Research Degrees

Applicant Recommendation Form
Affiliated Research Centres (ARC)

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| **PLease Refer to the recruitment and registration guidelines for ARCs before completing this form** Please ensure you use the most recent version of this form found here <http://www.open.ac.uk/students/research/forms-and-guidance>  |
| **This form is to be completed by the Affiliated Research Centre. A separate application form should be completed by the student.** |
| **Affiliated Research Centre:** Click or tap here to enter text. |
| **1. Applicant details**  |
| Name of applicant | Click or tap here to enter text. |
| Personal Identifier | Click or tap here to enter text. |
| Nationality | Click or tap here to enter text. |
| Passport number | Click or tap here to enter text. |
| **Please answer the following questions in section 1 for UK-based ARC students where applicable** |
| Does the student require a visa to enter the UK? | [ ]  Yes [ ]  No |
| Biometric number (if applicable) | Click or tap here to enter text. |
| If applicant already has a visa, please give details  | Visa type: Click or tap here to enter text.Expiry date:Click or tap here to enter text. |
| If the student previously had a Student Route visa, how long have they spent studying in the UK? | Click or tap here to enter text. years [ ]  N/A |
| **2. Programme details** |
| Programme of studyDiscipline(s) or Department | [ ]  PhD [ ]  MPhil [ ]  PhD Published WorksClick or tap here to enter text. |
| Title of proposed research topic | Click or tap here to enter text. |
| Mode of study  | [ ] Full-time [ ] Part-time |
| Proposed start date Please allow a minimum of **8 weeks** for processing. Please ensure the application form is fully completed and all documentation provided to prevent delays. | Click or tap here to enter text.Please note, applications must start on the 1st day of the month. |
| Proposed end date (PhD: 4 years for full-time, 8 years for part-timeMPhil: 4 years for full-time, 6 years for part-time) | Click or tap here to enter text.  |
| [Unit of Assessment](https://www.hesa.ac.uk/collection/c18025/download/ref_cc_mapping.xlsx) (UoA) | Click or tap here to enter text. |
| [Student HESA Cost Centre code](https://www.hesa.ac.uk/collection/c18025/download/ref_cc_mapping.xlsx)   | Click or tap here to enter text. |
| HECoS code(s) (*you can enter up to three codes*) <https://www.hesa.ac.uk/support/documentation/hecos>  | Click or tap here to enter text. |
| Will the applicant require an ATAS certificate? **(UK-based ARCs only)** | [ ]  Yes – a copy of the ATAS certificate must be sent to the Research Degrees Team before registration can be confirmed[ ]  No |
| Is the applicant likely to submit a thesis with a non-book component (as described in the Research Degree Regulations RD17.8 – RD17.9)? | [ ]  Yes [ ]  No |
| Will the research require an ethics review? | [ ]  No[ ]  Not sure at this stage[ ]  Yes – please give details below: Click or tap here to enter text. |
| Will the thesis require a confidentiality period (as described in the Research Degrees Regulations RD 20.4)? | [ ]  Yes – please provide further information below:Click or tap here to enter text.[ ]  No |
| What will the IPR arrangements be?  | [ ]  Standard arrangements, the applicant will assign the IP to the OU[ ]  Applicant is bound by an IP agreement with a third party[ ]  Other IP arrangements are in place. Please give details: Click or tap here to enter text. |
| **3. 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 (RD 2.1)Degree level Click or tap here to enter text.Degree subject Click or tap here to enter text.Awarding body Click or tap here to enter text.Awarding country Click or tap here to enter text.Award year Click or tap here to enter text.If ‘No’, please give details of the applicant’s relevant qualifications and/or experience:Click or tap here to enter text. |
| If the qualification upon which admission has been recommended is not from a HEI in the UK | Has an ENIC (previously 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 applicant is a national of one of the countries listed in Table 1 of the guidelines in Appendix 1[ ]  The applicant is a national of one of the countries listed in Table 3 of the guidelines in Appendix 1 (non-UK ARCs only)[ ]  The applicant has completed a degree in the UK or in one of the majority English speaking countries listed in Table 2 of Appendix 1[ ]  Valid Home Office approved language test (details can be found in the [Research Degrees Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations/files/7/Research-degree-regulations%202023%20Final%20V1.0%20amended.pdf) RD 2.4)Overall score: Click or tap here to enter text.Listening: Click or tap here to enter text.Reading: Click or tap here to enter text.Writing: Click or tap here to enter text.Speaking: Click or tap here to enter text.Date certificate issued: Click or tap here to enter text.[ ]  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  |
| **4. Proposed supervision team** |
| **4a. Director of Studies** |
| Title Full name Post held InstitutionEmail address  | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| **Number of research degree students supervised and examined\*** \*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | 00UK MPhil 00UK PhD 00UK PD 00UK MPhil 00UK PhD 00UK PD 00UK MPhil 00UK PhD 00UK PD Click or tap here to enter text. |
| **Independence of Director of Studies** |
| Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director.*Research Degree Regulations Appendix 4* includes a non-exhaustive list of potential conflicts of interestPotential conflicts of interest: Click or tap here to enter text. [ ]  I declare that there are no conflicts of interest |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? [ ]  Yes [ ]  No |
| I have attended Open University supervisor training (See RD 5.12) within the last four years:[ ]  Yes on date/year[ ]  No, I will attend within 12 months of the student’s registration. To enquire about the next available date for supervisor training, please contact research-degrees-ARC@open.ac.uk |
| **4b. Supervisor**  |
| Title Full name Post held InstitutionEmail address | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| **Number of research degree students supervised and examined\*** \*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | 00UK MPhil 00UK PhD 00UK PD 00UK MPhil 00UK PhD 00UK PD 00UK MPhil 00UK PhD 00UK PD Click or tap here to enter text. |
| **Independence of Supervisor** |
| Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director.*Research Degree Regulations Appendix 4* includes a non-exhaustive list of potential conflicts of interestPotential conflicts of interest: Click or tap here to enter text. [ ]  I declare that there are no conflicts of interest |
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| I have attended Open University supervisor training (See RD 5.12) within the last four years:[ ]  Yes on date/year[ ]  No, I will attend within 12 months of the student’s registration. To enquire about the next available date for supervisor training, please contact research-degrees-ARC@open.ac.uk |
| **4c. Supervisor** |
| Title Full name Institution Post held Email address | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| **Number of research degree students supervised and examined\*** \*Supervised to completion means from registration to award of degree |
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| **Independence of Supervisor** |
| Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director.*Research Degree Regulations Appendix 4* includes a non-exhaustive list of potential conflictsClick or tap here to enter text. [ ]  I declare that there are no conflicts of interest |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? [ ]  Yes [ ]  No |
| I have attended Open University supervisor training (See RD 5.12) within the last four years:[ ]  Yes on date/year[ ]  No, I will attend within 12 months of the student’s registration. To enquire about the next available date for supervisor training, please contact research-degrees-ARC@open.ac.uk |
| **4d. Advisor** |
| Title Full name Institution Post held Email address | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| **Number of research degree students supervised and examined\*** \*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | 00UK MPhil 00UK PhD 00UK PD 00UK MPhil 00UK PhD 00UK PD 00UK MPhil 00UK PhD 00UK PD Click or tap here to enter text. |
| **Independence of Advisor** |
| Please note any potential conflicts of interest that should be brought to the attention of the Graduate School Director.*Research Degree Regulations Appendix 4* includes a non-exhaustive list of potential conflictsClick or tap here to enter text. [ ]  I declare that there are no conflicts of interest |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? [ ]  Yes [ ]  No |
| 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 full, up-to-date CV for each of the proposed supervisors/advisors. This should include details of UK PhD supervision/examination experience |
| **4e. Research Environment** |
| Please confirm the research facilities (e.g., library, laboratory) to which the student will have access | Click or tap here to enter text. |
| Please confirm the name and address of the location of the research facilities | Click or tap here to enter text. |
| Please confirm the basis upon which the student will have access to these facilities  | Click or tap here to enter text. |
| At which research location will the student predominantly be based? | Click or tap here to enter text. |
| Is any research to be undertaken away from the ARC? | [ ]  Yes – please confirm below that you have contacted the Research Degrees Team for discussion and provided answers as to where the research will take place, time spent at the other institution, how the student will be supported, health and safety details, insurance details, visa requirements etc.Click or tap here to enter text.[ ]  No |
| Is the research part of a larger group project? | [ ]  Yes – please provide further informationClick or tap here to enter text.[ ]  No |
| **5. Fees and funding**  |
| How is the student being funded? | Click or tap here to enter text. |
| How long will the student be funded for? | Click or tap here to enter text. |
| What does the funding cover? | [ ]  Fees only[ ]  Stipend only[ ]  Fees and stipend |
| **6. Supporting statement** |
| 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 *Recruitment and* *Registration Guidelines for ARCs,* please include reference to publications and other objective evidence of the applicant’s suitability to study at postgraduate research degree level. | Click or tap here to enter text. |
| **7. Submission and approval**Recommendations must be endorsed/submitted by the ARC Research Degrees Coordinator |
| **This recommendation is submitted on behalf of the ARC by**Name: Click or tap here to enter text.Position: Click or tap here to enter text.Signature: Click or tap here to enter text.Date: Click or tap here to enter text.**If not signed, the submitted form must be accompanied by an email explicitly approving admission from the email address of the above-named person.** [ ]  I declare that the information provided in this application is correct to the best of my knowledge.[ ]  I confirm that all proposed supervisors (including any external supervisors), have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students.[ ]  I support this application for registration as a research degree student of The Open University. |
| Date of original submission to Research Degrees Team: Click or tap here to enter text.Date of resubmission where any documents/information are missing: Click or tap here to enter text. |
| **Attachments included** | [ ]  2 independent referees’ reports[ ]  Application form (completed by the student)[ ]  Research proposal [ ]  Copy of qualification(s) upon which admission is based (as detailed in section 3)[ ]  Transcripts of academic qualifications upon which admission is based[ ]  Certified translations of certificates for qualifications upon which admission is based[ ]  Copy of SELTS (Secure English Language Test), if required[ ]  Copy of all pages of passport or official identification document[ ]  A copy of the ATAS certificate (if applicable)[ ]  Copy of current visa (if required)[ ]  Copy of biometric card (if required)[ ]  Full CV for each proposed Director of Studies and Supervisors/Advisor. This should include details of UK PhD supervision/examination experience.[ ]  Copy of interview notes[ ]  Copy of ENIC (previously NARIC) check results (if applicable)[ ]  Ethical approval documentation (if applicable)[ ]  Letter from collaborating establishment (if applicable)[ ]  Other evidence as requested (please specify: Click or tap here to enter text.) |
| **All applicant recommendations are subject to approval by the Graduate School Director. ARCs will be advised of the outcome of the student’s application by the Research Degrees Team.**  |

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| **FOR RESEARCH DEGREES TEAM USE ONLY** |
| Unit of Assessment *(if not supplied above)*  |  |
| HESA Cost Centre *(if not supplied above)* |  |
| HECoS 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 HECoS code(s) given requires ATAS certification. A copy of the ATAS certificate will be required before the student can be registered.*  | [ ]  Yes [ ]  No  |
| **Research Degrees Advisor notes:**  |
| Date ARF received:Date ARF reviewed:All documents supplied?Applicant meets academic requirements?ENIC completed – equivalent to:Supervision team collectively has required experience?Lead supervisor has at least one completion?Supervisors have trained in last four years AND//OR supervisors X,Y,Z require trainingEthics required?ATAS required? |
| [ ]  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: Click or tap here to enter text. Date: Click or tap here to enter text. |
| **Research Degrees Manager 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: Click or tap here to enter text. Date: Click or tap here to enter text. |
| **ARCMG Expert**  |
| [ ]  Recommended by ARCMG Expert[ ]  Not recommended by ARCMG Expert because: Click or tap here to enter text.[ ]  I confirm that the HECoS codes provided on this form are correctComments: Click or tap here to enter text.Signed: Click or tap here to enter text. Date: Click or tap here to enter text. |
| **ARCMG Chair/Deputy Chair**  |
| [ ]  Recommended by ARCMG Chair/Deputy Chair[ ]  Not recommended by ARCMG Chair/Deputy Chair because: Click or tap here to enter text.Comments Click or tap here to enter text.Signed: Click or tap here to enter text. Date: Click or tap here to enter text. |
| **Senior Manager, Research Degrees** |
| [ ]  Checked by Senior Manager, Research DegreesSigned: Click or tap here to enter text. Date: Click or tap here to enter text. |
| **This request will be considered by the Graduate School Director** |
| [ ]  Authorised (Subject to: Click or tap here to enter text.)[ ]  Not authorised because Click or tap here to enter text.Signed: Click or tap here to enter text. Date:Click or tap here to enter text. |

**Appendix 1 – English Language Competency**

**Table 1: Proof of nationality of a recognised majority English-speaking country**

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

**Table 2: Degree from a recognised English-speaking country (excludes Canada)**

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

**Table 3: Proof of nationality of an English-speaking country not recognised by UK Visas and Immigration (non-UK ARCs only)**

|  |  |  |
| --- | --- | --- |
| Botswana | Lesotho | South Africa |
| Cayman Islands | Malawi | Swaziland |
| Christmas Islands | Niue | Tanzania |
| Cocos Islands | Norfolk Island | Tonga |
| Fiji | Papua New Guinea | Uganda |
| Gambia | Sierra Leone | Zambia |
| Kenya | Singapore | Zimbabwe |