

## Guidance Notes for Completion of RDR Form

The following notes are designed to assist research students to complete their RDR Application. If any clarification is required, you can contact the Research Degrees Officer on 01224 262163 or email [m.simpson@rgu.ac.uk](mailto:m.simpson@rgu.ac.uk). Completion of the form will be discussed as part of the PgCert Research Methods Module 1 delivered in November or March each year.

All applicants are required to register with the University for the degrees of MSc by Research/PhD, MRes/PhD, MSc by Research only, MRes only, Professional Doctorate or MPhil only and it should be submitted within three months of commencing study. The following guidance relates to each section of the RDR form:

### 1. The Applicant's Educational Details

Please indicate which host Academic School you are studying within, if based on campus, including room number, telephone extension and email address. If not based on campus, please indicate where you will predominantly be based for most of your study journey. Under "*Qualifications Gained*", record the most important degree(s) awarded to you relevant to your research project. Under "*Training and Experience*", you can put in any appropriate work or training experience in section 1.3 which you consider relevant to your role as a research student.

### 2. The Programme of Research

#### Section 2.1

Please provide a current working title agreed with your Principal Supervisor.

#### Section 2.2

Please discuss your objectives with your Supervisory Team before completing Section 2.2 as this will help determine your work plan for the next 12 months.

#### Section 2.3

Please discuss this section with your Supervisory Team and include all necessary facilities required for your studies. It should include information related to IT facilities, laboratories, equipment and accommodation as appropriate. You should also confirm that they have/will be provided at the appropriate time.

#### Section 2.4

If you have a collaborating establishment, please provide details in the first box. If not, please state "not applicable".

In the second box, please provide additional details on the collaborating establishment (if applicable) and the status of any IPR or confidentiality issues (if appropriate).

#### Section 2.5

All students must confirm whether or not their research is confidential or commercially sensitive. In the case of commercially sensitive work, you must discuss its implications with the University's *Research Enterprise Services (RES)* department, so that any agreement relating to your project can be managed appropriately.

#### Section 2.6

All students must consider ethical issues and discuss them with your Principal Supervisor. You must complete the *Research Ethics: Student and Supervisor Assessment (RESSA)* form and once approved by your Principal Supervisor, you must append this form to your registration form. More information is available under "Research Governance and Ethics" within the Graduate School Moodle page.

#### Section 2.7

Prior to completing this section, all students should discuss confidentiality and Intellectual Property Rights with their supervisory team. If you answer "Yes" to this section, you must provide additional clarification in the box which follows, but it is recommended that you discuss the content of the commentary you're

your supervisory team and this may include a further conversation with the IP Manager in Commercial Operatopms. If "no", you can leave the commentary box blank, but it is recommended that you should always discuss these issues prior to completing your RDR form.

### **3. The Programme of Related Studies**

This section is used to indicate what other courses or training you will undertake as part of your research studies. This should include the PgCert in Research Methods, any DELTA courses which you have signed up for as well as School Research Seminars or future conferences held outwith the University.

### **4. Confirmation of Supervisory Team**

It is essential that your full Supervisory Team is confirmed in this section. They should complete this section in full. If any member of your team does not have previous RGU experience of research student supervision, they should also complete an RDCV, template available from our web pages and this should be appended to your RDR form.

### **5. Period of Time for Completion of Programme of Work**

The starting date should be when you commenced your research studies eg normally October or February, unless you were allowed an exceptional enrolment at a different time of year. Time allowed for your research programme is 37 hours (f/t) or 12-18 hours (p/t). Recommended duration for MSc/MRes is 1 year and additionally to PhD (2 years or 4 years p/t). If you are doing an MPhil only, it will be (2 years or 3 years p/t). For Professional Doctorates, the recommended registration periods are 4 years (f/t) and 6 years (p/t).

### **6. Statement by the Applicant**

Please read carefully before signing as this forms an important part of your learning contract with the University.

### **7. Recommendation by the Supervisors**

You will need to obtain the signatures of all Supervisors as this is their commitment to your learning contract.

### **8. Support of the Research Degrees Coordinator**

This signature must also be obtained as the Research Degrees Coordinator. They are also your first point of contact if you have a disagreement with your Supervisory Team.

### **9. Support of Head of School**

This section is confirmation that the Head of School has agreed to provide an appropriate learning environment for you to undertake your research programme.

### **10. Approval by Head of the Graduate School**

Once your registration application is approved, you will receive a Registration Certificate and minute extract confirming approval of this request. These documents will also be uploaded separately into Document Manager. Exceptionally, a form may be referred to the University's Research Degrees Committee for further consideration.

### **What happens next?**

When you have completed your RDR form in discussion with your supervisory team, they will then arrange for all the final signatures. When your form is finally signed off by the host Academic School, it will be passed to the Graduate School for final approval or referral to Research Degrees Committee.