | |
| SITS Course Code |  | | | |
| SITS Route Code |  | | | |
| Board of Studies responsible |  | | | |
| Degree for initial registration (MPhil, PhD, DMA, DPsych, etc) |  | | | |
| Thesis Title or description of area of study |  | | | |
| Registration Category  (please tick appropriate box) | FULL TIME |  | PART TIME |  |
|  | INTERNAL |  | EXTERNAL |  |
| Start Date of Registration |  | | | |
| Name(s) of Supervisor(s):  At least two supervisors must be appointed. First Supervisor: Category A  External Supervisor: E |  | | | |
| This section to be completed for STAFF CANDIDATES ONLYStaff Candidate: YES / NO *N.B. All Staff Candidates will be subject to the same rules and regulations as Part Time Internal Students.* | | | | |
| **This section to be completed for EXTERNAL CANDIDATES ONLY**  *Place of study (Institution/organisation where research work is proposed to be carried out, and post held, if any, by the applicant):*  **Institution/Organisation:**  **Position Held:**  **Address:**  **Postcode:** | | | | |

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| ADMISSIONS PROCESS |
| Names of academic staff involved in the decision: 1.  2.  3. |
| **Date(s) of interview(s):**  **Outcome:** |
| Was the Senior Tutor/Director of Research or his/her deputy involved? YES / NO **Name of Senior Tutor/Director of Research or his/her deputy:** |

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| **APPLICANT’S QUALIFICATIONS/EXPERIENCE**  To check equivalence of international qualifications:  <http://www.naric.org.uk> |
| *Please list qualifications and/or experience upon which the application is based (please give dates).*  *If this does not include an honours degree of second-class or higher from a UK university or equivalent qualification and acceptance is being recommended, please explain the case for acceptance. This should include:*   * *A description of the mechanism used to assess the applicant;* * *Two references; AND* * *Evidence of the award.* |
| First Degree: **Level:** 1, 2:1, 2:2, 3  **Date Awarded:**  **Awarding University:** |
| **Postgraduate Qualifications:**  **Awarding University:** |
| **Relevant Experience:** |
| **Non-Standard Qualifications:**  **Assessment Mechanism:** |
| **This section to be completed for APPLICANTS WITHOUT SECOND CLASS HONOURS (or equivalent) ONLY** For applicants without second class honours or equivalent:References attached   Degree certificate, transcript or letter of award attached    (please tick boxes to confirm) |
| **Study Skills and Preparedness for Study**  Please comment on the applicant’s preparedness for study - does he/she have (or could he/she reasonably gain) the appropriate skills, knowledge and aptitude to successfully complete the project?  Study skills and training requirements considered (please tick to confirm) |
| English Language **Is the applicant’s first language English?** YES / NO  If not, and the applicant is to be accepted, evidence of satisfactory proficiency is required, please tick the relevant qualification:  IELTS 6.5 or higher  OTHER  Certificate attached(Please tick box to confirm) |

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| **FEASIBILITY** |
| **Project Proposal**  Has a clear project proposal and statement of project objectives been produced and if so, has it been approved by the supervisor(s) and Senior Tutor/Director of Research?  YES / NO  Is the project suitable for the programme of research study offered by the School/Department and the proposed level of award?  YES / NO Is it practical for the project to be completed within the proposed period of study? YES / NO |

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| **This section to be completed for EXTERNAL CANDIDATES ONLY** Please give the following details concerning the External Supervisor: Institution/organisation:  Academic/professional qualifications:  **Support mechanisms in place for external supervision:**  Where the project involves extended periods of off-campus work (eg. in cases of External Registration), what will be the means of ensuring that research candidate progress continues to be monitored?  **CVs of external supervisor(s) attached** |
| Physical Resources **Are the physical resources needed to support the research project available and are there arrangements for monitoring the continued availability of such resources?**  YES / NO |
| Finance **Please state the funding that the candidate has/is likely to secure to financially support his/her research degree. It ‘Other’ please state method.**  EPSRC ESRC AHRC ORS Sponsorship Personal Finance  Other…………………………………………..  (Please ring the method(s) of support) |
| Special Needs **Does the applicant have any special needs and, if so, can the Department/University meet them?**  YES / NO If yes, has it been discussed with the Disability Officer? YES / NO  (N.B. Any special needs should be reported to the University’s Disability Officer) |

#### RECOMMENDATION

I recommend that this applicant be accepted/conditionally accepted / rejected \* for admission to City, University of London as a research student.*\* Please delete as appropriate*

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| APPLICATIONS FOR CONDITIONAL ACCEPTANCE |
| If the application is for provisional acceptance, please list the outstanding requirements here:  Date by which outstanding requirements have been requested to be received: |

I confirm that full and appropriate consideration has been given to the application in accordance with the guidance notes, which accompany this form, and in accordance with the University’s Equal Opportunities Policy.

If recommending acceptance, I confirm that a statement of support has been received from the proposed supervisors named above.

I confirm that the Board of Studies named above has agreed to recommend that the above applicant be admitted to study for a Research Degree.

Signed Name Date:

(Secretary to Board of Studies) (Please print)

I approve the recommendation and confirm that a statement of support has been received from the proposed supervisor(s).

Signed Name Date:

(Senior Tutor/Director of Research) (Please print)