

POSTGRADUATE RESEARCH AND OPERATIONS

# Recommendation Form for a provisional PhD application under Model B - individual PGRs studying mainly on a part-time basis

This form must be completed by the Director of Faculty Graduate School for applicants recommended for a Provisional PhD candidature under the Model B Split-site candidature.

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| **Section 1. Information about the proposed candidature** | | | |
| **1. 1** | **Applicant's Name:** | |  |
| **1.2** | **Qualifications (dates & awarding institutions):** | |  |
| **1.3** | **English Language Qualification (and Score):** | |  |
| **1.4** | **Description of Proposed Research Area:**  (please also include ethical issues that have been considered and any relevant risk assessments that have been carried out) | |  |
| **1.5** | **Name of Supervisor(s) in Leeds:** | |  |
| **1.6** | **Method of Supervision whilst not in Leeds:**  **(eg email, telephone, skype, video conferencing)** | |  |
| **1.7** | **Proposed dates of Full-time Study in Leeds:** | |  |
| **1.8** | **Start Date:** | |  |
| **1.9** | **Visit by Supervisor(s). When will the supervisor visit the student at their place of part-time study?** | |  |
| **Section 2. Information about Fees** | | | |
| **2.1** | **Will the standard University fee be charged?** | |  |
| **2.2** | **If the sum required is below the University rate please indicate the sum required by the Faculty for Year 1 of the candidature and for subsequent years.**  **Please note that a form 21 must be completed and returned to Accounts Receivable indicating the Account Number which is to be charged for the residual fees.** | |  |
| **2.3** | **If an additional bench fee is to be charged please indicate the fee and the specific research expenses which are included in the bench fee.** | |  |
| **Section 3. Details of the arrangements for part-time study carried out at a venue other than** **Leeds** | | | |
| **3.1** | **Details of the Applicant's Employer and the post held by the applicant (if in employment):** | | |
| **(a)** | **Post held by applicant:**  (Please indicate if the applicant is not in employment) | |  |
| **(b)** | **Employer's address:** | |  |
| **3.2** | **Where will research work be carried out:**  (for example place of work, local Research library/Archives - please provide name and address as well as details of the holdings of the Research Library/Archives) | |  |
| **3.3** | **Proposed "Local Advisor"**. Please provide details and post held below, together with evidence of the Advisor's familiarity with the UK system for the award of research degrees. (For example, evidence could include examination experience of UK PhD or the proposed Advisor holding a UK PhD) The Advisor should normally be employed in an HEI, Research or Commercial or Industrial organisation with a significant research component or reputation. Other individuals may also be appropriate for appointment as a “local advisor” and Schools are asked to provide information below to support the case for appointment. Is the proposed “Advisor” willing, in principle, to act in this capacity? | | |
|  |  | | |
| **3.4** | **Statement of Support from Applicant's Employer, if in employment** (please arrange for completion of the appropriate form).  **A statement of support from the Applicant's Employer (where relevant) must be attached indicating the resources and facilities that will be made available for the conduct of the research.** | | |
| **Section 4. Checklist of required documents** | | | |
| **4.1** | Documents which must also be sent to Research Student Administration, alongside the relevant sections of this document, University application form and other relevant submitted documents: | | |
| **(a)** | the applicant's research proposal | | |
| **(b)** | a statement of support from the Applicant's Employer (where relevant) indicating the resources and facilities that will be made available for the conduct of the research | | |
| **Section 5. Signatures** | | | |
| **5.1** | **Signature of Director of Faculty Graduate School** |  | |
| **5.1** | **Date** |  | |

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# Form to be completed by Applicant’s Employer

Please complete this form to indicate what provision has been made for the applicant to study for a split-site PhD at the University of Leeds.

|  |  |
| --- | --- |
| **1.** | **Applicant’s name:** |
|  |  |
| **2.** | **Length of contract of employment:** |
|  |  |
| **3.** | **Subject of study:** |
|  |  |
| **4.** | **Provide details of any time allocation that will be given to the candidate so that they can undertake part-time research degree study:** |
|  |  |
| **5.** | **What provision has been made for the applicant to be given leave of absence for their period of full-time study at the University of Leeds:** |
|  |  |
| **6.** | **What facilities/resources will be made available at the applicant’s place of work to enable them to undertake research degree study:** |
|  |  |
| **7.** | **Are facilities/resources available at any other venues? If so, please provide full details:** |
|  |  |
| **8.** | **Any other information you consider relevant to the application:** |
|  |  |
| **9.** | **Name:** |
|  |  |
| **10.** | **Position:** |
|  |  |
| **11.** | **Signed:** |
|  |  |

Once completed, the School should return the form by post, email or fax to:

PGR & Operations, University of Leeds, LS2 9JT, UK.

[rp\_applications@leeds.ac.uk](mailto:Rp_applications@leeds.ac.uk)

Tel: 0113 343 4006

Fax: 0113 343 3941