

***COMPLETED FORM NEEDS TO BE SENT TO THE DEPARTMENT FOR APPROVAL BEFORE BEING SENT TO THE GRADUATE SCHOOL***

**PROJECT CONFIRMATION FORM (RDCom2)**

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| NOTE TO STUDENTS: Complete Sections 1–5 of this form and pass it to your Director of Studies. Please note the 4,000 word limit for your sections of the form, and that you must submit it as a Word document (PDF format is not acceptable) via email to all members of your supervisory team and to the Administrator with responsibility for Research Degrees in your academic department. Your application will be considered by the departmental Research Student Review Board.  The purpose of the project confirmation process is to ensure that each student identifies in detail at an early stage in the programme of study an adequate project of research with the potential to satisfy the requirements for the intended award within the normal period of study and an appropriate plan to carry it out. It is also used:   * to review the supervision arrangements and resources for the research and to address issues relating to commercial funding, intellectual property and research ethics in the light of developments or changes to the project since the student’s admission to the programme of study; * in the case of projects involving performance- or practice-based research, to clarify the intended relationship between the student’s creative and scholarly work, and to identify from this the form that the final submission will take and the format in which the creative work will be recorded; * to identify for consideration by the Research Degrees Board cases where it would be appropriate for the written component of the student’s final submission to be in a language other than English.   The application must be presented in a form and language that allow it to be judged by researchers who are not specialists in the student’s area of research against the following criteria:   * the intended contribution of the research and the extent of the student’s knowledge of the area and of the context for the proposed research; * the suitability of the proposed techniques of academic enquiry and the feasibility and adequacy of the plans to carry them out; * the evidence that the student is engaging in scholarship at the required level and is able to present his/her work in an appropriate form; * the realistic expectation that the project can be supported appropriately and completed within the normal period of study.   You will be notified of the outcome after your application has been reviewed. |

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| **SECTION 1: Student details**  Name:  ID number:  Department:  Research Centre(s)/Group(s) (where applicable):  University e-mail address:  Programme:  Mode of study: full time / part time  Date of initial registration (or date of progression for Professional Doctorate students):  Details of studentship scheme (if applicable): |

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| **SECTION 2: Title of research project** |

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| **SECTION 3: Research proposal**  Complete Parts A, B and C of this section using each of the headings provided, writing a maximum of 4,000 words in total. EdD students do not need to complete this section, but should attach their full research proposal. |
| **PART A: The scope of the proposed research**  i. Non-technical summary of the research (approximately 300 words)  ii. The broad subject area of the proposed programme of research  iii. The relation of the thesis to other work in the field  iv. The aims and objectives of the proposed programme of research  v. An outline of any hypotheses or research questions which will be addressed  vi. The contribution to knowledge which may be expected  vii. A brief, indicative bibliography relevant to Part A (15–20 titles)  viii. If you intend to submit your thesis in a language other than English, please give details here |
| **PART B: Research methodology and design**  i. The proposed methods to be used in the research (including the gathering and analysing and/or interpretation of data/information); in the case of projects involving performance or practice-based research, clarify the intended relationship between the creative and scholarly work, the form that the final submission will take and the format in which the creative work will be recorded  ii. The reasons for selecting these methods given the subject area described in Part A  iii. A provisional timetable of the work through to the submission of the completed thesis; this must include the dates and expected length of any periods of fieldwork abroad in each academic year  iv. A brief, indicative bibliography relevant to Part B (15–20 titles) |
| **PART C: Training, facilities and resources**  Indicate general or any specialist training, facilities and resources necessary for the research. Applicants are expected to have discussed their requirements with the supervisory team and appropriate staff prior to submitting the research proposal.  i. Training, e.g. taught research methods programmes, foreign language training, specialist courses  ii. Facilities, e.g. laboratory space, computing facilities, specialist equipment  iii. Resources, e.g. specialist library access, essential long-distance travel expenses  iv. Other, e.g. paid volunteers |

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| **SECTION 4: Ethics approval**  Tick this box if your research involves the use of animals or humans in any way (e.g. asking respondents to complete a questionnaire or observation of human behaviour). If you tick the box, you should also apply for ethics approval at this time, if you have not already (see the Ethics Committee guidelines on the University website).  Tick this box if your project already has ethics approval at MPhil or doctoral level and your project has changed since approval was granted. If so, please advise the University Ethics Officer. |

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| **SECTION 5: Student’s declaration**  By submitting this application, I confirm that this research project consists of my own account of work which I have undertaken while registered for this programme. Any work included in the application which relies on the work of other researchers, or has been done jointly with other researchers, is clearly indicated. I agree to abide by the University’s rules, regulations, policies and codes. I understand that the submission for the final examination must be in English, unless agreed otherwise by the Research Degrees Committee, and that I am expected to submit for the final examination within the maximum period of registration. I understand that I am responsible for copyright clearance and will follow university guidance on this during the preparation of my thesis.  Date of submission:  Completed application forms must be submitted as a Word document (PDF format is not acceptable) via email to all members of your supervisory team and to the Administrator with responsibility for Research Degrees in your academic department. You will be notified of the outcome after your application has been reviewed by your upgrade panel and your departmental Research Student Review Board. |

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| NOTE TO THE DIRECTOR OF STUDIES: Ensure that Sections 6 (if applicable) and 7 of this form are completed and then submit the form to the Department Office so that the application can be added to the agenda for the next meeting of the departmental Research Student Review Board. |

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| **SECTION 6: Confirmation of eligibility on Professional Doctorate programmes**  I am the Programme Director and confirm that this student has passed the necessary modules in order to be eligible to progress to the research element of the programme.  Signed: Date: |

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| **SECTION 7: Supervisory arrangements**  All members of the supervisory team must sign to indicate that they have read the research project and provided feedback to the student. | | | |
| Director of Studies | Signed: | Date: | Department: |
| Name: |
| First Co-Supervisor | Signed: | Date: | Department: |
| Name: |
| Second Co-Supervisor (if applicable) | Signed: | Date: | Department: |
| Name: |



**Project Confirmation: Record of Research Student Review Board decision**

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| This form should be used to record the decision of the Research Student Review Board and will be shown to the student and the members of the supervisory team in order to provide reasons for the decision and any feedback. |

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| **PART A: Decision**  Project CONFIRMED  Any feedback may be written in Part D.  Project CONFIRMED SUBJECT TO ETHICS APPROVAL  Any feedback may be written in Part D.  Project NOT CONFIRMED and the student must RESUBMIT within three months  The reasons for the decision must be set out in Part C. Use Part C also to indicate if the student is to receive a formal warning as part of the Cause for Concern procedure. Feedback on how the project could be improved must be provided in Part D.  Project NOT CONFIRMED and recommend that the student’s registration is terminated  This outcome is only available for resubmitted projects. The reasons for the decision must be set out in Part C. The recommendation to terminate the student’s registration must be submitted to the Chair of the Research Degrees Board for approval. |

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| **PART B:**  Use this part to record the reasons for the decision, in reference to the University’s criteria for project confirmation:   * the intended contribution of the research and the extent of the student’s knowledge of the area and of the context for the proposed research; * the suitability of the proposed techniques of academic enquiry and the feasibility and adequacy of the plans to carry them out; * the evidence that the student is engaging in scholarship at the required level and is able to present his/her work in an appropriate form; * the realistic expectation that the project can be supported appropriately and completed within the normal period of study. |

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| **PART C:**  Use this part to record any additional feedback. |

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| **For completion by department Administrator with responsibility for Research Degrees:**  Date received in Department Office:  If approved by Chair’s Action, the Research Degrees Convenor should sign this section.  Date of Research Student Review Board decision: | |
| **Signature of Research Degrees Convenor**  If the RDC is a member of the supervisory team, s/he should appoint a nominee to sign | |
| Signed: | Date: |

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| **Dean Signature:**  Note Dean signature is not a step needed before the decision is made and the student informed. | |
| Signed: | Date: |

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| Completed forms should be sent to the Department Office, which will:   * inform the student and members of the supervisory team of the outcome in writing; * send a copy of the form to the Graduate School Office for recording the decision on central systems. |