

KINGSTON UNIVERSITY

INFORMATION FOR RESEARCH DEGREE APPLICANTS AND OFFER HOLDERS **MA/MSc by Research, MPhil, PhD**

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1. INTRODUCTION

These guidelines should be read in conjunction with the [General Regulations for Students](#) and the [Academic Regulations for Research Degrees](#) .

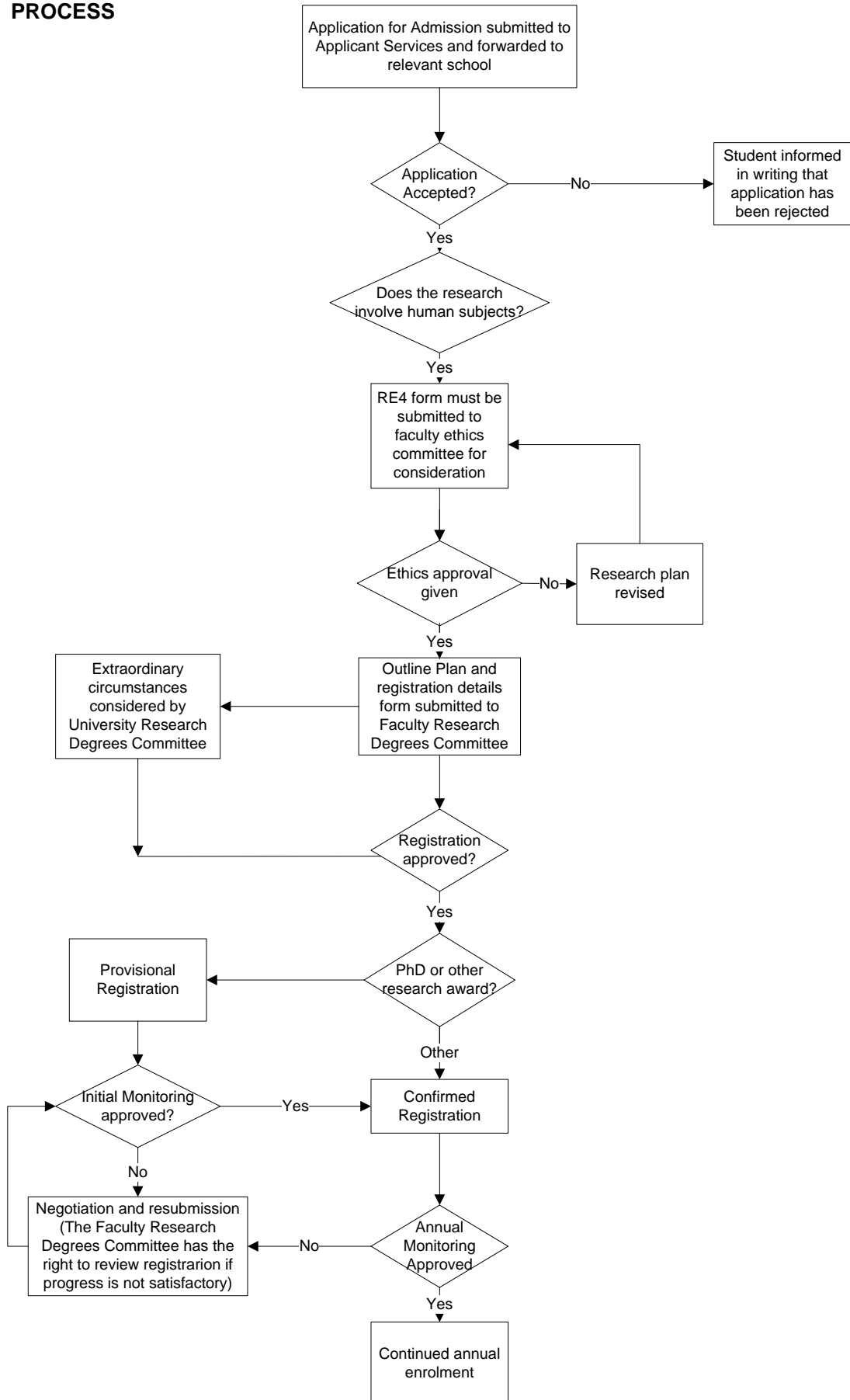
More detailed information regarding the support that you can expect as a research student at Kingston University is in the *Research Students' Handbook*, available on the [Research Degrees](#) section of the Kingston University website.

If you are a current student at Kingston University you can also access the Research Students section on StudentSpace: <http://student.kingston.ac.uk/C16/C10/ResearchStudents/default.aspx>

2. DIAGRAM OF THE FIRST YEAR OF A RESEARCH DEGREE

The diagram on the next page shows the admissions process and progress assessment that takes place at the end of the first year of research, or at the end of the second year for part time students. More information on the Monitoring processes is in the *Research Students' Handbook*.

ADMISSIONS PROCESS



3. APPLYING FOR ADMISSION TO KINGSTON UNIVERSITY

If you are interested in applying for place as a research student at Kingston University the first thing you should do is ensure there is research expertise available in your area of interest. You may wish to discuss your ideas with the relevant faculty. Details of current research activities and contact details for the faculties are on the [Kingston University](#) website.

Entry criteria for research degrees at Kingston University, including English Language requirements, are on the [research degree pages](#) on the Kingston University website.

All applicants (including those who are currently or have previously been students at Kingston University) must complete a standard application form. The form can be downloaded as a PDF from the [how to apply for a research degree](#) section of the Kingston University website or from [Applicant Services](#). You should include a short statement describing your research aims and an outline project plan (approximately 500 words or two A4 pages). This form must be sent, by email if possible, to Applicant Services:

Applicant Services (Postgraduate)

Kingston University
Cooper House
40–46 Surbiton Road
Kingston upon Thames
KT1 2HX
United Kingdom
Email: pgaps@kingston.ac.uk
Tel: +44 (0)844 855 2177

If your application shows that you meet the entry criteria and the University has academic staff with research expertise in your chosen area, you will normally be required to attend an interview, either in person or by telephone. This will usually be with the appropriate Head of School and at least one other member of academic staff. The Head of School will identify a potential Director of Studies for your project, who may also take part in the interview.

You will be formally notified of the outcome of your application. If your application has been successful, you will be admitted, conditionally, as a research student of the University. You will then be given details of the enrolment and monitoring schedule for your research and asked to apply for registration.

4. APPLYING FOR REGISTRATION

A. THE APPLICATION

Once you have been offered a place as a research student you must submit an application for registration. Registration is the process by which you will formally become a student of the University. This process enables the Faculty Research Degrees Committee (the committee responsible for your degree from registration up to the final award) to ensure that your project proposal is suitable for your level of study and that the appropriate support and facilities are in place for you before you start your research. For PhD applicants, application is for provisional registration only (see section 5 Provisional Registration for PhD Students).

To apply for registration, including provisional registration for PhD applicants, you must complete an application for registration (form RD3b) which will be sent to you by your Faculty Research Administrator or proposed Director of Studies.

The application should be completed in collaboration with your proposed Director of Studies, who will advise you of the necessary timing for completion of the form in order to submit it in line with the Faculty Research Degrees Committee cycle. Please note that there will normally be two occasions each year on which applications for registration can be considered.

The application consists of two parts:

- 1) RD3b Registration Details form, which includes:
 - the **facilities** available to support the project (in the University or elsewhere)
 - your proposed personal **training programme** (including any exemptions)
 - the proposed **supervisory team** (more information on the supervisory team is in Section D below)
 - any additional details needed if your application includes any of the **exceptional circumstances** listed in Section B below. In this case your application for registration will also be considered by the University Degrees Committee (this committee considers all exceptional circumstances of a student's registration and progress and considers recommendations from examiners with regard to conferring final awards).

- 2) Your **research proposal or outline project plan**. This may, where appropriate, be the project plan that you provided with your initial application form, although your Director of Studies may suggest modifications. The project plan must provide the following information:
 - the title and aims of your project (it is understood that these may change slightly as your research progresses)
 - a brief outline of the project, maximum 500 words

B. EXCEPTIONAL CIRCUMSTANCES

The Faculty Research Degrees Committee will normally consider the application for registration. Any aspects of your registration application that are exceptional will be referred to the University Research Degrees Committee for approval. This may result in a small delay in the completion of the enrolment process. Such circumstances include:

- overseas-based research
- collaborative research
- submission of material other than a standard written thesis

STUDENTS BASED PRIMARILY OVERSEAS

The Faculty Research Degrees Committee will consider applications from prospective research students who are to be based primarily overseas. Close consideration will be given to the frequency and nature of contact between the supervisors (especially the Director of Studies) and the student, and the local availability of library and other appropriate resources. Applicants should nominate an appropriately qualified local supervisor. The arrangements will be subject to ratification by the University Research Degrees Committee.

COLLABORATIVE RESEARCH

The University encourages collaboration with other institutions, both academic and non-academic. Where such collaboration is informal, it is sufficient to acknowledge the arrangement as part of the application to register when this is made to the Faculty Research Degrees Committee.

In some instances a more formal collaborative arrangement may be appropriate in order to specify arrangements for sharing resources, etc. In such cases, a letter from an appropriate person at the collaborating institution must be appended to the Registration Details form, showing the resources being provided and including a curriculum vitae of any proposed supervisors from the collaborating institution. Any costs to the University or the candidate must be clearly stated. The Faculty should refer such applications to the University Research Degrees Committee for approval. Please note that any formal collaborating establishments will be named on your award certificate.

SUBMISSION OF MATERIAL OTHER THAN A STANDARD WRITTEN THESIS

A research student may undertake a programme of research in which the candidate's own creative work, or equivalent, forms the most significant part of the intellectual enquiry. Such creative work or equivalent may be in any field (for instance, fine art, design, engineering and technology, architecture, creative writing, musical composition, film, dance and performance), but must have been undertaken as part of the registered research programme.

In such cases, the presentation and submission of work for assessment must have both a creative element and a written component.

The format of the proposed submission must be referred by the Faculty Research Degrees Committee to the University Research Degrees Committee for approval as part of the application for registration.

C. ADVANCED STANDING (MPHIL/PHD)

If you have been fully registered for a research award at a UK University (or equivalent), you may apply for admission with advanced standing with the proviso that you must register at Kingston University for at least one year full-time (two years part-time) prior to submission of your thesis.

Your Faculty Research Degrees Committee will take into account progress with the research so far, including any prior training in research methods. The expected registration period may be shortened accordingly.

D. THE SUPERVISORY TEAM

The University requires each research student to have a supervisory team of at least two supervisors. The role of the supervisors will vary. At least one member of the supervisory team (not necessarily the Director of Studies) must have previously supervised at least one student to successful completion of a research degree.

Further information on the role of each supervisor is in the Code of Practice in the *Research Students' Handbook*.

DIRECTOR OF STUDIES

S/he will be your primary or principal supervisor and your main academic contact. S/he will work with you to prepare your application for registration and, subsequently, will monitor your progress

both formally (as a key contributor to the annual monitoring process) and informally during the year. The Director of Studies should normally be a permanent member of staff at Kingston University.

ADDITIONAL SUPERVISORS

You will be allocated at least one additional supervisor. S/he may be appointed to provide general expertise, for example, where a Director of Studies has not previously supervised a research student to completion, or to provide particular academic and/or technical expertise on an aspect of your research project. Additional supervisors are not expected to meet with you as frequently as the Director of Studies, but should maintain an effective working relationship with both you and your Director of Studies.

EXTERNAL SUPERVISORS

Your additional supervisor may be located at another institution. If, for example, you are based primarily overseas s/he may provide local supervision to supplement the work of a Director of Studies based at the University, or if your research involves a collaborating institution s/he may work within that collaborating institution. Information on any proposed supervisors in external institutions (in the UK or overseas) must be provided as part of the application to register. A brief curriculum vitae must be provided, giving details of research interests, publications, and numbers of previous research students supervised to successful completion.

E. RESEARCH ETHICS

All applications will be considered in light of the University's [Ethics Guidance & Procedures](#). You are advised to think about any ethical implications of your research and to make these clear on your application for registration.

F. RESEARCH TRAINING PROGRAMME

All research students are expected to undertake an agreed training programme for research and transferable skills. As part of the application for registration (including provisional registration for PhD students), you will agree an appropriate personal training programme with your Director of Studies. This should include formal training provided by Kingston University and subject specific training provided within your Faculty. Your Director of Studies must agree any exemptions from such training. The details of the research-training programme must be included on the Registration Details form and approved by the Faculty Research Degrees Committee. You will be expected to maintain a personal training log that will be used to inform your annual progress reports.

G. EXTERNAL FUNDING

Where a research programme is being funded by an external source (other than by a recognised research council studentship), information relating to the source and nature of the funding must be appended to the Registration Details form. The University must be satisfied that such funding is provided without any inappropriate restrictions or conditions on you or your research. The Faculty Research Degrees Committee (or, exceptionally, the University Research Degrees Committee) will determine whether there is any conflict of interests arising from the sponsorship of the research project.

5. PROVISIONAL REGISTRATION FOR PHD STUDENTS

If you are applying for a PhD your registration will be provisional until you have successfully completed the Initial Monitoring process (by the end of your first year for full time students and by the end of your second year for part time students). The Initial Monitoring process assesses your progress and, if satisfactory, your registration as a PhD student will be confirmed. Students with provisional registration have the same student status and access rights as other research students. More information on the Initial Monitoring Process is in the PhD section of the *Research Students' Handbook*.

For students studying for an MA/MSc by Research or MPhil, registration is not provisional at any point and covers the entire duration of the degree, up to the maximum allowed period.

6. ENROLMENT

Once your registration has been approved, you will be invited to enrol formally as a student of the University. When you come to enrol, you will be asked to bring your qualification certificates with you and evidence of your identity and nationality (passport or birth certificate). At enrolment, you will receive a student identity card and full access to library and computing facilities. You will be liable for tuition fees and will be subject to the University's [General Regulations](#) as well as the appropriate [Academic Award Regulations](#). Registration on programmes of study exceeding one year will be re-confirmed annually, subject to satisfactory progress.