

Appendix 1: Guidelines on the Application Process

All applicants to the University will be required to complete the appropriate application form. The application will require an applicant to complete the following information:

- Personal information
- Previous qualifications
- Proposed mode of study (full time or part time or distant learning)
- Research Interest (details on the proposed research)

The process of selecting appropriately qualified and/or experienced applicants for admission to a postgraduate research degree is the responsibility of the appropriate Research Student Board.

Assessment of the application will involve the judgement of at least two members of university academic staff who have been suitably trained or briefed. Normally this would be the faculty Postgraduate Research Tutor and a member of the indicative supervisory team.

Assessment will determine whether:

- a) the proposed research falls within the scope of research conducted in the faculty.
- b) potential supervisors, with the capacity to undertake further supervision, can be identified, and
- c) the proposed research can be appropriately resourced.

Offers of a place to study at the University are conditional on the approval of a Research Proposal.

Approval of Research Proposal

The Research Proposal should be completed by the applicant in consultation with the proposed Director of Studies to formalise the details of the research project and registration. The student's supervisors are formally appointed when the Research Proposal is approved. Responsibility for the final approval of the proposal rests with the relevant Research Student Board.

Consideration of the Research Proposal and the decision to admit/not to admit an applicant to the University will take into account the following factors:

- a) the academic profile of the applicant and their ability to achieve the standard of the appropriate degree within the permitted timescales.
- b) the content and clarity of the Research Proposal.
- c) the viability of the proposed research project, its aims and its suitability for the level of award identified.
- d) the applicant's understanding of the ethical implications of their research.
- e) the availability of supervisors with appropriate expertise, experience of supervision and time to supervise.
- f) the availability of sufficient supporting resources for the conduct of research in the proposed area.
- g) that the applicant has sufficient financial support to pay ongoing annual tuition fees and any relevant Research Support Fees to complete the Research Degree Programme.
- h) the applicant has a valid Academic Technology Approval Certificate (ATAS), where required.

An interview must occur before an unconditional offer is made. At the interview, the proposed research and any ethical considerations should be discussed with the applicant as should the likely total cost of the course including any research support fees. The interview should facilitate discussions regarding any additional needs applicants may have and support them in making contact with Student Support and Wellbeing.

If a Research Proposal is not approved on first submission the applicant is allowed one opportunity to revise and resubmit it. The resubmission must occur within three months of the date of the letter notifying the student of the decision. The student will be provided with a statement of the deficiencies of the Research Proposal.

If the Research Proposal is not approved at second attempt the RSB will not admit the student.

If a student fails to submit their research proposal by the required deadline this will be reported to the RSB. If this failure to submit the proposal is at first submission, the student will be treated as 'not approved' and will be required to resubmit. If the failure to submit the proposal is at resubmission the RSB will not admit the applicant.

A student who has had their Research Proposal approved and subsequently needs to substantially change the focus and/or topic of their research must gain the support of their Director of Studies before applying to the RSB for re-approval using the procedure outlined in this section. Subsequent registration periods will not be extended, and it may be more appropriate for the student to withdraw and reapply for admittance.