



## Guidelines for completing the RDC1 stage: Registration of the Research Programme of Study

### 1. Purpose of the RDC1 stage: Registration of the research programme of study

The RDC1 milestone ensures that all research students have the arrangements for their proposed research programme of study registered promptly within one month of their start date. Particularly, the RDC1 stage confirms that there is an appropriate research project, supervisory team, consideration of any ethical issues and a personal development plan in place.

### 2. What is required from the student and supervisor?

The student and supervisory team are expected to complete the following:

- the RDC1 form
- a one page summary of the proposed research project (within the RDC1 form)
- a brief single page CV for each supervisor
- a personal development plan

and submit the above to the School Research Administrator for consideration and approval by the School and the Research Progression and Award Board (RPAB). If the student is located in a Research Unit outwith a School, the RDC1 submission should be given to the Research Administrator of the School which has been assigned to the research student for the review of their progression.

The responsibility for the final completion and submission of the form plus ancillary documents rests with the Director of Studies. The one page summary of the proposed research project should be drafted up jointly between the student and the Director of Studies.

### 3. When should the RDC1 be submitted?

All research students, whether full-time or part-time, must submit their RDC1 registration of the research programme of study within **one month** of their course start date (their matriculation date). For example, if the student starts on one of the three cohort intake dates: 1 October, 1 February or 1 May, they should submit their RDC1, 1 November, 1 March or 1 June respectively. **Late submissions** should be accompanied by a letter explaining the reason for the delay in submission.

### 4. The approval process

A flow chart of the RDC1 process is given in Appendix 1: Process for the RDC1 - Registration of the Research Programme of Study.

### 5. Review by the School

The RDC1 submission is first reviewed at School level by the Departmental Postgraduate Research Tutor or their nominated reviewer who is an experienced supervisor and researcher in the School. He/she will be reviewing four key areas: the research project, the supervision, consideration of any ethical issues and the

personal development plan, according to the criteria given in the RDC1 form. The Postgraduate Research Tutor or the nominated reviewer may contact the student or the Director of Studies to discuss or clarify points about the RDC1 submission.

Once the reviewer is happy with the submission, it is signed by the reviewer, Postgraduate Research Tutor (if different from the reviewer), the Associate Dean of Research (to indicate that the necessary resources will be provided) and sent by the Research Administrator to the clerk of the Research Progression and Awards Board. Where the signature required is from a person at a distance, an email stating they support the RDC1 being submitted will be satisfactory. A copy of this email should be attached to the RDC1 submission.

#### 6. **Consideration and formal approval by the Research Progression and Awards Board (RPAB)**

7. The clerk to RPAB checks that each section has been completed correctly from an administrative perspective and that the regulations have been complied with. The secretary may liaise with the Research Administrator, Postgraduate Research Tutor and/or the Director of Studies until the RDC1 submission is completed correctly. It is then considered for approval at the next meeting of the HDC. The RPAB normally meets six times per year. A list of current members of the RPAB can be obtained from the Secretary to the RPAB.

Once approved, the clerk informs the student, the Director of Studies, the Research Administrator with a formal letter of registration of the research programme of study. The student should keep a copy of this letter in their Research Student Logbook.

#### 8. **Subsequent changes to the Registration of the Research Programme of Study**

Ongoing changes to the proposed research project and title are fully expected. Your evolving research ideas should be written up for the next milestone RDC2: Confirmation of the Research Project. Any subsequent changes to the supervision, part-time/full-time status, suspension and extension of PhD study time or withdrawal should be applied for through the appropriate RDC form available on the Graduate School website: [www.gcu.ac.uk/graduateschool/postgraduatestudy/phdprogrammes/currentphdstudents/](http://www.gcu.ac.uk/graduateschool/postgraduatestudy/phdprogrammes/currentphdstudents/)

#### 9. **Advice on completing the RDC1 Form**

##### **Section 1 General**

##### **1.1 Application for**

Choose one of the options, according to the following reasons:

MPhil	If the student is doing an MPhil.
MPhil/PhD	Most students doing a PhD should select this option which starts at MPhil level with the aim to transfer to PhD level at the end of the first year. This means that if for some reason the student is unable to complete the PhD, they have the option to meet the necessary requirements and be examined for an MPhil, instead.
PhD	Only students who have already completed a Master of Research or MPhil should choose this option. ie The student registers directly on to a PhD, with no MPhil exit point possible if the student is unable to complete the PhD.
ProfD	If the student is transferring from a professional doctorate taught stage 1 to the research stage 2.

## Section 2 The Research

### 2.2 Ethical considerations

An example of a possible template for this section is as follows:

*Some ethical issues which might arise from this research are ....*

*Strategies to deal with these potential ethical issues are ... The University Ethics Committee processes will be adhered to. The research proposal will be submitted to the School Ethics Committee on \_\_\_\_\_ (day month year).*

### 10. Advice on completing the one page summary of the proposed research project, Section 2.9

The summary of the proposed research project should be a maximum of one page, 500 words. It should be a combined effort of both the research student and the supervisory team.

Include the four headings and under each heading answer the questions. This summary is very similar to the research project summary which may have been given on the Glasgow Caledonian University portfolio of PhD opportunities website as part of the application process.

Please feel free to utilise the summary from the website and adapt it to include the further details requested and any amendments as the project ideas have evolved in discussion between the student and the supervisory team. At the RDC1 stage, the research project summary is assessed for its feasibility as a PhD topic.

### 11. Advice on completing the one page CV for each supervisor

Each supervisor is asked to contribute a one page brief CV for submission with the signed RDC1 form. The brief CV should include a listing of at least five of the most recent publications.

### 12. Advice on completing the Personal Development Plan

Advice on how to complete the personal development plan can be found in the Research Student Logbook at [www.gcu.ac.uk/graduateschool/guidelines](http://www.gcu.ac.uk/graduateschool/guidelines) . The logbook also contains a template and an exemplar personal development plan and record.

## Appendix 1: Process for the RDC1 – Registration of the Research Programme of Study

