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| **Ref: RESPROP (Jan 2024)** |
| **FOR OFFICE USE ONLY** | **Student Number:**       |
| Received by:       | **Fee Category:**       |
| **Home** | **[ ]**  | **Overseas** | **[ ]**  |
| Date: Click or tap to enter a date. | **Proposed DoS:**      |

**Research Proposal**

*Sections A to D to be completed by the student in conjunction with their proposed Director of Studies, prior to submission to the appropriate PGR Tutor or Faculty Research Student Board (RSB). Please refer to the "Guidelines for the completion and submission of the Research Proposal" when completing this form.* **Please fill this form using MS Word desktop app and not the MS Word web version.**

*The information requested is required for our records.* ***Please note that you are not accepted onto a research degree course at this University until this form has been approved and signed by the Chair of the Faculty Research Student Board/Faculty PGR Tutor.*** *Once this form has been completed and signed by all concerned, it will form the basis of your official contract with the University.*

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| **SECTION A** |

**A1: PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Title** | **Main Contact Address** | **Home Address (if different)** |
| Choose title. |  |  |
| **Family Name on 16th Birthday** |
|  |
| **Family Name** | **Postcode** | **Postcode** |
|  |  |  |
| **First / Given Name (s)** | **Main Contact Telephone Number** | **Fax Number** |
|  |  |  |
| **Sex** | **Mobile Phone Number** | **Home Telephone number (if different)** |
| **Male** | **[ ]**  | **Female** | **[ ]**  |  |  |
| **Date of Birth (e.g., 15/03/1972)** | **Email Address** |  |
| Day | Month | Year |  |
|  |  |  |  |

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| **DISABILITY/SPECIAL NEEDS** |
| If you have a disability / special need and may require extra support in your study or accommodation, please enter in the box the type of disability code (See Notes for Guidance) |  |
| Please give details of the disability(ies) and indicate clearly what help you may require: |
|  |
| Are you in receipt of Disabled Students’ Allowances? | Yes | **[ ]**  | No | **[ ]**  |

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| **CRIMINAL CONVICTIONS:** |
| If you have a relevant criminal conviction, tick the box. See Notes for Guidance for a definition of relevant convictions. | **[ ]**  |

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| Are you a Reservist, Veteran or Serving member of Her Majesty's Armed Forces? tick box. | **[ ]**  |

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| **HOW DID YOU HEAR ABOUT US?** Please indicate how you heard of the University’s research programmes: e.g., Prospectus, Advertising Source, Recruitment Fairs, Postgraduate Open Day. |
|  |

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| **Nationality:** | **Area of Permanent Residence:** |
|  |  |
| **Country of Birth:** | **If country of birth is not UK, when did you first come to live in the UK?** |
|  |  |
| **Have you lived outside the UK during the past three years?** | **Residential Category (please see notes for guidance):** |
| **Yes** | **[ ]**  | **No** | **[ ]**  |  |
| **If YES, please give details:** | **Who will be paying your tuition fees? (Please give full name and address)** |
|  |  |
| **PLANNING STATISTICS** (For statistical purposes only) |
| Please choose from the ethnic origin terms printed in the Notes for Guidance which you feel most clearly describes your ethnic origin and write its code in the boxes. |
| Ethnic Origin |  | National Identity Code |  |

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| **QUALIFICATIONS GAINED:** *(Degree level and above only)* |
| **Name of Qualification**(including Awarding Body) | **Duration/****Date (mm/yy – mm/yy)** | **Subject(s)** | **Result** | **Level/****Credit Rating** | **Mode of****Study** (Full or parttime) | **Place of Study**(College/University) |
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| **ENGLISH LANGUAGE QUALIFICATION:** |
| 2.11 Applicants must demonstrate proficiency in English at least to the level of an IELTS score (or equivalent) of 7.0, with no individual element less than 6.0. The only exemption to this is for students who are not required to do so as per UKVI regulations: <https://www.gov.uk/student-visa/knowledge-of-english>  |
| 2.12 For an applicant wishing to pursue a Research Degree in the areas of Built Environment, Chemistry, Computing and Mathematics, Computer Science, or Engineering, applicants must demonstrate proficiency in English at least to the level of an IELTS score of 6.5 (Writing - 6.5 and no less than 6.0 in any other component). |
| **TOEFL Score** |  |
| **IELTS Score** |  |
| **Other Score (Please specify)** **For information on acceptable English qualifications please see** [Language entry requirements - University of Wolverhampton (wlv.ac.uk)](https://www.wlv.ac.uk/international/making-an-application/language-entry-requirements/)  |  |

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| **If you have already discussed your proposal with a member of academic staff at this University, please give their name and details here.** |
|  |

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| **A2: ACADEMIC REFERENCES: (Please give the names, qualifications, positions and addresses of two academic references to whom an approach can be made)** |
| **Name of Referee 1** | **Name of Referee 2** |
|  |  |
| **Position** | **Position** |
|  |  |
| **Address** | **Address** |
|  |  |
| **Telephone Number** | **Telephone Number** |
|  |  |
| **Fax Number** | **Fax Number** |
|  |  |
| **E-mail Address** | **E-mail Address** |
|  |  |

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| **SECTION B: DETAILS OF YOUR RESEARCH PROPOSAL** |
| *This section should be completed at the interview stage with the guidance of your proposed Director of Studies.* |

**B1: YOUR PROPOSED RESEARCH PROJECT:**

|  |
| --- |
| **MODE OF STUDY: (Please select)** |
| **Full-Time** | **[ ]**  | **Part-Time** | **[ ]**  |
| **Full-Time Studying in Own Country** | **[ ]**  | **Part-Time Studying in Own Country** | **[ ]**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has ADVANCED STANDING been applied for:** (Please select)(refer to page 7 Regulations for the Degree of Master of Philosophy and Doctor of Philosophy effective Aug 2023, section 2.28 – 2.31) | **Yes** | **[ ]**  | **No** | **[ ]**  |

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| --- |
| **PROPOSED TITLE OF THE PROJECT:** |
|  |

|  |
| --- |
| **PROJECT SUMMARY** |
| Please give below a summary of the proposed project. The summary must contain an indication of the research question/problem the project aims to address, the academic or intellectual context in which the proposed work is located and the methodology likely to be employed. An indicative Bibliography should be attached separately.  |
|  |

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| **B2: (THIS SECTION APPLIES ONLY TO STAFF MEMBERS APPLYING FOR PHD BY PUBLISHED WORK)** |

|  |
| --- |
| **STAFF STATUS** |
| **Present post:** |  |
| **Confirmation of staff status:** Please attach a supporting statement from your Faculty Dean: |  |
| **Date of commencement of employment with the University:** | **Day** | **Month** | **Year** |
|  |  |  |  |  |  |

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| **Title of the submission proposed** |
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| **Description of the research to be submitted.** (Please give below the rationale behind the application. Work ultimately submitted should show coherence and focus and should constitute an independent and original contribution to knowledge comparable to the academic output of a conventional 3-to-4-year Research PhD. |
|  |

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| **Summary of the published work to be submitted.** (Please list publications below: Up to 20% may have appeared within 10 years of the date of submission, with the remaining 80% having appeared no more than 6 years before the date of submission.) |
|  |

**THE ACADEMIC ADVISOR**

*This person will advise a candidate on the appropriateness of the material intended for submission and will advise on the preparation of the work and commentary for presentation.*

|  |  |  |
| --- | --- | --- |
|  | **MPhil** | **PhD** |
| **Name** |  | **Number of current Research Degree Supervisions** |  |  |
| **Qualifications** |  | **Number of successfully completed research Degree Supervisions** |  |  |
| **Post Held** |  | **Number of successfully completed supervisions at master’s Level** |  |

**B3: COLLABORATING INSTITUTION/AGENCIES:**

Confidentiality/Collaboration agreements must be received by the Faculty Research Student Board in order for the registration to take effect.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will the proposed research project involve work, or support from, external University, Institute or Company? (please select) | **Yes** | **[ ]**  | **No** | **[ ]**  |
| If **YES**, please insert the name & address: |  |

**B4: ETHICAL IMPLICATIONS:**

*Refer to the University’s Research Policy Unit’s Ethics Guidance webpages and handbook for Ethical Approval & Practice Procedures.* [*Ethics Guidance - University of Wolverhampton (wlv.ac.uk)*](https://www.wlv.ac.uk/research/research-policies-procedures--guidelines/ethics-guidance/)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will the proposed involve formal approval by an Ethics Committee? (Please select) | **Yes** | **[ ]**  | **No** | **[ ]**  |
| If **YES**, which internal and external committees will be approached: |  |

**B5: ACTION PLAN:**

*See Guidelines for completion for further details.*

|  |
| --- |
| *Please give below:*i A detailed action plan for the first twelve months of the programme, including details of the milestone objectives (specify actual physical outputs) and any ethical approval that will need to be sought. ii An outline plan for the remainder of the programme to completioniii A statement of how contact with the supervisory team will be maintained, agreed turnaround time for feedback and provision of face-to-face meetings. |
|  |

**B6: SUPERVISION ARRANGEMENTS (STANDARD PHD ONLY)**

**To be completed by proposed Director of Studies**

*Please note that a candidate for a research degree - whether registered at the University of Wolverhampton or elsewhere - is ineligible to act as a member of a supervisory team for another research degree candidate.*

*In the case of a candidate proposing to work outside the UK, the proposed research project must be supported by an existing academic link between the University and an appropriate institution in the applicant’s country of residence. It may be appropriate for a member of that institution to be appointed (with her/his approval) as a supervisor and be cited above, or to act as an advisor on the project.*

*If any of the proposed members of the supervisory team already have what is considered by their Research Committee(s) to be the maximum acceptable number of current MPhil / PhD supervisions, a short justification of this additional proposed supervision should be supplied here:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Director of Studies:** |  | **Faculty:** |  |
| **No. of current supervisions:** | **MPhil** | **PhD** | **No. of successfully completed supervisions:** | **MPhil** | **PhD** |
|  |  |  |  |
| **If the Director of Studies were returned to a REF, what Unit of Assessment would they be linked to (please see list in section E)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Second Supervisor (1):** |  | **Faculty:** |  |
| **No. of current supervisions:** | **MPhil** | **PhD** | **No. of successfully completed supervisions:** | **MPhil** | **PhD** |
|  |  |  |  |
| **If the Second Supervisor were returned to a REF, what Unit of Assessment would they be linked to (please see list in section E)** |  |

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| --- | --- | --- | --- |
| **Name of Second Supervisor (2):** |  | **Faculty:** |  |
| **No. of current supervisions:** | **MPhil** | **PhD** | **No. of successfully completed supervisions:** | **MPhil** | **PhD** |
|  |  |  |  |
| **If the Second Supervisor were returned to a REF, what Unit of Assessment would they be linked to (please see list in section E)** |  |

*\*If any member of the supervisory team is external to the University, please give contact details here.*

**B7: RESOURCE IMPLICATIONS:**

*Please detail in this section* ***ALL*** *projected resource implications for the duration of the project. Against each item, please state who will be responsible for funding (e.g., Research Institute, Faculty, Student, Collaborating Institution, Sponsor). If the funding is yet to be sought for individual items, please state the contingency agent responsible should the application for funding fail.*

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT (please add as appropriate)** | **AGENT RESPONSIBLE FOR FUNDING** | **CONFIRMATION RECEIVED FROM AGENT** |
| **Supervisory/ tuition fees** |  |  |
| **Research Support fees** |  |  |
| **Specialist library resources** |  |  |
| **Research Visits** |  |  |
| **Training** |  |  |
| **Conference attendance** |  |  |
| **Other (please specify)** |  |  |
| **Printing Credits (Per annum)** |  |  |

**UNIVERSITY OF WOLVERHAMPTON STIPEND**

*Please give details of award.*

***Award is for a maximum of 3 years and is subject to the student making satisfactory annual progress.***

|  |  |
| --- | --- |
| **Maintenance grant: £ per annum** |  |
| **Fee element (retained by university, i.e., current FT fee) £ per annum** |  |
| **Other (specify amount awarded & purpose)** |  |

**EXTERNAL SPONSORSHIP (OfS requirement)**

*Please detail below, against the appropriate source, any external sponsorship and the details of the award.*

**COPIES OF ANY CONTRACTS RELATING TO EXTERNAL SPONSORSHIP MUST BE ATTACHED TO THIS FORM.**

|  |  |  |
| --- | --- | --- |
| **Source of income****(Please specify exact source under each heading)** | **Amount p.a.** | **Purpose of award (e.g., stipend) or other relevant information** |
| OST research councils et al |  |  |
| Overseas Research Student Award Scheme (ORSAS) |  |  |
| Joint Infrastructure Fund (JIF) |  |  |
| Joint Research Equipment Initiative (JREI) |  |  |
| UK-based charities |  |  |
| UK central government bodies |  |  |
| UK industry, commerce and public corporations |  |  |
| EU government bodies |  |  |
| EU other |  |  |
| Other overseas |  |  |
| Other sources |  |  |

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| **SECTIONS C TO G: TO BE COMPLETED AT OR AFTER THE INTERVIEW STAGE BY THE APPROPRIATE PARTIES, AS DETAILED** |

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| **SECTION C** |

**CANDIDATES DECLARATION (PHD)**

*To be completed by the candidate.*

|  |
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| I confirm that I accept and agree with the broad terms of the research project as outlined, and that I shall undertake any programme of work and training as required. I understand that the information provided will be held and processed by the University in accordance with the Data Protection Act 2018 and I give my express consent to the processing of my personal sensitive data as defined by the Act by the University. I also confirm that I have read and will observe the Regulations for the Award of Master of Philosophy and Doctor of Philosophy (effective Aug 2023) and that I have read and will observe University policy as outlined in the papers “Intellectual Property and Copyright” (available on the University web site). |
| I undertake to pay or cause to be paid to the University of Wolverhampton by the due date, all fees and charges for tuition, accommodation and other services and goods supplied to me by the University, should my application be successful. |
|  |
|  |  |  | Click or tap to enter a date. |  |
|  | **Signature of candidate (text)** | **Date** |  |
|  |
|  |  |  |
|  | **Signature of candidate (digital signature image)** |  |
|  |

**CANDIDATES DECLARATION (PHD BY PUBLISHED WORK)**

*To be completed by the candidate.*

|  |
| --- |
| I am applying for registration for PhD by publication on the basis of the proposal given in this application.I confirm that the particulars given in this application are correct. I undertake to notify the University promptly, in writing, of any changes to those particulars.I understand that the information given in this form will be retained by the University in connection with my proposed programme.I understand that, except with the specific permission of the University of Wolverhampton, I must prepare the critical commentary on my work and defend it in English.I agree to observe and comply with all University Bye Laws, Regulations, Rules and Codes.I undertake to pay or cause to be paid to the University of Wolverhampton by the due date, all fees and charges for tuition, accommodation and other services and goods supplied to me by the University, should my application be successful. |
|  |
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|  |  |  | Click or tap to enter a date. |  |
|  | **Signature of candidate**  | **Date** |  |
|  |
|  |  |  |
|  | **Signature of candidate (digital signature image)** |  |
|  |

**SECTION D: CHAIR OF THE INTERVIEW PANELS DECLARATION**

*To be completed by the chair of the interview panel.*

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| --- | --- | --- | --- | --- |
| **Was the candidate interviewed face to face?** (please select) | **Yes** | **[ ]**  | **No** | **[ ]**  |
| If not (for example the interview took place by telephone or video-link) please clarify the arrangements to ensure that all candidates were treated fairly and equitably. |  |

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| I confirm that the proposed investigation is feasible, has a sound academic foundation and is capable of leading to scholarly research. I have read and will observe the Regulations for the Award of Master of Philosophy and Doctor of Philosophy and Doctor of Philosophy by Published Work (effective Aug 2023); I have also read and will observe University policy as outlined in the papers “Intellectual Property and Copyright”. I also confirm that the candidate’s qualifications and English score (where applicable) have been verified and are appropriate for the level of study indicated and that the candidate has been interviewed in accordance with the University's selection and recruitment procedures.I further confirm that any investigation involving ethical considerations will be forwarded to the appropriate Committee and/or external Ethics Committee (where appropriate) for clearance before the research begins. |
|  |
|  |
|  |  |  | Click or tap to enter a date. |  |
|  | **Signature of the chair of the interview panel (text)** | **Date** |  |
|  |
|  |  |  |
|  | **Signature of the chair of the interview panel (digital signature image)** |
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| **SECTIONS E-G: FOR COMPLETION BY THE FACULTY RESEARCH ADMINISTRATOR** |

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| **SECTION E: COURSE DETAILS** |

**CANDIDATES DECLARATION (PHD)**

*Please select the most closely linked course from the list below (one course only)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please Select** | **Course Code** | **Course Title** | **UoA** | **Faculty** | **ATAS Required** |
| **[ ]**  | AD008R01UV/AD008R31UV | Research in Art & Design | 32Z | FABSS |  |
| **[ ]**  | EN016R01UV/EN016R31UV | Research in English Language & Literature | 27Z | FABSS |  |
| **[ ]**  | MZ007R01UV/MZ007R31UV | Research in Media & Communication | 34Z | FABSS |  |
| **[ ]**  | MU020R01UV/MU020R31UV | Research in Music | 33Z | FABSS |  |
| **[ ]**  | PH004R01UV/PH004R31UV | Research in Philosophy | 30Z | FABSS |  |
| **[ ]**  | LN010R01UV/LN010R31UV | Research in Linguistics  | 26Z | FABSS |  |
| **[ ]**  | GK004R01UV/GK004R31UV | Research in Humanities | TBC based on topic of PhD | FABSS |  |
| **[ ]**  | SL008R01UV/SL008R31UV | Research in Social Sciences | TBC based on topic of PhD | FABSS |  |
| **[ ]**  | HS004R01UV/HS004R31UV | Research in History | 28Z | FABSS |  |
| **[ ]**  | LW019R01UV/LW019R31UV | Research in Law | 18Z | FABSS |  |
| **[ ]**  | BU020R01UV/BU020R31UV | Research in Business | 17Z | FABSS |  |
| **[ ]**  | GK005R01UV/GK005R31UV | Research in Library & Information Management | 34Z | FABSS |  |
| **[ ]**  | CN013R01UV/CN013R31UV | Research in Architecture & the Built Environment | 13Z | FSE |  |
| **[ ]**  | ET011R01UV/ET011R31UV | Research in Mechanical, Aeronautical & Manufacturing Engineering | 12Z | FSE | **** |
| **[ ]**  | CC020R01UV/CC020R31UV | Research in Computing and Mathematics | 11Z | FSE | **** |
| **[ ]**  | CS015R01UV/ CS015R31UV | Research in Computer Science | 11Z | FSE | **** |
| **[ ]**  | AB008R01UV/ AB008R31UV | Research in Biological Sciences | 05Z | FSE | **** |
| **[ ]**  | BM016R01UV/BM016R31UV | Research in Biomedical Sciences | 03Z | FSE | **** |
| **[ ]**  | BC006R01UV | Research in Molecular Biology | 03Z | FSE | **** |
| **[ ]**  | EA013R01UV/EA013R31UV | Research in Environmental & Analytical Sciences | 13Z | FSE |  |
| **[ ]**  | PY005R01UV/PY005R31UV | Research in Pharmacy | 03Z | FSE | **** |
| **[ ]**  | AB012R01UV/AB012R31UV | Research in Microbiology | 03Z | FSE | **** |
| **[ ]**  | EA026R01UV/EA026R31UV | Research in Botany | 03Z | FSE | **** |
| **[ ]**  | CH005R01UV/CH005R31UV | Research in Chemistry | 08Z | FSE | **** |
| **[ ]**  | SR012R01UV/SR012R31UV | Research in Sports & Recreation | 24Z | FEHW |  |
| **[ ]**  | ED021R01UV/ED021R031UV | Research in Education | 23Z | FEHW |  |
| **[ ]**  | PS009R01UV/PS009R31UV | Research in Psychology | 04Z | FEHW |  |
| **[ ]**  | HL014R01UV/HL014R31UV | Research in Health | 03Z | FEHW |  |
| **[ ]**  | SO025R01UV/SO025R31UV | Research in Social Care/ Social Work | 20Z | FEHW |  |
| **[ ]**  | PW001R31UVD \*all faculties\* | PhD by Published Work (Staff Only)  |  |  |  |
| **[ ]**  | GK009R31UV | Research in Humanities Master of Philosophy PT | TBC based on topic of PhD | FABSS |  |
| **[ ]**  | BU104R31UV | Research in Business Master of Philosophy PT | 30Z | FABSS |  |
| **[ ]**  | SL016R31UV | Research in Social Sciences Master of Philosophy PT | TBC based on topic of PhD | FABSS |  |
| **[ ]**  | ED109R01UV | Research in Education Master of Philosophy FT | 23Z | FEHW |  |
| **[ ]**  | SR029R01UV/SR029R31UV | Research in Sports & Recreation Master of Philosophy FT/PT | 24Z | FEHW |  |
| **[ ]**  | AB028R01UV | Research in Biological Sciences Master of Philosophy FT | 05Z | FSE |  |
| **[ ]**  | BM047R01UV | Research in Biomedical Sciences Master of Philosophy FT | 03Z | FSE |  |
| **[ ]**  | BC015R01UV | Research in Molecular Biology Master of Philosophy FT | 03Z | FSE |  |
| **[ ]**  | PY018R01UV | Research in Pharmacy Master of Philosophy FT | 03Z | FSE |  |
| **[ ]**  | CC032R31UV | Research in Computing and Mathematics Master of Philosophy PT | 11Z | FSE |  |

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| **SECTION F: FUNDING** |

*Please Select*

|  |  |
| --- | --- |
| **Bursaried Studentships***Student in receipt of stipend as detailed in section B7.* | **[ ]**  |
| **Tuition Studentships***Remission of academic fees but no stipend* | **[ ]**  |
| **Staff Members***Student is also a current member of staff (copy of approved agreement attached/ to be forwarded by student)* | **[ ]**  |
| **Self-Financing Students** *Student or sponsor (UK based sponsors only) to be invoiced for:* | **Full-Time** | **[ ]**  | **Part-Time** | **[ ]**  |
| **Studying in own country***Student to be invoiced for:* | **Full-Time** | **[ ]**  | **Part-Time** | **[ ]**  |

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| **SECTION G: FINAL APPROVAL** |

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| I confirm that this proposal has been discussed at an appropriate board within the faculty, that account has been taken of the present supervisory load of the members of the proposed supervisory team, and that the proposal has been approved.I confirm that appropriate confidentiality and collaboration agreements have been received and approved by the Faculty Research Committee (FRC), as detailed in section B3. I approve the resource implications detailed above in Section B7. |
| The student's official contract start date will be1 |  | Click or tap to enter a date. |  |
|  |
| The student's maximum registration date will be |  | Click or tap to enter a date. |  |
|  |
|  |  |  | Click or tap to enter a date. |  |
| ***Signature of the chair of the Faculty Research Student Board/Faculty PGR Tutor (text)*** | ***Date*** |
|  |
|  |  |  |
| ***Signature of the chair of the Faculty Research Student Board/Faculty PGR Tutor (digital signature image)*** |
|  |
| 1 For students who meet the eligibility criteria for PhD with Advanced Standing (see regulation 2.28 – 2.31).The Progression Stage must be completed and submitted to the relevant RSB 21 months from start date for FT students and 45 months for PT students, MPhil - 18 months from start date for FT students and 30 months for PT students. |