Application and Applicant

Recommendation form for ARCs

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| --- |
| Personal identifier      |
|  |
| Date received      |

Please read the ‘Recruitment and *Registration* *Guidelines’, the Research Degree Regulations* and the *Research Degrees in Affiliated Research Centres Handbook’* before you complete this form. These are available from your Affiliated Research Centre (ARC) or from the Graduate School Network at <http://www.open.ac.uk/students/research/forms-and-guidance>

Copies of this form can be downloaded from the forms and guidance notes page of the Graduate School Network at <http://www.open.ac.uk/students/research/forms-and-guidance>

Complete the grey boxes where indicated and submit this form by email, together with any additional documents required (indoc, .jpeg or .pdf format) to the Research Degree Co-ordinator in your ARC.

If you have any queries please contact the Research Degree Co-ordinator in your ARC

Affiliated ReseARCH CENTRE:

This form is in three parts. Parts A and B are to be completed by the applicant, then passed to the ARC Research Degree Co-ordinator to complete part C. Once completed the ARC Research Degree Co‑ordinator should send this form to **research-degrees-ARC@open.ac.uk**

PART A: to be completed by the applicant

|  |
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| This form should only be completed by applicants from an Affiliated Research Centre  |
| 1. Applicant Name
 | Title:      Surname/Family name:      Forename(s):      Preferred first name:       |
| 1. Previous Names (if applicable)
 |       |
| 1. Nationality
 |       |
| 1. Passport Number
 |       |
| 1. Biometric Number (if applicable)
 |       |
| 1. If you have previously held, or currently hold, a UK visa please give details (for UK based ARCs only)
 | Visa type:      Expiry date:       |
| 1. Do you have indefinite leave to remain in the UK? (for UK based ARCs only)
 | [ ]  Yes [ ]  NoOr[ ]  I have refugee status |
| 1. Have you previously studied with the OU?
 | [ ]  Yes [ ]  NoIf Yes please give your Personal Identifier (PI)     [ ]  I have forgotten my PI |
| 1. Are you employed by The Open University?
 | [ ]  Yes, full-time [ ]  Yes, part-time [ ]  Yes, Associate Lecturer [ ]  NoIf Yes please give your staff number     [ ]  I have forgotten my staff number |
| 1. Permanent home address
 | Address:      Postcode:      Country:      Tele:      Mobile:      Email:       |
| 1. Contact address (if different)
 | Address:      Postcode:      Country:      Tele:      Mobile:      Email:       |
| **Residence:** |
| 1. On the day you expect to start your studies, will you have been ordinarily resident in the UK or EEA for at least three years (not counting any time spent for educational purposes)? (for UK based ARCs only)
 | [ ]  Yes [ ]  NoIf ‘No’ please indicate the amount of time you have spent outside the UK/EEA       |
| Research Degree Details |
| 1. In which year are you intending to start your studies?
 |       |
| 1. Programme of study
 | [ ]  PhD [ ]  MPhil  |
| 1. Mode of study
 | [ ]  Full time [ ]  Part time |
| 1. Please list the research degree area(s) and research degree topic(s) that you wish to study
 | Research Degree Area:      Discipline:      Research Topic:       |
| **Research Proposal** |  |
| 1. Title of your proposed project or the subject area within which you wish to study:
 |       |
| 1. Please confirm that you have attached an outline research proposal:
 | [ ]  Yes [ ]  No |
| 1. Have you corresponded with any member of the academic staff at The Affiliated Research Centre about your wish to study?
 | [ ]  Yes – who?       [ ]  No |
| 1. Please provide a short statement to explain why you are applying to read for a research degree
 |
|       |
| Qualifications (University, College Education or Professional) |
| **Start date** | **End date** | **University or college attended**1 | **Subjects studied** | **Full-time /Part-time** | **Qualifications awarded or sought, e.g. BA** | **Class or grade awarded orpredicted outcome**2 |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
| 1. Have you been awarded a prize or distinction for your academic work?
 | [ ]  Yes – please give details below     [ ]  No |
| English Language Competence |  |
| 1. Are you from one of the majority English speaking country listed in Table 1 on page 7?
 | [ ]  Yes – which country?       **Now go to the section entitled Research Experience**  [ ]  No - **go to next question**  |
| 1. Have you completed a degree in the UK or from one of the majority English speaking country listed in Table 2 on page 7?
 | [ ]  Yes – which country?      **Now go to the section entitled Research Experience**  [ ]  No - **go to next question** |
| 1. Do you hold a SELTS (Secure English Language Test) certificate at level B2 or above?
 | [ ]  Yes [ ]  NoIf ‘Yes’ please provide details including the scores.Name of test:      Listening:      Reading:      Writing:      Speaking:      Date certificate issued:      Please provide the name and address of the assessment centre:       |
| Research Experience |  |
| 1. Do you have prior experience of qualitative and/or quantitative research?
 | [ ]  Yes – please give details below (course code / title / description / credits awarded / year of completion)      [ ]  No |
| 1. Have you undertaken any research training?
 | Date course/module completed:      Institution:      Content of course/module:       |
| 1. Have earned credits from any of your research training or experience?
 | [ ]  Yes – how many?      [ ]  No |
| 1. Please list any publications or any other evidence of research experience
 |       |
| Employment |  |
| **Start Date** | **End date** | **Position held**  | **Name and address of employer**  |
| **Current Employment** |  |
|       |       |       |       |
| **Previous Employment** |  |  |  |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Funding** (Please contact the ARC you are applying through for further details) |
| How are you intending to finance your studies? | [ ]  I am paying my own fees and living costs[ ]  I am applying for a funded studentship [ ]  My employer / organisation is paying my fees[ ]  I’d like to be considered for a fee bursary[ ]  Other or combination of the above – please give details       |
| **Referees**  |  |
| Name:       | Name:       |
| Address:       | Address:       |
| Telephone:       | Telephone:       |
| Email:       | Email:       |
| Position held:       | Position held:       |
| If the referee knows you by a different name please give details |       |
| Can the ARC contact your referees prior to interview? | [ ]  Yes [ ]  No |
| The *Research Degree Regulations* require all students to assign their intellectual property rights to the Open University unless they are bound by an intellectual property agreement with a third party, such as an employer or sponsor.Please tick one box:[ ]  I agree to assign to The Open University my rights and interests in any materials, results, discoveries, inventions or other intellectual property arising from my research degree studies and, if required by The Open University, to apply and/or assist The Open University or its agents in applying, for letters patent at the University’s expense where the work is considered to be patentable. For the avoidance of doubt, if any such patent application is, as a result of a filing requirement in a particular country, filed in my name, I agree to assign to The Open University or its nominee, upon request, all my right title and interest in and to any such patent(s).or[ ]  I confirm that I am bound by an intellectual property agreement with a third party and am therefore exempt from assigning my intellectual property rights to The Open University:Name of company or organisation:      Address:       |

|  |
| --- |
| **Declaration** |
| I confirm that I have read and understood the Research Degrees *in Affiliated Research Centres* Handbook and Regulations, and agree to comply with those conditions.I understand that, if accepted, I am liable for fees during my period of registration.I understand that the Open University may, from time to time, be required by to amend the terms and Regulations or Research Degrees *in Affiliated Research Centres* Handbook to reflect changes in relevant laws or regulatory requirements. If the Open University is required to amend these conditions in such a way as it might have a significant or substantial effect on me or its relationship with me, the Open University will endeavour to ensure that any change will not leave me in a less favourable position than I had enjoyed previously. For changes where the effect on me may be more significant, the Open University will also notify me prior to the change. I understand that the information I provide will be treated as confidential by The Open University and will be made available to Open University staff and to agents of the University (e.g. the Higher Education Statistics Agency (HESA)) as appropriate, solely for the purposes of providing me with appropriate facilities and for statutory purposes. I hereby consent for the information to be processed for this purpose.I also understand that The Open University reserves the right to withdraw any offer made on the basis of information that proves to be untrue or misleading. |
| Signature:  | Date:       |
| Date you are sending this formAttachments below included? (Please check each that applies) |      [ ]  Yes [ ]  No |
| [ ]  Application form, fully completed[ ]  Copies of degree certificates [ ]  Transcripts of academic qualifications [ ]  Certified translations of degree certificates and transcripts (if applicable)[ ]  Copies of English language qualification certificates (if applicable)[ ]  Copies of your passport, any UK visas and biometric card[ ]  Documentation supporting a change of name (if applicable) | [ ]  Copy of research proposal / statement / project description[ ]  The contacts details for two independent referees[ ]  List of publications or evidence of research experience[ ]  Equal opportunities and HESA Monitoring Form  |
| **Please now complete Part B -** Equal opportunities and Higher Education Statistical Agency (HESA) monitoring form |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **English Language:** Applicants from the following countries are exempt from the requirements to provide an English language test certificate.Majority English speaking country - Table 1

|  |  |
| --- | --- |
| * Antigua and Barbuda
 | * Guyana
 |
| * Australia
 | * Jamaica
 |
| * The Bahamas
 | * New Zealand
 |
| * Barbados
 | * St Kitts and Nevis
 |
| * Belize
 | * St Lucia
 |
| * Canada
 | * St Vincent and the Grenadines
 |
| * Dominica
 | * Trinidad and Tobago
 |
| * Grenada
 | * United States of America
 |

 |
| English language degree competence – Table 2

|  |  |
| --- | --- |
| * Antigua and Barbuda
 | * Jamaica
 |
| * Australia
 | * New Zealand
 |
| * The Bahamas
 | * St Kitts and Nevis
 |
| * Barbados
 | * St Lucia
 |
| * Belize
 | * St Vincent and the Grenadines
 |
| * Dominica
 | * Trinidad and Tobago
 |
| * Grenada
 | * United States of America
 |
| * Guyana
 |  |

 |

PART B: to be completed by the applicant

Research degrees:

Equal opportunities and Higher Education Statistical Agency (HESA) monitoring form

Please answer the following questions. This information will not affect your registration with The Open University.

|  |  |
| --- | --- |
| Surname or Family name: |       |
| First Name(s): |       |
| Date of birth: |      /     /      |
| Gender: | [ ]  Male [ ]  Female [ ]  Other |
| Country of Birth |       |
| Place of Birth |       |
| HESA number:A HESA number is issued to each higher education student in the UK. If you’ve studied recently at a UK university and already have one, please give it here |       [ ]  I don’t know it |
| **Do you have a disability?** The Open University uses the statutory definition of disability; ‘You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities’. | [ ]  Yes[ ]  No[ ]  I prefer not to say |
| **If Yes, please provide further information:**The University welcomes people with disabilities and we encourage you to tell us as early as possible of any requirements. We will only use this information to assess and arrange services to support you as a student. |       |
| **What is your ethnic origin?**

|  |  |
| --- | --- |
| 10 White [ ]  | 31 Asian or Asian British-Indian [ ]  |
| 11 White - Irish [ ]  | 32 Asian or Asian British-Pakistani [ ]  |
| 12 White – English, Welsh, Scottish, Northern Irish, British [ ]  | 33 Asian or Asian British-Bangladeshi [ ]  |
| 13 White - Scottish [ ]  | 34 Chinese [ ]  |
| 14 Irish Traveler [ ]  | 39 Other Asian background [ ]  |
| 15 Gypsy or Traveler [ ]   | 41 Mixed-White and Black Caribbean [ ]  |
| 19 Other White Background [ ]  | 42 Mixed-White and Black African [ ]  |
| 21 Black or Black British-Caribbean [ ]  | 43 Mixed-White and Asian [ ]  |
| 22 Black or Black British-African[ ]  | 49 Other mixed background [ ]  |
| 29 Other Black background [ ]  | 50 Arab [ ]  |
|  |  |
| 80 Other ethnic background [ ]  | 90 Not known [ ]   |
|  | 98 I prefer not to answer this question [ ]  |

 |
| **Occupation status: Occupation type:**[ ]  01 In full-time work/self-employed [ ]  01 Modern professional occupations[ ]  02 In part-time work/self-employed [ ]  02 Clerical and intermediate occupations[ ]  03 Looking after the family/home [ ]  03 Senior managers and administrators[ ]  04 Retired from paid work [ ]  04 Technical and craft occupations[ ]  05 Doing unpaid voluntary work [ ]  05 Semi-routine manual and service[ ]  06 Unable to work because of long-term occupations sickness of disability [ ]  06 Routine manual and service occupations[ ]  07 Unemployed and looking for a job [ ]  07 Middle or junior managers[ ]  08 Not in paid work for some other reason [ ]  08 Traditional professional occupations [ ]  09 Never been in paid work |
| **Please tell us what is (or was) the full title of your main job (e.g. Teacher, Administrator, Surveyor). Please give your job title and not a grade or salary band.** |       |
| **If you come from Northern Ireland, please describe your marital status:** | [ ]  01 Single (never married or never in a civil partnership)[ ]  02 Married or in a civil partnership[ ]  03 Separated (still legally married or in a civil partnership)[ ]  04 Divorced or civil partnership dissolved[ ]  05 Widowed or a surviving partner from a civil partnership[ ]  06 Co-habiting[ ]  98 I prefer not to answer this question[ ]  99 Not known |
| **Please describe your sexual orientation** | [ ]  Towards people of a different sex (straight)[ ]  Towards women of the same sex (lesbian)[ ]  Towards men of the same sex (gay)[ ]  Towards people of both sexes (bisexual)[ ]  Other (e.g. asexual)[ ]  I prefer not to answer this question |
| **Please describe your religion or belief** | [ ]  01 Protestant [ ]  02 Roman Catholic[ ]  03 Buddhist[ ]  04 Hindu[ ]  05 Jewish[ ]  06 Muslim[ ]  07 Sikh[ ]  08 Other Christian[ ]  09 Other religion[ ]  10 No religion[ ]  11 I prefer not to answer this question |
| **If you come from Northern Ireland, please describe your community background:** | [ ]  Protestant community[ ]  Roman Catholic community[ ]  Neither community[ ]  I prefer not to answer this question |

Level of education

What was your level of education when you ***first joined*** The Open University?

|  |  |  |
| --- | --- | --- |
|  |  | Qualification level on joining OU |
| Post Graduate | 1A UK Doctorate degree | [ ]  |
|  | 1B Non - UK Doctorate degree | [ ]  |
|  | 1C Other doctoral level qualification (SCQF 12) | [ ]  |
|  | 1D UK masters degree | [ ]  |
|  | 1E Non - UK masters degree | [ ]  |
|  | 1F Integrated undergrad/masters degree e.g. MEng | [ ]  |
|  | 1G Diploma at masters level (SCQF 11) | [ ]  |
|  | 1J Postgrad Cert Education or Prof Graduate Dip Education | [ ]  |
|  | 1M Professional Graduate Cert in Education | [ ]  |
|  | 1H Certificate at masters level (SCQF 11) | [ ]  |
|  | 1N NVQ, SVQ, GNVQ or GSVQ5 (SCQF 11) | [ ]  |
|  | 05 Other taught qual at masters level (SCQF 11) | [ ]  |
|  | 1P Credit for taught work at masters level (SCQF 11) | [ ]  |
| Higher Education | 2D UK first degree with honours | [ ]  |
|  | 1K UK first degree (hons) leading to QTS | [ ]  |
|  | 2F Non - UK first degree | [ ]  |
|  | 2E UK first degree without honours | [ ]  |
|  | 16 Graduate equivalent qualification not elsewhere specified | [ ]  |
|  | 31 Foundation Degree | [ ]  |
|  | 2B Higher National Diploma (HND) | [ ]  |
|  | 25 Diploma of Higher Education (DipHE) | [ ]  |
|  | 23 Cert in Education (CertEd) or Diploma in Education (DipEd) | [ ]  |
|  | 29 Foundation course at level 5 (SCQF 8) | [ ]  |
|  | 2G NVQ, SVQ, GNVQ or GSVQ 4 (SCQF 8) | [ ]  |
|  | 2J Other level 5 qualification (SCQF 8) | [ ]  |
|  | 2A Higher National Certificate (HNC) | [ ]  |
|  | 2C Certificate of Higher Education (CertHE) | [ ]  |
|  | 2K Higher Apprenticeship at level 4 (SCQF 7) | [ ]  |
|  | 2H Other level 4 qualification (SCQF 7) | [ ]  |
|  | 22 Credits from UK HE institution but no HE qualification | [ ]  |
| A level/Further Education | 4E 2 or more A-levels (or equivalent) | [ ]  |
|  | 4D 1 A-level (or equivalent) | [ ]  |
|  | 3J Scottish Baccalaureate | [ ]  |
|  | 4C SQA Advanced Higher(s), but no Scottish Baccalaureate | [ ]  |
|  | 3P SQA Scottish Highers | [ ]  |
|  | 3K Welsh Baccalaureate Advanced Diploma (level 3) | [ ]  |
|  | 3G International Baccalaureate (IB) Diploma | [ ]  |
|  | 3H International Baccalaureate (IB) Certificate | [ ]  |
|  | 3F AQA Baccalaureate (Bacc) | [ ]  |
|  | 3A Ordinary National Diploma OND or Diploma at L3 (SCQF 6) | [ ]  |
|  | 3B Ordinary National Certificate (ONC) or Cert at L3 (SCQF 6) | [ ]  |
|  | 3C Award at level 3 (SCQF 6) | [ ]  |
|  | 43 Foundation course at level 3 (SCQF 6) | [ ]  |
|  | 94 Advanced Apprenticeship at level 3 (SCQF 6) | [ ]  |
|  | 3D NVQ, SVQ, GNVQ, GSVQ 3 (SCQF 6) | [ ]  |
|  | 3E 14-19 Advanced Diploma (level 3) | [ ]  |
|  | 3M Cambridge Pre - U Diploma | [ ]  |
|  | 3N Cambridge Pre - U Certificate | [ ]  |
|  | 39 Other qualification at level 3 (SCQF 6) | [ ]  |
| GSCE or equivalent | 5C GCSE A\* - C, Intermed 2, Credit Stand.Gr, O-level A-B, CSE1 | [ ]  |
|  | 5F Scottish Nationals Level 5 | [ ]  |
|  | 5B Welsh Baccalaureate Intermediate Diploma (level 2) | [ ]  |
|  | 5D Apprenticeship at level 2 (SCQF 5) | [ ]  |
|  | 57 NVQ/SVQ level 2 | [ ]  |
|  | 5A 14-19 Higher Diploma (level 2) | [ ]  |
|  | 5E Other qualification at level 2 (SCQF 5) | [ ]  |
| Other | 6C GCSE D-G, Intermed 1, General Stand.Gr, O-level <1< CSE> | [ ]  |
|  | 6H Scottish Nationals Level 4 | [ ]  |
|  | 6I Scottish Nationals Levels 1,2 or 3 | [ ]  |
|  | 6F Welsh Baccalaureate Foundation Diploma (level 1) | [ ]  |
|  | 6B NVQ or SVQ1 | [ ]  |
|  | 6D Qual level L1 (SCQF 4), eg Access 1-3, Foundation Stand.Gr | [ ]  |
|  | 6E 14-19 Foundation Diploma (level 1) | [ ]  |
|  | 6A Other qualification at level 1 (SCQF 4) | [ ]  |
|  | 44 Access course (QAA recognised) | [ ]  |
|  | 45 Access course (not QAA recognised) | [ ]  |
|  | 81 Qualifications at Entry level (below level 1) | [ ]  |
|  | 82 Qualifications below level 1 and not at entry level  | [ ]  |
|  | 6G Admitted on basis of previous experience | [ ]  |
|  | 97 Other qualification level not known 98 No formal qualifications | [ ] [ ]  |

What is your ***current*** highest qualification level?

[ ]  01 No qualifications

[ ]  02 Below GCSE or O level

[ ]  03 1-4 GCSE or O levels

[ ]  04 5 or more GCSE or O levels

[ ]  05 1 A level

[ ]  06 2 or more A levels

[ ]  07 HNC

[ ]  08 HND

[ ]  09 First Degree

[ ]  10 Postgraduate Degree

[ ]  90 Not known

[ ]  99 Already declared

|  |
| --- |
| NOW SUBMIT THIS FORM TO YOUR ARC Research Degree Co-ordinator  |

PART C: to be completed by the ARC Research Degree Coordinator

Research degrees:

Recommendation by Affiliated Research Centre (ARC)

|  |
| --- |
| **1 Applicant details**  |
| Name of applicant |       |
| Personal identifier |       |
| Nationality |       |
| Passport number |       |
| **Please answer the following questions for UK based ARC students only where applicable.** |
| Does the student require a visa to enter the UK? | [ ]  Yes [ ]  No |
| If the applicant already has a visa, please give details  | Visa type       Expiry date       |
| Biometric visa number if applicable |       |
| If the student already has a Tier 4 visa how long have they spent studying in the UK? |       years[ ]  N/A |
| **2 Programme details** |
| Programme of study (check box)Discipline(s) or Department |  [ ]  PhD [ ]  MPhil        |
| Title of proposed research topic |       |
| Mode of study (check box)  |  [ ]  Full-time [ ]  Part-time |
| Proposed start date |       |
| Proposed end date (based upon maximum registration period for the degree) |       |
| Unit of Assessment (if known)  |       |
| JACS code(s) (if known) - *you can enter up to three codes* |                   |
| Does the student require an ATAS certificate for their research topic? | [ ]  Yes –a copy of the ATAS certificate issued to the student will need to be supplied before registration can be confirmed[ ]  No |
| Is the applicant likely to submit a thesis with a non-book component (as defined in the regulations)? | [ ]  Yes [ ]  No |
| Will the research require an ethics review? | [ ]  No[ ]  Not sure at this stage[ ]  Yes – please give details below:      |
| Does the thesis to require a confidentiality period? | [ ]  Yes – please provide further information     [ ]  No |
| What will the IPR arrangements be?  | [ ]  Standard arrangements, the student will assign the IP to the OU[ ]  Student is bound by an IP agreement with a third party[ ]  Other IP arrangements are in place (please give details:      ) |
| **3 Research Environment** |
| Please confirm the research facilities (e.g. library, laboratory) to which the student will have access |       |
| Please confirm the name and address of the location of the research facilities |       |
| Please confirm the basis upon which the student will have access to these facilities  |       |
| At which research location will the student predominantly be based? |       |
| Is the research to be undertaken away from the ARC? | [ ]  Yes – please provide further information     [x]  No |
| Is the research part of a larger group project? | [ ]  Yes – please provide further information     [ ]  No |
| **Collaborating Establishment (if applicable):**      **I**f the student is to study in a Collaborating Establishment, please provide details of how they will be integrated into the training and pastoral support systems of the ARC, the time to be spent at the Collaborating Establishment, an explanation of how supervision is to be maintained during this time, and facilities to be provided. Note the student must spend at least half their time at theAffiliated Research Centre.  |

|  |
| --- |
| **4 RECORD OF SELECTION PROCESS** |
| Does the applicant meet the academic entrance requirements?  |  [ ]  Yes [ ]  No If ‘Yes’ please give details of the qualification upon which you are recommending admission     If ‘No’, please give details of the applicant’s relevant qualifications and/or experience:      |
| If the qualification upon which admission has been recommended is not from a HEI in the UK | Has a NARIC check been done? [ ]  Yes [ ]  No Do we have a copy of the qualification accompanied by a certified translation? [ ]  Yes [ ]  No |
| On what basis has competence in English Language been assessed?  | [ ]  The student is from one of the countries listed in Table 1 of the guidelines[ ]  The student has completed a degree in the UK or in one of the majority English speaking countries listed in Table 2 of the guidelines[ ]  Valid Home Office approved language testListening:      Reading:      Writing:      Speaking:      Date certificate issued:      [ ]  Valid Home Office approved test centre |
| How was the applicant interviewed? | [ ]  In person [ ]  Telephone [ ]  Videoconference |
| Do you confirm that:* The Research student recruitment guidelines have been followed
* The infrastructure, facilities and supervision to support the applicant are all in place
 | [ ]  Yes [ ]  No [ ]  Yes [ ]  No  |

|  |
| --- |
| 5 PROPOSED SUPERVISION TEAM |
| Director of studiesName:      Address:      Position held:      Email address:       | SupervisorName:      Address:      Position held:      Email address:       |
| SupervisorName:      Address:      Position held:      Email address:       | AdvisorName:      Address:      Position held:      Email address:       |
| Do you confirm that:* The supervision team satisfies the minimum required level of experience
* The supervisors are aware of the Supervision Policy
 | [ ]  Yes [ ]  No [ ]  Yes [ ]  No  |
| Please include a Supervisor CV for each of the proposed supervisors.  |

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| **6 FEES AND FUNDING** |
| How is the student being funded |       |
| How long will the student be funded for? |       |
| What does the funding cover | [ ]  Fees only[ ]  Stipend only[ ]  Fees and stipend |

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| **7 RECOMMENDATION IN SUPPORT OF THE APPLICANT** |
| Please outline how the applicant has demonstrated their suitability to undertake postgraduate research, and summarise the evidence offered in support of the application in terms of qualifications, knowledge, level of academic English and experience in the proposed area of research. If the applicant does not meet the minimum entrance requirement as set out in the ‘*Registration Guidelines’* please include reference to publications and other objective evidence of the applicant’s suitability to study at postgraduate research degree level.      |

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| **8 ARC DECLARATION** (ARC Research Degree Coordinator) |
| I declare that the information provided in this application is correct to the best of my knowledge.I support this application for registration as a research degree student of The Open University |
| Signature:      | Date:      |
| Print name:      |

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| **Attachments to include** | [ ]  2 independent referees’ reports[ ]  Research proposal if required for this programme / studentship[ ]  Copy of qualification(s) upon which admission is based (including any certificate of SELTS (Secure English Language Test)). [ ]  Transcripts of academic qualifications [ ]  Translations of degree certificates and transcripts  (if applicable)[ ]  Copy of current visa (if applicable)[ ]  Copy of biometric card if available (if applicable)[ ]  A copy of the ATAS certificate (if applicable)[ ]  Copy of identification document e.g. Passport, Driving licence with photograph.[ ]  Supervisor CV for each proposed supervisor [ ]  Copy of NARIC check results (if applicable)[ ]  Ethical approval documentation (if applicable)[ ]  Letter from collaborating establishment (if applicable) |
| **All applicant recommendations are subject to approval by the Graduate School Director. Applicants will be advised of the outcome of their application by the Research Degrees Office.**  |

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| **FOR RESEARCH DEGREES OFFICE USE ONLY** |
| Unit of Assessment *(if not supplied above)*  |       |
| JACS code(s) *(if not supplied above)* (*you can enter up to three codes*) |                   |
| Will the student require an ATAS certificate? (UK based ARC students only)*Please check whether the JACS code(s) given requires ATAS certification. A copy of the ATAS certificate will be required before the student can be registered.*  | [ ]  Yes [ ]  No |
| RDO Advisor notes |
|       |
| [ ]  I confirm the form is complete and all required information has been supplied[ ]  I confirm that there is an issue with this form and I have provided details aboveName       Date       |
|  |
| ARCMG Expert Endorsement (ARC students only) |
| [ ]  Recommended by ARCMG Expert[ ]  Not recommended by ARCMG Expert because       |
| Name:      Signed:      Date:       |
| ARCMG Chair/Deputy Chair Endorsement (ARC students only) |
| [ ]  Recommended by ARCMG Chair/Deputy Chair[ ]  Not recommended by ARCMG Chair/Deputy Chair because       |
| Name:      Signed:      Date:       |
| This request will be considered by the Graduate School Director (All students)  |
| [ ]  Authorised [ ]  Not authorised because       |
| Name:      Signed      Date:       |