

Pre Approval Checklist for a PhD or MPhil by Distance

This form is for the Pre-approval of a PhD or MPhil by Distance.

Please note that this form must be completed by the prospective Academic Supervisor in discussion with the potential applicant at least 3 months in advance of the proposed start date for home students and international students. If this is an international student who requires ATAS more time may be required for the student to meet any conditions of their academic offer letter.

Failure to so do may lead to delays in processing the application.

Please refer to the PhD and MPhil by Distance policy and guidance when completing this pre-application checklist.

Please note that approval from Head of Academic Unit (or nominee) should be uploaded with the completed checklist.

Following receipt of this application, approval will be sought from the relevant Faculty Dean of Postgraduate Research. If approved, the Doctoral College will advise the Academic Supervisor and the applicant to make a formal application via the PG Admissions Portal at <https://applyto.newcastle.ac.uk>

Data Protection Statement: All information that we hold concerning you as an individual will be held and processed by the University strictly in accordance with the provisions of the Data Protection Act 1998. As an individual, you have right under the Data Protection Act 1998 to obtain information from us, including a description of the data that we hold on you. The Newcastle University Data Protection Policy can be found at: <https://www.ncl.ac.uk/data-protection/data-protection-policy/>

PhD or MPhil By Distance Applicant Details

1. Name of Applicant

2. Applicant's Email Address

3. Residential Address of Applicant

4. Programme Name and Programme Code (please ensure you indicate whether this will be a PhD or MPhil by Distance)

5. By Distance Research Student CV *

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Prospective Supervisor Details

6. Name of Academic Supervisor *

7. Email address of Academic Supervisor *

8. Academic Unit *

9. Academic Unit's PGR Director contact email address (this form will be shared with them for their information) *

10. Academic Unit's PGR Admin contact email address (this form will be shared with them for their information) *

11. Please confirm the research project can be undertaken successfully by distance with independent access to the resources needed to complete the research. *

Further details should be added to section 5

☐ Yes

☐ No

Suitability for By Distance Study

12. The Supervisor and the applicant have fully discussed the suitability and implications of studying for a PhD or MPhil by Distance

☐ Yes

☐ No

13. Risks and Challenges *

What are the risks to studying the planned research project By Distance and what mitigations will need to be put in place?

14. Why does the applicant want to undertake a PhD or MPhil by Distance? *

☐ The Applicant has extensive fieldwork element to their research.

☐ The Applicant has responsibilities (e.g. caring, employment) that prevent them from attending on campus.

☐ The Applicant is already based and/or employed in an environment that is relevant and conducive to research.

☐ The Applicant does not reside within travelling distance of the University,

☐ Other

15. If other please provide the reason for By Distance study *

16. Provide any experience of distance study and outline the benefits of studying by distance for the applicant. *

17. Planned Mode of Study (FT/PT) *

☐ Full time (3 years of minimum candidature and 4 years of maximum candidature)

☐ Part Time (6 years of minimum candidature and 7 years of maximum candidature)

18. The applicant must be able to demonstrate that they have the time to undertake a PhD or MPhil by Distance (FT or PT). Please provide details below. *

19. Employed Applicants: If the applicant will be seconded from employment to undertake the programme, details should be provided below. Approval and support from their employer for study time should be provided.

20. Please upload employer support, where appropriate.

 Upload file

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Entry Requirements

21. Please confirm the applicant meets normal entry requirements.

☐ Yes

☐ No

22. Please provide any other relevant information in support of the applicant's eligibility for a PhD or MPhil By Distance. *

Location

23. Please provide location of study.

- ☐ UK
- ☐ International

24. Please provide details of country and time zone including any differences due to summertime etc. *

25. Where will the Research be carried out? *

- ☐ Research Sponsor: the applicant will have local access to research facilities, for example, their employer has research facilities
- ☐ Distance - majority of the research will be completed at an off-campus location but access to facilities of a research organisation locally is not required.

26. Research Facilities within an employer/organisation *

Please provide further details of where and how the research will be carried out including the name and address of any institution involved. It must be confirmed in writing that these facilities are at the applicant's disposal and arrangements for their use are acceptable including safety and legal considerations. The Academic Unit will also need to confirm whether any service level agreement or contract will need to be put in place.

27. If the research is taking place at a Research Sponsor location, please confirm they have agreed to provide time and facilities to carry out the research, by uploading a letter of support. *

 Upload file

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28. If they are not accessing a research location locally where will the research be carried out? *

- ☐ At Home
- ☐ Alternative Location

29. Please provide further details of where and how the research will be carried out. *

Pre-Application Processes

30. Academic Unit Approvals *

Acceptance for PhD or MPhil by Distance is subject to the approval of the relevant Academic Unit. (Please upload approval email with this application.)

31. Visa *

International PhD or MPhil by Distance students must ensure that when visiting the University they obtain the correct visa when visiting the University <https://www.ncl.ac.uk/student-progress/visa/>. Please confirm that the Applicant understands the Visa requirements.

☐ Yes

☐ No

☐ Other

32. Is ATAS Required?

☐ Yes

☐ No

☐ Other

33. Trusted Research and Export Controls Considerations

The Trusted Research Team should be contacted and export controls considered and approved. Please upload the approval email from the Trusted Research Team with this application.
(<https://www.ncl.ac.uk/research/research-governance/ethics/toolkit/trusted-research/>)

34. Fees *

Fee to apply to the programme (set by the Academic Unit) <https://www.ncl.ac.uk/tuition-fees/>

☐ Home: £5,238 FT

☐ International: £24,400 FT

35. Will a fee premium apply? *

Please note: normally no research costs will be charged unless approved arrangements have been made for research/ fieldwork costs e.g. by a partnership agreement.

- ☐ Band 2a premium - £3,950
- ☐ Band 2b premium - £7,950
- ☐ Band 2c premium - £10,200
- ☐ Band 3 premium - £14,100
- ☐ N/A

36. Is a Confidentiality agreement required? *

<https://www.ncl.ac.uk/student-progress/pgp/activities/learning-agreement/>

- ☐ Yes
- ☐ No

37. Material Transfer Agreement *

Will there be a need for a material transfer agreement? (If you are unsure please contact Research and Innovation support <https://newcastle.sharepoint.com/hub/rai>)

- ☐ Yes
- ☐ No

38. Intellectual Property Rights *

What will the IPR arrangements be? (Any contract must be approved before the student is registered. <https://newcastle.sharepoint.com/hub/bde/Pages/Intellectual-Property.aspx>)

39. Travel *

Please indicate if the applicant anticipates having to travel extensively during their studies? Where might they need to go?

40. Insurance *

Insurance arrangements for a By Distance student should be discussed on a case-by-case basis with the Insurance office (insurance@ncl.ac.uk). There is complexity when researching in a remote UK or International study location with/ without an employer. Please confirm you have discussed the situation with the Insurance office and all appropriate insurance (depending on location) can be put in place.

☐ Yes

☐ No

41. Health and Safety *

Please confirm that you have discussed any potential Health and Safety implications with OHSS. (Contact OHSS and School safety officer for individual advice <https://newcastle.sharepoint.com/hub/orghas>). Detail any health and safety consequences and arrangements below.

42. Disability - please detail any support required *

The Disability Service should be consulted on a case-by-case basis at the pre-application stage with respect to any declared disability, or where information indicates the likelihood of disability (<https://www.ncl.ac.uk/wellbeing/disability-support/>) **If the University cannot support a By Distance Student appropriately on campus study may be more appropriate.**

43. Student Wellbeing *

Please detail how you have discussed access to wellbeing services and ensuring the By Distance student is aware of which wellbeing resources available to them and any areas where local arrangements will need to be in place. Please contact student wellbeing for further information <https://www.ncl.ac.uk/wellbeing/>

Supervision

The Academic Unit needs to provide the same level of supervisory support to a PhD or MPhil by Distance student as it would to an on campus student.

44. Please confirm that equivalent supervision is available.

☐ Yes

☐ No

45. Responsibilities

Please confirm that the applicant and the supervisor have initially discussed and agreed on the responsibilities of both parties and provide any relevant details below. This includes the By Distance student being aware they are required to promptly bringing any issues affecting their research project to the attention of their supervisory team .

46. Method of communication

The method of communication should be provisionally agreed at the point of application and confirmed during induction and completion of the learning agreement. Please provide details of initial discussions below.

47. Supervision Time and Frequency *

The frequency with which students will meet with their supervisors will be provisionally agreed at the point of application and confirmed during induction and completion of the learning agreement (and should align with the requirements outlined in the Code of Practice for Research Degree Programmes.)

48. Local Advisor

Advisors/mentors may be appointed to provide a regular point of contact. Please provide details of any local advisors/mentors that will be added as External Advisors to provide the applicant with a regular point of contact. Please note: the principles of appointing an external PGR advisor apply <https://www.ncl.ac.uk/student-progress/assets/appointment-of-an-external-pgr-advisor/>.

Research Environment

49. How will you be providing an appropriate research environment?

This should be a comparable experience to on Campus study, including access to seminars and opportunities discuss their research.

50. IT systems and Software

Please confirm arrangements for access to the internet, relevant hardware and software to enable both supervision and the research to be carried out, taking into consideration the study location and licensing restrictions <https://www.ncl.ac.uk/itservice/>

Please note: By Distance students should have access to most online University systems supporting PGR Studies e.g NU Reflect and PGR CoP. A minority of library resources may not be available (UK only).

51. Data Management and Transfer

Confirm data management arrangements including data transfer and availability of secure storage locations taking into consideration the location of study.

52. Ethics

Please provide details of how you will adhere to University and home environment ethics and research governance procedures <https://www.ncl.ac.uk/research/research-governance/ethics/> Please note: all By Distance projects will need to go to **full ethical approval** before the research can start..

53. Visits

Please provide details of any planned visits to an approved University campus. **By Distance students will be expected to arrange and cover the costs for any such visits, including travel, accommodation and any visa requirements.**

Induction, Progress and Training

54. Please provide details of how a By Distance student's Induction and progress will be monitored including project approval, APR and examination *

55. **Discipline and Research Skills Training** *

What training does the application require to complete the PhD or MPhil project (e.g. languages, specialist or technological skills, methodological approaches, etc)? Is it possible for the applicant to acquire these locally where they are studying?

56. **Researcher Development** *

What broader skills training will be provided? How will this be accessed?

57. **Any further comments/considerations?**

Declarations

58. Applicant Agreement

Please upload email from applicant indicating their agreement with the information contained in this checklist.

 **Upload file**

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59. Supervisor Agreement

Please indicate your agreement with the information contained in this checklist and support the applicant for a PhD by Distance.

☐ Yes

☐ No

60. Supervisor Agreement

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