

Information for ARC enquirers: what happens next?

We will review your **Enquiry Form** against basic criteria. If your responses indicate an appropriate fit with OU mission and research strengths, sound financial and legal standing and research capability, you will be invited to consider whether you wish to proceed to a formal application.

The application process is in two stages:

Application Stage One

There is no charge to an organisation submitting a stage one application.

At Stage One, applicants are invited to provide evidence and further detail to support the information provided on the Enquiry form via an application form.

On receipt the completed stage one application form will be checked and referred for consideration by the appropriate academic unit(s) and by the University's ARC Management Group. A recommendation will then be made to the Chair of the Research Degrees Committee about whether or not a prima facie case for ARC status has been established. In making this recommendation consideration will be given to:

- the research environment described
- the size and scope of the proposed research degree provision
- the organisation's mission and strategic plan
- how the organisation fits with the research strategy of the relevant academic unit(s).

If a prima facie case is deemed to have been established your organisation will be invited to prepare a stage two application.

Application Stage Two

The second stage of the application process requires further information about how an organisation will develop and provide research degree provision which meets the requirements of the QAA Code of Practice. An indication of the information required at stage two is provided below. More detailed guidance will be provided to organisations eligible to submit a stage two application. There is a fee which is payable for the submission of a second stage application and organisations will also be required to cover the travel and subsistence costs of the application visit. **The fee level for Stage Two applications received up to 30 September 2020 is £7,500.**

The information required in a stage two application includes:

- a) the regulatory framework for research degrees within the institution
- b) the procedures for reviewing and revising that regulatory framework
- c) the research degree governance including the arrangements for student representation in the governance process
- d) the procedures for identifying external supervisors
- e) the arrangements for contact between students and supervisors, including those external to the organisation
- f) procedures for the admission of students
- g) the induction process for students

- h) the training that will be provided by the organisation, including details of how training needs will be assessed
- i) the supervision policies, including training and any policy on provision, staff development policies and supervision loads
- j) third party monitoring arrangements
- k) the complaints mechanism for research degree students
- l) the ethical approval mechanism for research degree projects

Organisations who are invited to prepare a stage two application will be sent a pack of information to help with the preparation of the application. The pack will explain the environment in which UK research degrees must operate.