

# Guidelines for Completing Application to Register for a JMU Research Degree (RD9R) 2011/2012

The FRC's responsibility is to scrutinise the 'Technical Sections' of all new applications for registration (RD9R form) before submission to RDC for final approval. Following submission to RDC all associate administrative tasks and correspondence with students and/or director of studies will be undertaken by Research & Graduate School.

## Process

### ❖ RD9r prepared by student and DoS in accordance with the current RSO regulations.

- Application should be checked by the Schools FRC Representative for compliance with the regulations and technical standard and level
- Approved at School level (by Supervisory team and Director of School/Institute). (A copy of the submitted RD9r is kept on the students file.)
- Submit the signed copy of the RD9R form to FRC Secretary. On receipt of RD9r the application is date stamped at which point the 'clock' stops .i.e. the application must be submitted within 6-9 months of enrolment, (6 months full-time 9 Months for part-time)
- The application is presented at the Faculty Research Committee(FRC), once approved the application is forwarded to the Research Development office for presentation at the Research Development Committee (RDC) When the application is approved by RDC a letter of confirmation is sent to students.

### ❖ Checklist – Mandatory fields

- Degree to be registered for
- Enrolment/OSS/Student ID/Person No. (6 digit reference)
- Mode of Study – Part-time / Full -time
- 1.Name, Home Address, DOB, Local Address
  - Present Post and Place of Work, - e.g. Researcher at LJMU,
- 2. Academic Referees – (Only Applicable if MSc or BSc was **NOT** completed in a UK establishment.)
- 3. Collaborations – not always applicable (see Regulations)
- 4.The Programme of Research
  - 4.1 Title of investigation
  - 4.2 Aim of investigation and Research novelty
  - 4.3 Proposed plan of work – to include
    - Not more than 6 sides of A4 Ariel10pt font as minimum
    - Gantt Chart
    - Harvard style referencing
  - 4.4 Details of facilities available for the investigation
    - E.g. ljmu internet facilities', equipment, labs

- 4.5 Detail of Collaboration - Not applicable unless Item 3 applies
- 4.6 Ethical approval – not always applicable (see Regulations)
- 5.The Programme of Related Studies
  - 5.1 - Research induction held by RSO – Attendance is Mandatory, as soon as possible after enrolment.
  - 5.2 Related studies - attendance at regular School Seminars, external/internal conferences, workshops.
  - 5.3 –(see Regulations)
- 6.Supervision
  - 6.1/6.2/6.3
    - ALL Researchers should have 2 Supervisors
    - Details of current supervisions to be exact.
  - 6.4 Detail of any supervisors from a Collaboration
- 7. Period of time for Completion of Programme of Work
  - 7.1 Expected Start date for registration purposes – Date of Enrolment
  - 7.2 Amount of time for study each week – Full time expected 35-40hrs / part time 15-20 hrs
  - 7.2 Expected duration of programme – The time here should correspond with time given on Gantt chart/programme of work
- 8. Statement by applicant
- 9. Recommendation by Supervisors
- 10. signed by Director of School
- 11. Only to be signed by Chair of FRC when the completed application is approved by the Faculty Research Committee.

❖ **Technical Scrutiny:**

- During quarterly FRC meeting all received applications for registration will be presented by the associated School's representative.
- The technical and novelty value of the application should be discussed and determined whether the degree applied for is commensurate with proposed research and give feedback and advice for any improvement.
- Applications are either approved or returned to students with recommendations for further improvements and/or clarifications.
- Schools/Institute's representatives will be responsible to communicate the Committee's recommendations/advice to DOS as appropriate.
- All outcomes are recorded in the minutes recorded by the secretary of FRC.
- Student and supervisory team to make the necessary amendments and resubmit the amended RD9R form to the secretary of FRC for either resubmission or Chairs Action.

❖ **Submission to RDC**

- All RD9R approved by FRC will be signed by the Chair and submitted to RDC for final approval.
- Research & Graduate School will be responsible for all necessary processes such as archival of RD9R forms, Student information System updating/amendments, and informing applicants and their supervisory teams of the RDC decisions.