

Doctoral College Programmes

# 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 Head 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.)  A separate Research Proposal will also be required and should be submitted by the candidate through the Online Application portal (OLA). | |  |
| **1.5** | **Name of Supervisor(s) in Leeds:** | |  |
| **1.6** | **Method of Supervision whilst not in Leeds:**  **(eg telephone, video conferencing).**  Please note that email exchanges do not meet the requirement for a supervisory meeting. | |  |
| **1.7** | **Proposed dates / timetable of Full-time Study in Leeds over the course of the candidature:**   * At least 8 months of the standard period of study must be spent at Leeds * The first 2 months of the first year of the candidature to be spent at Leeds for Induction and introductory training sessions, defining the project, preliminary ethical approval discussions, and planning for specific research skills training * The remaining 6 months residence at Leeds to be divided across the remaining 4 years of the standard period of study | |  |
| **1.8** | **Start Date:** | |  |
| **1.9** | **Visit by Supervisor(s). Will the supervisor visit the student at their place of part-time study?**  If yes, please provide the proposed timing of the visit(s). If not, please provide reasons why visits will not take place, and details of alternative arrangements to ensure the quality of the candidate’s experience. | |  |
| **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 the appropriate form (currently FA1) must be completed and returned to Student Finance and Support 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.**  If a bench fee is required, please attach a breakdown of costs by year of programme, as these are likely to be required by sponsors. | |  |
| **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) | |  |
| **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. Where the Advisor is not familiar with the UK system, please confirm that the Lead Supervisor will provide an induction and the Advisor will have the opportunity to attend the appropriate ODPL Supervisor training online.  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**  Pease arrange for completion of the form below, which forms the statement of support from the Applicant's Employer indicating the resources and facilities that will be made available for the conduct of the research. | | |
| **3.5** | **Research resources**  Please provide details below of the resources and facilities to which the researcher will have access for the completion of the research, including laboratory facilities, library facilities, data sources as appropriate. | | |
|  |  | | |
| **3.6** | **Confirmation of appropriate resources**  Is the Leeds Supervisor confident that the candidate will have access to the resources required successfully to complete their research? |  | |
| **Section 4. Checklist of required documents** | | | |
| **4.1** | Documents which must also be sent to Doctoral College Operations (Admissions), alongside the relevant sections of this document, University application form and other relevant submitted documents: | | |
| **(a)** | the applicant's research proposal | | |
| **(b)** | Employer’s form (where relevant) indicating the resources and facilities that will be made available for the conduct of the research | | |
| **(c)** | Schedule of bench fees (if required) | | |
| **Section 5. Signatures** | | | |
| **5.1** | **Signature of Head 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.

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| --- | --- |
| **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:

Doctoral College, University of Leeds, LS2 9JT, UK.

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

Tel: 0113 343 4006