Research Degrees

Applicant Recommendation Form
Non-UK Citizens

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| **PLease Refer to the *Research student recruitment guidelines* and the guidelines on pages 10 to 14 of this document before completing this form**. Incomplete forms cannot be actioned. Please ensure that all sections on all pages are completed. |
| **1. Applicant details**  |
| Name of applicant |       |
| Personal Identifier |       |
| Nationality |       |
| Passport number |       |
| Biometric number (if applicable) |       |
| If applicant already has a visa, please give details  | Visa type       Expiry date       |
| If the student already has a Student Route (Tier 4) visa, how long have they spent studying in the UK? |       years [ ]  N/A |
| Does the student have a valid EU settled/pre-settled status? | [ ]  Yes [ ]  No |
| Is the applicant planning to bring dependants into the country?Name and date of birth | [ ]  Yes [ ]  No            |
| **2. Programme details** |  |
| Programme of studyDiscipline(s) or Department | [ ]  PhD [ ]  MPhil       |
| Title of proposed research topic |       |
| Mode of study  | [ ]  Full-time [ ]  Part-time |
| Proposed start date |      /     /       |
| Proposed end date (PhD: 4 years for full-time, 8 years for part-timeMPhil: 4 years for full-time, 6 years for part-time) |      /     /       |
| Unit of Assessment (UoA)<https://www.ref.ac.uk/panels/units-of-assessment/>  |       |
| Student HESA Cost Centre code <https://www.hesa.ac.uk/support/documentation/cost-centres/2012-13-onwards>  |       |
| HECoS code(s) (*you can enter up to three codes*) <https://www.hesa.ac.uk/support/documentation/hecos> Verified by  |                  Name:       Position:       |
| Will the applicant require an ATAS certificate | [ ]  Yes [ ]  NoIf ‘yes’ please provide a summary of the proposal (*approximately 300 words*)       |
| Is the applicant likely to submit a thesis with a non-book component (as described in the Research Degree Regulations RD17.7-RD17.8)? | [ ]  Yes [ ]  No |
| Will the research require an ethics review? | [ ]  No[ ]  Not sure at this stage[ ]  Yes – please give details       |
| What will the IPR arrangements be? *(Any contract must be approved before the student is registered)* | [ ]  Standard arrangements, the applicant will assign the IP to the OU[ ]  Applicant is bound by an IP agreement with a third party[ ]  Other IP arrangements are in place (please give details:      ) |
| **3. Record of selection process** |
| Does the applicant meet the academic entrance requirements?  | [ ]  Yes [ ]  No If ‘Yes’ please give details of the qualification upon which you are recommending admissionDegree level      Degree subject      Awarding body      Award year      If ‘No’, please give details of the applicant’s relevant qualifications and/or experience:      |
| If the qualification upon which admission has been recommended is not from a HEI in the UK | Has an ENIC (previously NARIC) check been done? [ ]  Yes [ ]  No Do we have a copy of the qualification accompanied by a certified translation? [ ]  Yes [ ]  No |
| On what basis has competence in English Language been assessed?[List of approved SELTS tests](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt#approved-test-providers)  | [ ]  The applicant is from one of the countries listed in Table 1 of the guidelines[ ]  The applicant has completed a degree in the UK or in one of the majority English speaking countries listed in Table 2 of the guidelines[ ]  Valid Home Office approved language testListening:      Reading:      Writing:      Speaking:      Date certificate issued:       |
| How was the applicant interviewed? | [ ]  In person [ ]  Telephone [ ]  Videoconference |
| Do you confirm that:* The Research student recruitment guidelines have been followed
* The infrastructure, facilities and supervision to support the applicant are all in place
 | [ ]  Yes [ ]  No [ ]  Yes [ ]  No  |
| Will the applicant meet the residency requirements? (i.e. within approx 40 miles/40 minutes travelling time from Milton Keynes for full-time and within the UK for part-time) | [ ]  Yes [ ]  No If ‘No’, please provide a case for a waiver of the regulations and describe arrangements for supervision and active integration into the research environment and discipline. Also include details for managing expectations in regard to what it means to undertake a PhD at a distance, clearly outlining the need for proactive engagement on the part of the student       |
| **Applicants to full-time study only**Where is the applicant intending to live during their studies?(required by HESA) | [ ]  Home of parent or guardian[ ]  Own home[ ]  Rented accommodation[ ]  Private-sector halls[ ]  Other |
| **4. Proposed supervision team** |
| **a. Lead supervisor** |
| Title Full name Discipline Post held Regional location (if applicable) Extension number Email address Staff number |                                          |
| **Number of research degree students supervised and examined**\*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD       |
| **Independence of Lead Supervisor** |
| **Are there any potential conflicts of interest that should be brought to the attention of the Graduate School Director** (please see the *Research Degree Regulations Appendix 4* which include a non-exhaustive list of potential conflicts) [ ]  No [ ]  Yes (please list)       |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? [ ]  Yes [ ]  No |
| I have attended Open University supervisor training (See RD 5.12)[ ]  Yes on       (date/year)[ ]  No, I will attend within 12 months of the student’s registration |
| I have attended the mandatory Student Route: Admission and monitoring of International Students training session in the past 2 years [ ] I will be attending the mandatory Student Route: Admission and monitoring of International Students training session [ ] (Contact RCD@open.ac.uk to book onto the course) |
| **b. Internal supervisor**  |
| Title Full name Discipline Post held Regional location (if applicable) Extension number Email address Staff number |                                          |
| **Number of research degree students supervised and examined**\*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD       |
| **Independence of Internal Supervisor** |
| **Are there any potential conflicts of interest that should be brought to the attention of the Graduate School Director** (please see the *Research Degree Regulations Appendix 4* which include a non-exhaustive list of potential conflicts) [ ]  No [ ]  Yes (please list)       |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? [ ]  Yes [ ]  No |
| I have attended Open University supervisor training (See RD 5.12)[ ]  Yes on       (date/year)[ ]  No, I will attend within 12 months of the student’s registration |
| I have attended the mandatory Student Route: Admission and monitoring of International Students training session in the past 2 years [ ] I will be attending the mandatory Student Route: Admission and monitoring of International Students training session [ ] (Contact RCD@open.ac.uk to book onto the course) |
| **c. External Supervisor (delete if not required)** |
| Title Full name Address Institution Post held Telephone number Email addressDate of BirthDoes external supervisor live in the UK and have a UK bank account? If no, please provide confirmation from the institution that they will invoice us. |                                         [ ]  Yes[ ]  No[ ]  Provided |
| **Number of research degree students supervised and examined**\*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD       |
| **Independence of External Supervisor** |
| **Are there any potential conflicts of interest that should be brought to the attention of the Graduate School Director** (please see the *Research Degree Regulations Appendix 4* which include a non-exhaustive list of potential conflicts) [ ]  No [ ]  Yes (please list)       |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? [ ]  Yes [ ]  No |
| **d. Industrial Supervisor (delete if not required)** |
| Title Full name Address Company Post held Telephone number Email addressDate of Birth |                                          |
| **Number of research degree students supervised and examined**\*Supervised to completion means from registration to award of degree |
| Currently supervisingPreviously supervised to successful completionPreviously examinedPlease give details of supervision/examination of any non-UK research degree students | UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD UK MPhil UK PhD UK PD       |
| **Independence of Industrial Supervisor** |
| **Are there any potential conflicts of interest that should be brought to the attention of the Graduate School Director** (please see the *Research Degree Regulations Appendix 4* which include a non-exhaustive list of potential conflicts) [ ]  No [ ]  Yes (please list)       |
| I have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students’? [ ]  Yes [ ]  No |
| Do you confirm that:* The supervision team satisfies the minimum required level of experience
* The supervisors are aware of the Supervision Policy

The external supervisors have the right to work in the UK are aware of the requirements for document checking.If there are 4 or more supervisors, please provide a rationale for each supervisor. | [ ]  Yes [ ]  No [ ]  Yes [ ]  No [ ]  Yes [ ]  No       |
| Please include a full, up-to-date CV for each of the proposed supervisors/advisors. This should include details of UK PhD supervision/examination experience |
| **5. Fees and funding** |
| Funding source | Please tick appropriate box(es)Self-funded [ ]  *Complete box A*Internally funded [ ]  *Complete section(s) B and D if applicable*Externally funded [ ]  *Complete section(s) C and D if applicable*  |
| **A: Self-funded** (*either personally or via an employer sponsorship*) |
| Should the applicant be invoiced directly by the Research Degrees Team? | [ ]  Yes [ ]  No If ‘Yes’, what percentage of fees should be invoiced?       % |
| Staff Fee Waiver(i.e. the applicant is already a member of OU staff) A *Staff Fee Waiver Form*, signed by the appropriate person, will need to be attached | [ ]  Yes [ ]  No |
| **B: Internally funded**  |  |
| Please describe how the applicant will be internally funded.  | Which faculty: Choose an item. Percentage of funding from this source:       %And/orName or reference to any OU matched funding:      Percentage of funding from this source:       %How long is this funding available for?      years       months |
| What does the funding cover | [ ]  Fees only[ ]  Stipend only[ ]  Fees and stipend |
| SAP code |       |
| **C: Externally Funded** |  |
| Please describe how the student will be funded. If funding is from more than one source, list them separately and indicate the proportion of funding coming from each source. | 1. Select a funding Source Choose an item.Research Council, Company or charity name (if relevant):       Percentage of funding from this source:       %How long is this funding available for?      years       monthsFunder reference number       |
| SAP codeAMS reference number if applicableContract number if applicableCLS reference number if applicable |                      |
| What does the funding cover | [ ]  Fees only[ ]  Stipend only[ ]  Fees and stipend |
| Additional Information | Please use this space to describe any funding arrangements which have not been captured in the boxes above, e.g. faculty-funded pending agreement of a contract, new funding arrangements      |
| **D: Stipend**  |  |
| What stipend should the applicant receive? | [ ]  Standard rate [ ]  Enhanced rateAmount per month £      Reason:       |
| **6. Supporting statement** |
| Please provide an applicant specific summary of the applicant’s suitability for postgraduate research.Outline and confirm that the necessary infrastructure is in place to support the student.  |       |
| **7. Submission and approval**Recommendations must be endorsed/submitted by the Associate Dean (Research) (or delegate) |
| This recommendation is submitted on behalf of the Faculty of       by:Name:      Position:      Signature:       [ ]  I confirm that the HECoS codes provided on this form are correct and ATAS requirements have been checked.[ ]  I confirm that all proposed supervisors (including any external supervisors), have read, and will abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students.[ ]  I support this application for registration as a research degree student of The Open University.**If not signed, the submitted form must be accompanied by an email explicitly approving admission from the email address of the above-named person.** Date of original submission to Research Degrees Team:       Date of resubmission where any documents/information is missing:       |
| **Attachments included** | [ ]  2 independent referees’ reports[ ]  Research proposal (if required for this programme/studentship), or response to advertised studentship[ ]  Copy of qualification(s) upon which admission is based (as detailed in section 3)[ ]  Copy of certificate of SELTS (Secure English Language Test), if applicable[ ]  Copy of current visa or share code [ ]  Copy of all pages of passport[ ]  Copy of biometric card (if available)[ ]  Full CV for each proposed supervisor**.** This should include details of UK PhD supervision/examination experience.[ ]  Copy of each external supervisor’s proof of right to work in UK. E.g. passport or other document acceptable to UK Border Agency (full list at <http://www.open.ac.uk/students/research/content/forms/external-examiners-and-external-supervisors-eligibility-work-united-kingdom> )[ ]  Copy of ENIC (previously NARIC) check results (if applicable)[ ]  Other (please specify:      ) |
| **All applicant recommendations are subject to approval by the Graduate School Director. Applicants will be advised of the outcome of their application by the Research Degrees Team. Successful applicants will be invited to register at the appropriate time.** |

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| FOR RESEARCH DEGREES TEAM USE**RDT Adviser notes** |
|       |
| [ ]  I confirm the form is complete and all required information has been supplied[ ]  I confirm that there is an issue with this form and I have provided details aboveName       Date       |
| **Senior Manager, Research Degrees** |
| FOR RESEARCH DEGREES TEAM USE[ ]  Checked by Senior Manager, Research Degrees[ ]  Valid Home Office approved test centre [ ]  SELTS not required[ ]  HECoS codes have been verified [ ]  All documents have been checked Signed       Date       |
| **This request will be considered by the Graduate School Director** |
| FOR RESEARCH DEGREES TEAM USE[ ]  Authorised [ ]  Not authorised because       |
| Regulation waiver       Authorised by       |
| NameSignedDate |                 |

**Guidance**

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| **What this form is for**To recommend an applicant be approved by the Graduate School Director and offered a place as a directly supported, Non UK, full-time or part-time research student.  |
| **Who should complete it**Following the recruitment and selection process, this form must be completed by the Faculty for every applicant who has been successful.  |
| **Completing the form**Where the research topic spans two faculties, Faculties should agree between themselves which one will take the lead in managing the student. Only one *Applicant recommendation form* per applicant is required by the Research Degrees Team.**Applicant details**The information requested on the form ensures that we meet the Open University regulatory requirements and that we have the necessary data for reporting to external stakeholders (e.g. UKVI & HESA returns).Please complete the applicant details in full. Please note that all Student Route (previously Tier 4) students must apply for a biometric residence permit, if they do not already have one. The UKVI will write to them and tell them how to apply for one.The total amount of time that a Student Route student has spent, or will spend, studying in the UK is limited to eight years. **Programme details**Proposed start date: The standard start date is 1st October, providing students the opportunity to engage fully in the induction process. For non-standard starters the start date will always be the 1st of the month.For information on HECoS codes and Units of Assessment please refer to the Recruitment Guidelines <http://www.open.ac.uk/students/research/content/forms/recruitment-guidelines>An up-to-date list of all HECoS codes which need ATAS clearance can be found on the FCO website at: <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/who-atas/phd-or-other> or<https://www.gov.uk/government/publications/immigration-rules-appendix-6>The Government periodically changes the list, so faculties are asked to refer to the websites for the latest codes.For information on Student HESA Cost Centre codes including a document mapping the new and old codes please see <https://www.hesa.ac.uk/support/documentation/cost-centres/2012-13-onwards>**Selection Process** Please ensure that the recruitment guidelines are followed when selecting students for admission.English Language: Please ensure that the applicant can demonstrate competence in the English language.**English language competence – Table 1**

|  |  |
| --- | --- |
| * Antigua and Barbuda
 | * Guyana
 |
| * Australia
 | * Jamaica
 |
| * The Bahamas
 | * New Zealand
 |
| * Barbados
 | * St Kitts and Nevis
 |
| * Belize
 | * St Lucia
 |
| * Canada
 | * St Vincent and the Grenadines
 |
| * Dominica
 | * Trinidad and Tobago
 |
| * Grenada
 | * United States of America
 |
| * Anguilla
 | * Bermuda
 |
| * British Antarctic Territory (BAT)
 | * British Indian Ocean Territory (BIOT)
 |
| * British Virgin Islands
 | * Cayman Islands
 |
| * Falkland Islands
 | * Gibraltar
 |
| * Montserrat
 | * Pitcairn
 |
| * Henderson
 | * Ducie and Oeno Islands
 |
| * Saint Helena
 | * Ascension and Tristan da Cunha
 |
| * South Georgia and the Sandwich Islands
 | * Sovereign Base Areas of Akrotiri and Dhekelia
 |
| * Turks and Caicos Islands
 |  |

**English language competence – Table 2**

|  |  |
| --- | --- |
| * Antigua and Barbuda
 | * Jamaica
 |
| * Australia
 | * New Zealand
 |
| * The Bahamas
 | * St Kitts and Nevis
 |
| * Barbados
 | * St Lucia
 |
| * Belize
 | * St Vincent and the Grenadines
 |
| * Dominica
 | * Trinidad and Tobago
 |
| * Grenada
 | * United States of America
 |
| * Anguilla
 | Bermuda |
| * British Antarctic Territory (BAT)
 | * British Indian Ocean Territory (BIOT)
 |
| * British Virgin Islands
 | * Cayman Islands
 |
| * Falkland Islands
 | * Gibraltar
 |
| * Montserrat
 | * Pitcairn
 |
| * Henderson
 | * Ducie and Oeno Islands
 |
| * Saint Helena
 | * Ascension and Tristan da Cunha
 |
| * South Georgia and the Sandwich Islands
 | * Sovereign Base Areas of Akrotiri and Dhekelia
 |
| * Turks and Caicos Islands
 |  |

Where a student neither comes from one of the countries listed in Table 1 or has a degree from one of the countries listed in Table 2 they will have to pass one of the Home Office approved English language tests, at an [Approved Test Centre](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/823155/Approved_Secure_English_Language_Tests_and_Test_Centres_-_Website.pdf).Qualifications: Any document that is not in English or Welsh must be accompanied by a certified translation. The translator’s credentials should be given along with their official declaration that the translation is accurate.**Appointment of supervisors** All supervisors are appointed by the Research Degrees Committee. Supervisory teams must meet and adhere to the requirements of the Supervisor Policy, and must read, and abide by, the Research Degree Regulations and the supervisor requirements set out in the Code of Practice for Supervisors and Research Students.<http://www.open.ac.uk/students/research/content/forms-and-guidance-z-0> Section 4 must be completed in full for all nominated supervisors and a full CV should be submitted with this document for each proposed supervisor.**External Supervisors**External supervisors will need to provide evidence of their right to work in the UK before their appointment can be confirmed. See guidance at<http://www.open.ac.uk/students/research/content/forms/external-examiners-and-external-supervisors-eligibility-work-united-kingdom>A copy of the relevant documents (e.g. a passport) should be provided with this form, and originals provided for checking by Open University staff before the appointment can be confirmed.If an external supervisor is based outside the UK and Republic of Ireland, please contact the Research Degrees Team to discuss how the supervisor will be appointed.External supervisors will need to agree to a Confidentiality Statement upon acceptance of their appointment.**Industrial Supervisors**Industrial supervisors may be appointed where the applicant is being given an additional supervisor from an industrial or commercial setting, rather than an academic one, to provide specific expertise. Industrial supervisors are not paid by the Open University. The supervision provided will be covered in the overarching contract.**Fees and Funding**Please complete this section in full, providing information on how the applicant is to be funded. Where the applicant is funded by a Research Council Grant please ensure this information is completed.Where an applicant is to be funded through any other external partner please refer to the Externally Funded Studentship Framework.For CASE or DTP/matched funding studentships please contact the Research Degrees Team for further advice. **Supporting statement**When writing the supporting statement please consider the following:* How the applicant has demonstrated suitability to undertake postgraduate research
* The evidence provided in support of the application, in terms of qualifications, knowledge and experience in the proposed area of research
* Confirmation that the applicant possesses an adequate level of English to undertake postgraduate study
* Details of any training and development needs so far identified
* Particular training required by funder (where applicable)
* Confirmation that the research project has been clearly defined, and the applicant is likely to successfully complete his / her studies
* How the student will be integrated into the research environment
* Details of any non-academic needs or issues identified at interview
* Details of any non-standard terms and conditions of registration that will need to be reflected in the offer of registration, e.g.
* Location of study
* Arrangements for access to specialist equipment or facilities
* IPR / confidentiality
 |
| **How it should be submitted**The Associate Dean (Research) (or delegate) should email completed forms to the relevant Research Degrees Team mailbox below, together with all the supporting documents required as detailed on the form.*Please note: Faculties may have their own internal administrative processes to manage the workflow of the forms through the Faculty, however, the form must be endorsed by one of the roles listed above, and a clear audit trail of their approval included with the final submission of the form to the Research Degrees Team.*Research-Degrees-FASS@open.ac.ukResearch-Degrees-FBL@open.ac.ukResearch-Degrees-STEM@open.ac.ukResearch-Degrees-WELS@open.ac.ukPlease state the discipline in the subject line of the email.In order for the Research Degrees Team to have adequate time to process *Applicant Recommendation Forms* and complete associated activities, the following deadlines for receiving completed forms are as follows:

|  |  |
| --- | --- |
| Registration Start Date | Applicant recommendation form to reach Research Degrees Team fully completed no later than: |
| 1st October | 31st May |
| 1st February | 31st October |

All applications are subject to approval by the Graduate School Director, before an offer of registration will be made. The Research Degrees Team will send an offer of registration to the approved applicants. A space is provided for the Head of Department to indicate approval, if this is required within the faculty; however, this is not required by the Research Degrees Team.  |
| **Resources** This document, and all others referred to here, are available for download from the Graduate School Network at <http://www.open.ac.uk/students/research/forms-and-guidance> For advice and support before submitting a recommendation, and particularly if you are not sure about an applicant’s eligibility to register as a research student, please contact the Research Degrees Team on 01908 653806 or email research-degrees-office@open.ac.ukA studentship contract template is available from CLS to articulate the terms and conditions of registration of an externally-funded studentship. This should ideally be raised with Research Degrees Team **before** reaching the applicant recommendation stage. The *Research Degree Regulations* can be found at <https://help.open.ac.uk/documents/policies/research-degree-regulations> For more information refer to the relevant Research Degrees Handbook at <https://help.open.ac.uk/documents/policies/research-degrees-handbook> Research Council handbooks:AHRC: [www.ahrc.ac.uk](http://www.ahrc.ac.uk)BBSRC: [www.bbsrc.ac.uk](http://www.bbsrc.ac.uk)EPSRC: [www.epsrc.ac.uk](http://www.epsrc.ac.uk)ESRC: [www.esrc.ac.uk](http://www.esrc.ac.uk)MRC: [www.mrc.ac.uk](file:///C%3A%5CUsers%5Css33676%5CAppData%5CRoaming%5CDraft%20new%20documents%20after%20review%5CApplication%5Cwww.mrc.ac.uk)NERC: [www.nerc.ac.uk](http://www.nerc.ac.uk)STFC: [www.stfc.ac.uk](http://www.stfc.ac.uk) |