

Procedure for applying to BUE-LSBU PhD Programme

The joint BUE-LSBU PhD programme was established to help support BUE teaching assistants to pursue their postgraduate studies under a joint supervision programme as part time students at London South Bank University. It is important to emphasize that there are a limited number of positions available each year. Applicants shall follow the steps outlined herein in order to ensure a successful application. Successful applications do not necessarily guarantee the award of the position since there are several criteria for selection and ranking that should be satisfied.

The following documents are required as part of the application process:

- Application to LSBU (RES 2-attached), (*you should apply online and it is your responsibility to secure acceptance from LSBU to the relevant PhD programme*)
- TA registration request form (BUE-PGREG-002-attached)
- Acceptance letter from LSBU (*If available*)
- Updated Curriculum Vitae.
- Abstract of Master's thesis if applicable
- List of publications if applicable

The following constitutes the recommended procedure to compile an application package for the joint PhD programme:

1. Visit the LSBU website and identify the PhD programme you wish to join
2. Review the application procedure and requirements. it is your responsibility to satisfy all such requirements and to follow the proper LSBU procedure
3. Review all staff members in the relevant LSBU department and identify those who are working in the area you wish to pursue
4. Start communicating with potential supervisors indicating that you are applying for the joint BUE-LSBU PhD programme. This should result in identifying your supervisors at LSBU
5. Identify an internal BUE supervisor and engage him/her in the application process, especially during the preparation of your proposal
6. Apply for the selected PhD programme at LSBU online using RES 2 form (*You need to include a copy of RES 2 as part of your application at BUE*)
7. Fill in a BUE TA registration request form (BUE-PGREG-002)
8. Complete your application package as per the list provided above
9. Submit your file to the Associate Dean of Post Graduate Studies & Research in your relevant Faculty

10. A faculty based committee will accept all applications, conduct an evaluation and ranking process according to preset guidelines and send a ranking of all applicants to the University Research Committee
11. The committee will review all applicants and award positions to the top successful applicants according to agreed numbers of awards for each faculty
12. The University Research Committee will notify you of the outcome of your application

GUIDANCE NOTES ON THE COMPLETION OF THE APPLICATION TO REGISTER FOR A RESEARCH DEGREE

Section 1 - The Applicant

Please complete fully.

Collaborating establishment - if an establishment is collaborating in the research {eg by providing a maintenance award, supplying equipment, providing a supervisor/or an adviser), allowing access to the establishment staff or facilities}, that establishment should be identified in the relevant box.

Section 2 - The Programme Of Research

Section 2.2 *the aim and objectives of the investigation:* in this section, you are asked to briefly describe the main aim or goal of your research and the key objectives (up to seven) whose completion will enable the aim to be met.

Section 2.3 *the research proposal.*

This is the most important section of the form. In it, you are asked to set out in detail what research you will be doing throughout the period of registration, how you plan to do it and why you think that this is the best way to conduct your research. The proposal should include the following probably, but not necessarily, in this order

- 1) **Introduction including Statement of the real-world problem** in brief (a paragraph or two) ;
- 2) **Literature review** which draws on key and recent published work in your field, explaining the gap in academic knowledge to be addressed by your research;
- 3) **Research question(s)/aim(s)** with a clear explanation of how they relate to the gap in knowledge and, if there are multiple questions/aims, how they inter-relate;
- 4) **Research objectives** – these should provide a series of explicit and measurable objectives around which the research methods can be designed and assessed. These are not the general aims of the research, but the key detailed questions which would need to be answered so that the research question as a whole can be answered.
- 5) **Methodology**, drawing on research methods' literature as appropriate and setting out the methods to be used in meeting the research objectives, you should explain your research paradigm and strategy, what data you will collect, how and where you will collect the data, and describe the techniques that you will

use to process and verify the data that you have collected. The methods should be appropriate for the aim(s) and objectives of the project. Any ethical issues should be identified.

- 6) **Original Contribution to knowledge** – summarise how you believe your research will advance knowledge in the field and contribute to new knowledge.
- 7) **Timescale** - the proposal must state what you will be doing at each stage of the project. The first months and the first year should be charted in more detail than the later years. However, your plan must link with the research questions described in your aim(s) and objectives and the tasks described in your methodology. For part-time students, the timescale will be longer and can be less precise than might be the case for a full-time student. The timescale should be presented in diagrammatic form in the form of a GANTT chart or similar.

Please note

feasibility - You should ensure that your proposal is feasible and realistic. Make sure that the tasks that you are setting yourself are not too great.

references - the proposal should demonstrate that the student is familiar with recent published research and other scholarly activity related to the proposal. It is through the inclusion of up-to-date references that an awareness of the current state of knowledge in the chosen discipline can be demonstrated. References are exactly that and should therefore be discussed within the text of the plan of work. The London South Bank University guide to referencing should be followed.

length - This section should not exceed a maximum of 4 sides of A4 in Times New Roman or Arial font point 12, excluding the list of references and gantt chart. Single line spacing is acceptable. The Committee will not review applications submitted where the proposed plan of work is larger than the maximum number of A4 sheets.

Research Ethics

Section 2.5 Research for awards of the University must conform to the **Code of Practice** laid down by LSBU's Research Ethics Committee (REC). It is important to obtain any necessary ethical approvals before starting research.

It is impossible to give a detailed guide to ethical approval here. The Code of Practice should be consulted. Briefly, however, approval is generally required when the research involves human participants, and sometimes you will need to obtain approval from an external body such

as an NHS REC first (your supervisor should be able to advise you on this). You **will** need ethical approval if you want to take samples or measurements from people, or to administer substances to them, or to take part as an investigator in a clinical trial. You **are likely** to need ethical approval to interview people or to conduct surveys. Work which is purely laboratory- or library-based is unlikely to require ethical approval.

Transferring registration from another University:

If a student is transferring registration from another University, some of the work may already have been completed. This should be made clear in the plan of work. The timetable for example might specify those tasks which have been completed. In these cases, students can apply for the registration to be backdated to the point at which the work was commenced at the prior University (see also section 5.2).

Section 2.6 *Relationship with any collaborating establishment* - in section 1 you were asked to identify those establishments, if any, collaborating in the research. {eg by providing a maintenance award, supplying equipment, providing a supervisors (or an advisers), allowing access to the establishment staff or facilities}, that establishment should be identified in the relevant box and the nature of your relationship with each collaborating organisation or person identified.

Section 3 - The programme of related studies

Where students have no previous training in research methods at postgraduate level, this section should state how the student will acquire this training. Students may take taught units from masters courses to add to their knowledge in the subject area in which they are conducting their research. If this is the case, this should be stipulated in section 3.

If the research is integrated with taught postgraduate study (ie continuation on the PhD programme is dependent on the student successfully completing the taught units), section 3.2 should describe how this will be managed. Other ways in which training needs can be addressed are through short courses, computer-based learning packages, attendance at conferences etc.

Section 4 – Key Skills Self Audit

In your supervisory meetings you will have already discussed what key skills you have already gained to a competent level and these should be recorded in Section 4 under the appropriate headings, e.g.

communicating with people on a variety of levels, at meetings, on the telephone etc. would be recorded under 4.5.

Section 5 – Key Skills Development Programme

Having previously completed the self audit you and your supervisor will have devised a suitable development plan to enable you to develop weak or non-existent skills under the relevant headings; this development plan should be recorded in this section.

Section 6 – Doctor of Philosophy Direct

The Research Degrees Committee very rarely registers students as PhD Direct; however, if you and your supervisors feel you have a good case for this type of registration, you must make a case for it in this section. To be eligible to register for PhD direct, students must have successfully completed a masters course with a substantial research methods content in a subject area directly linked to the proposed area of research. This is usually demonstrated if the topic for a dissertation at Masters level is to be developed as part of the PhD programme. Your supervisory team will also provide a supporting memo indicating their support and other factors to support your case for PhD Direct.

Section 7 - The supervision of the programme of work

It is most commonly the case that students are supervised in their research by a team of supervisors rather than an individual. University regulations stipulate that the supervisory team, either individually or collectively, must have successfully supervised two students to completion of a PhD.

The University recognises that, either as a result of contacts made by the supervisor or the student, there may be a wish to collaborate in the supervision with another academic institution or research centre. This is acceptable although if the experience of successful supervision is provided by non-London South Bank University staff, the University may require the external supervisor to be formally contracted by the school to ensure the adequate and on-going participation of the external supervisor. This is not necessary if the external is merely involved in an advisory capacity. It is important that Form RES 9 is completed for a supervisor in this situation, or is a new research supervisor at London South Bank University.

Section 8 - Types of registration

Section 8.1: Type of degree sought: Students register either for MPhil, for PhD or for MPhil with a possibility of transfer to PhD.

As explained in the notes to Section 6, in a small minority of cases, some students may be eligible for registration for PhD direct. Students wishing to apply to register in this way must justify their request for PhD

Direct in Section 6. Some supervisors prefer all students to register for MPhil with a possibility of transfer to PhD regardless of their qualifications and background because the requirement to complete a transfer report is useful practice for students.

Students who are registered for MPhil with a possibility of transfer to PhD must complete a transfer report at an appropriate stage in their research as guided by their supervisors; please refer to Academic Regulations for Research Degrees for further information on the transfer report.

Section 8.2: The start of the registration period: You should include in this box the date you commenced your research i.e. date of enrolment; unless this predates the submission of your registration form by six months (full-time) or nine months (part-time).

Students transferring registration from another University can apply for registration to be backdated to the point on which they commenced their research at the transferring University (see also section 2. 3).

Section 9: Declaration

You should read the statement and sign and date it before submitting to your supervisory team and the Dean of Faculty or their nominee the Director of Postgraduate Research Programmes; or Research Lead for signatures.

Section 12: This is for the Research Degrees Committee to complete.

Checklist:

- Ensure that all the boxes on the form have been completed.
- Ask members of your supervisory team who are new supervisors at London South Bank University or external supervisors to complete a RES9 CV form to attach to your RES2.
- PhD Direct – justification Required from both yourself and your supervisory team.
- Signed and dated the declaration
- Obtained signatures from your supervisory team and Dean or Director of Postgraduate Research

Please submit your completed form to the Research Degrees Administrators, CRS, 1D41 Technopark

2.3 Proposed plan of work, including its relationship to previous published academic work with **up to twelve** references. Please keep within a maximum of four sides (not including the 12 references or GANTT Chart) of A4 in font 12 (Arial or Times New Roman) otherwise the application will be returned.

2.4 Details of resources required for the investigation (including funding, space and specialised equipment):

2.5 Research Ethics – please state whether you consider ethical approval to be an issue for the topic. (If so, then contact should be made with the LSBU Research Ethics Committee).

2.6 Collaborative engagement – please state whether or not the proposal will involve any collaborative activity and, if so, where, of what nature, and with whom.

3. Programme of Related Study

3.1 Please identify any specific or related study or training that is required in order to undertake the proposal (in addition to standard research methods training):

3.2 When an integrated programme is proposed, give details of the course of postgraduate study on which the candidate's performance is to be assessed:

4. KEY SKILLS SELF AUDIT	Candidates should list relevant experience in the following categories. A maximum of two sides of A4 paper can be attached
In completing this section, please refer to the <i>Key Skills Handbook</i> , for an explanation of the information required in each section.	
4.1 Research Skills (i.e. knowledge of research methodology)	
4.2 Research Environment (i.e. context & demands of research programme)	
4.3. Research Management (i.e. organization and approach)	
4.4 Personal Effectiveness	
4.5 Communication Skills	
4.6 Networking/Teamworking	
4.7 Career Management	
4.8 Project Specific Skills	

5. KEY SKILLS DEVELOPMENT PROGRAMME

Your programme of key skills development should be agreed with your supervisory team and listed here.

5.1 Research skills

5.2 Research environment

5.3 Research management

5.4 Personal effectiveness

5.5 Communication skills

5.6 Networking/teamworking

5.7 Career management

5.8 Project specific skills

6. PhD DIRECT

In exceptional circumstances, an application may be made for direct registration to the award of PhD. Please give a detailed justification if you feel this is applicable in your case, please also provide a separate memo from your supervisory team.

7. DETAILS OF SUPERVISORY TEAM			
NB Candidates will usually have a director of studies and one additional supervisor. A third supervisory team member may be required in some circumstances.			
Director of Studies (First Supervisor):		Second Supervisor:	
Name:		Name:	
Title:		Title:	
Post held:		Post held:	
Place of work:		Place of work:	
Third Supervisor (if applicable):		Details of any other person(s) who will act in an advisory capacity:	
Name:			
Title:			
Post held:			
Place of work:			
Supervisory experience (to be completed by the Director of Studies)	Director of Studies (1 st Supervisor)	2 nd Supervisor	3 rd Supervisor
Number of students currently being supervised at LSBU			
Successfully completed	MPhil		
	PhD		
8. RESEARCH DEGREE AND MODE			
8.1 Research degree sought: (Tick one box)			
		MPhil (with transfer to PhD) <input type="checkbox"/>	PhD Direct (Exceptional) <input type="checkbox"/>
8.2 Date of Enrolment:			
Approved start date (for office use only):			
8.3 Part-time Students:			
Please state average number of hours study proposed in each week (minimum 16):			

9. DECLARATION

I wish to apply for registration of my proposed research project on the basis of the information given in this application. I confirm that the particulars given are correct. I understand that I must prepare and defend my thesis in English. I understand that my registration may only continue after the submission and approval of an Annual Report each year.

Signed (Applicant): Date:

10. RECOMMENDATION

We support this application and believe that the applicant has the potential to successfully complete the proposed programme of work within the appropriate time limits. We recommend registration as a candidate for the indicated research degree. We confirm that where necessary approval has been/will be sought from the University Research Ethics Committee.

Signed:Name:..... Date:
Director of Studies (First Supervisor)

Signed:Name: Date:
Second Supervisor

Signed: Name: Date:
Third Supervisor

11. ENDORSEMENT BY THE FACULTY

I endorse this application

Signed:Name:..... Date:
Executive Dean or Nominee.

12. CONFIRMATION BY RESEARCH DEGREES COMMITTEE

I confirm that registration has been agreed by the Research Degrees Committee/Sub-Committee.

Date of Meeting:

Signed: Name: Date:
(Chair/Secretary)

Office Use Only

Application received:	Name:	Signed:
Applicant notified:	Name:	Signed:
Record amended:	Name:	Signed:

BUE-PGREG-002

Postgraduate Registration Request Form

Name:

Programme:

Department:

Faculty:

Degree: ___ M.Sc. ___ PhD

University:

Internal Supervisor:

External Supervisor:

Start Date:

Expected Completion Date:

Area of Research:

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Research Objectives:

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Significance of Research Outcomes:

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Applicant Signature

Internal Supervisor Signature

HOD Signature

Faculty Research Committee Recommendation

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Associate Dean for Research & PG

Dean of Faculty