University Procedures for the Approval of External Research Degree Candidature

Appendix 1: Arrangements for External Research Candidature

# Name of student

# Award and title of course of study

# School

# Division

# References

*(Please append these to the application)*

1. Name:

Post:

Institution:

1. Name:

Post:

Institution:

# Research project proposal

*Note*: *this section should outline the proposed research project (maximum of 500 words).*

# Ethical approval

*Note: this section should confirm if ethical approval is required for the project and, if so, whether this has been obtained.*

# Proposed start date

# English language proficiency

Is the candidate’s first language English? Yes/No

*Note: in cases where the candidate’s first language is not English, this section should confirm that the candidate has met the University’s criteria for competency in English. If additional English language support is required, the arrangements for this provision should be detailed in this section.*

# External place of study

Institution (if appropriate):

Town/city:

Country:

# Justification for the external research candidature

*Note: the University will only approve applications for external research candidature where an applicant has demonstrated a compelling case (supported by the supervisory team and School/Division) to justify why they need to conduct their research remotely. Present this case below.*

# Assessment of the suitability of the external place of study

*Note: the proposing School/Division, ideally a member of the prospective candidate’s supervisory team, should present an overview of the support and facilities available at the external place of study and reach a conclusion as to whether it is felt that the candidate has access to all the necessary facilities to conduct their research. Such an account should include an identification of any potential risks to the external research candidature along with commentaries on how it is planned for these risks to be mitigated.*

*If a visit to the external place of study was not required please outline the justification for this.*

# Supervisory Team

* 1. Supervisory Chair
	2. Main supervisor (if different from above)
	3. Other academic staff members in the supervisory team
	4. Local supervisor if applicable

*(Please append details of the local supervisor to the application, including confirmation of their willingness to be involved)*

# Supervision

*Note: this section should outline fully how the requirements of* [*Annex H*](https://www.kent.ac.uk/teaching/qa/codes/research/documents/copr2020-annexh-supervision-v2.pdf) *of the Research Code of Practice will be met. This should include a schedule of planned communications and meetings over the period of registration.*

# Progression and examination

*Note: this section should outline fully how the requirements of* [*Annex K*](https://www.kent.ac.uk/teaching/qa/codes/research/documents/copr2020-annexk-external-internal-examiners-v2.pdf) *of the Research Code of Practice will be met for the external research candidate.*

# Research training and career development opportunities

*Note: this section should detail how the external research candidate will be provided with training in research methodologies and transferable skills (as defined by the joint skills statement) and career development opportunities. It is the expectation of the University that the candidate will undergo a compulsory Researcher Development Assessment at the beginning of their period of registration.*

# Research environment and facilities

*Note: this section should describe in full the research environment in which the candidate will be working and the facilities which will be made available to them. In cases where facilities are being provided by another organisation, a letter of confirmation from this organisation should be appended to the application.*

# Approval

Student

I confirm that I have read, understood and am content with the expectations and arrangements for my external research candidature, as outlined above. I confirm that I have access to the facilities and resources necessary for the conduct of my research project.

Name:

Signed:

Date:

School

The School confirms that the candidate has available the facilities and support to undertake research and study for the degree for which they have applied and the School is willing to accept and supervise them as an external student. The School will ensure that the arrangements for the external research candidature meet the requirements of the Regulations for Research Courses of Study and the University Code of Practice for the Quality Assurance for Research Courses of Study.

Supervisory Chair

Name:

Signed:

Date:

Supervisory Team (other members):

Name:

Signed:

Date:

Name:

Signed:

Date:

Division

The Division has carefully considered and approved the arrangements for the external research candidature as outlined above:

Name:

Position:

Signed:

Date:

Dean of the Graduate and Researcher College

I confirm that the arrangements for the external research candidature are appropriate and satisfactory and I approve these on behalf of the University:

Name:

Signed:

Date:

# Note about fees

Candidates will be required to pay annual tuition fees for external research degrees. Information about annual tuition fees for external research degrees can be found on the University’s [website](http://www.kent.ac.uk/finance-student/fees/) (please check the fees under the postgraduate section). Details of the fees will be outlined to the candidate in the offer letter sent by the University.

# Appended documentation

Please list below details of any appended supporting documentation:

1.

2.

3.

4.

5.