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**HIGHER DEGREES COMMITTEE**

 **Form RDC 2**

***APPLICATION FOR CONFIRMATION OF PROGRESSION TO DOCTOR OF PHILOSOPHY***

**Purpose of the RDC2 stage: Confirmation of Progression to Doctoral Level**

All research students must undertake a Progression Review to show that they have made satisfactory progress and to clearly demonstrate their ability to pursue study to doctoral level. Students are required to prepare a full progress report for the supervisors and relevant Committee members.

**Student Information** (To be completed by the student and the Director of Studies)

|  |  |
| --- | --- |
| **Full Name** |  |
| **Matriculation Number** |  |
| **Matriculation Date** |  |
| **School** |  |
| **Mode of Attendance** |  **Part-time Full-time** **Delete as Applicable** |

**Section 1 General** (To be completed by the student and the Director of Studies)

|  |  |
| --- | --- |
| **Collaborating establishment, if any** |  |
| **Title of research programme** |  |
| **Matriculation date**  |  |
| **Date of approval of RDC 1** |  |
| **Expected date of completion** |  |

**Section 2 Supervisors** (To be completed by the Supervisory Team)

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| --- | --- |
| **Director of Studies** |  |
| **Second Supervisor** |  |
| **Third Supervisor** |  |
| **Note any change to the team from the RDC 1**  | Yes/No Delete as Applicable**If yes append a RDC 4 Form**  |

**Supervisors Training Record**

**New Supervisors with no completions** must attend the series of four half-day workshops entitled ***How to be an Effective Supervisor*** **prior to** **submission of this form.**

**Experienced supervisors (1 or more completions)** must ensure that they attenda minimum of **1 refresher training session every 2 years.** Experienced supervisors can attend **any** **refresher workshop session** from the supervisor training courses listed on the Graduate School website: [www.gcu.ac.uk/workshops/supervisors/](http://www.gcu.ac.uk/workshops/supervisors/)

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| **Have all supervisors completed the Supervisor Training Workshop(s)?** | Yes/No Delete as ApplicableIf No please provide further details below: |

**Section 3 Report by Supervisors** (To be completed by the Supervisory Team)

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| --- | --- |
| **On the candidate's progress within their project** |  |
| **On the candidate's progress with the programme of related studies: Please attach the candidate’s updated Personal Development Plan and Record and comment on progress to date and future plans** |  |
| **Has the student received the required minimum number of supervision sessions, normally 12 per year for full time students and 6 per year for part time students?** |  |
| **Ethics - Are there any additional or outstanding ethical implications? If yes full details should be provided. (Please note that approval of the project by the University Ethics Committee and/or External Ethical Committees may be required). If ethical approval had not been given at the date of the RDC1 submission, please state here the date and details of ethical approval. Please state here the status of any applications for additional or continuing ethical approval. Have any ethical issues been addressed/resolved during the viva?** |  |

**Section 4 Summary of Progress** (To be completed by the student and the Supervisory Team)

The Candidate is required to submit the full progression report for approval by the candidate’s School. Regulation 6 refers, – particularly, 6.2: The progression report should normally be from 6,000 to 8,000 words (max) in length. The list of required components is shown below.

I declare that the work contained in the attached report/abstract is my own

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| --- | --- | --- | --- |
| **Signed by Candidate** |  | **Dated** |  |

We support this application

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by Director of Studies** |  | **Dated** |  |
| **Signed by 2nd Supervisor** |  | **Dated** |  |
| **Signed by 3rd Supervisor** |  | **Dated** |  |

**Progression Report Components**

The progression report (6,000-8,000 words) should include:

* Abstract\* (please insert also below)
* Table of Contents
* Introduction
* Literature Review
* Research Aim and Research Objectives
* Methodology and Methods including Ethical Considerations
* Data Collection and Preliminary Results (if applicable)
* Conclusions and Outline of Future Work (provide Timetable in Appendix)

 **\* The 500 word abstract below should accompany the form to the Higher Degrees Committee.**

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| **Progression Report Abstract (max 500 words)** |
|  |

**Section 5a. Moderators’ Comments** (To be completed by the Academic Moderators)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed by 1st Moderator (D.o.S. or Nominated Supervisor)** |  | Print Name | **Dated** |  |
| **Signed by 2nd Moderator (not a member of Supervisory team)** |  | Print Name | **Dated** |  |

**The table below should be completed by the moderators based on: the written report; presentation; and viva exam performance.**

|  |
| --- |
| **First Year Progress Review Assessment Form (written report, presentation and viva exam)** |
| **Areas for Consideration** | **Brief Comments/Recommendations** |
| **ACADEMIC RIGOUR** |
| Has this research the potential to make a new and original contribution to knowledge? |  |
| Has the research question been clearly justified by the literature review? |  |
| Is the research project grounded in relevant theory/theories? |  |
| Is the proposed research design appropriate and justified?  |  |
| Does the project show clear development from MPhil to PhD |  |
| **STUDENT PROGRESS AND RESEARCH CAPACITY** |
| Does the student demonstrate an understanding of the proposed research and theoretical models? |  |
| Does the student demonstrate the capacity to carry out the proposed project? |  |
| Are there any concerns arising from the student’s module grades (Prof D students only)?  |  |
| Is the written work to the academic standard expected? |  |
| Is the Written/Spoken English language to the standard required at this stage? |  |
| Please provide additional comments on the presentation and viva exam  |  |
| **FEASIBILITY** |
| Is the project feasible within the available time and resources?  |  |
| **ETHICS** |
| Does the project appear to be ethical? |  |
| Have ethical issues been addressed/resolved? |  |

**Section 5b. Moderators’ Feedback Received** (To be completed by the Student)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed by Student  confirming feedback from Moderators after viva exam** |  | Print Name | **Dated** |  |

**Section 6a. Moderators’ Recommendations** (To be completed by the Academic Moderators)

Students who are successful at their Progression Reviewhave their status as PhD students confirmed (outcome 1). Those who are deemed unsuccessful have 3 possible outcomes at first attempt (2, 3 and 4 below). For outcome 2, they are given specific feedback on where they need to improve and are asked to return for a second attempt; if they are again unsuccessful they will be required to exit the PhD programme and either pursue an MPhil qualification (outcome 3) or withdraw from the programme of study (outcome 4).

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| **Progression Review Decisions** | **Please select one of the decisions and provide comments** |
| 1. A recommendation by the School to the University that the student’s doctoral status is confirmed and the student can progress.
 |  |
| 1. A recommendation that the student is given the opportunity to re-submit the written report for the progression to PhD and normally within 4 weeks FT and 6 weeks PT from the date of the viva exam.

\*This is not an option if the application is a resubmission\* | Please indicate if the student is required to: 1. Re-submit the written report with amendments only + form
2. Re-submit the written report and re-sit viva exam and/or presentation + form

The resubmission must be made on a new RDC2 form and the box below checked to indicate the resubmission.  |
| 1. A recommendation by the School to the University that the student be registered as an MPhil student.
 |  |
| 1. A recommendation by the School to the University that the student's registration be terminated. This should be supported by evidence that the student has received documentation on lack of progress during the period of study.
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**Section 6b. RDC2 Resubmission** (To be completed by the School)

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| **Is this form a Resubmission?** | Yes/No Delete as Applicable |

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**FOR INTERNAL USE ONLY**

**Section 7 Support by School**

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| **Approved by PGRT** |  | **Dated** |  |

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| --- | --- | --- | --- |
| **Research Administrator Check** |  | **Dated** |  |
| **Approved by ADR** |  | **Dated** |  |

|  |  |
| --- | --- |
| **Date Sent to Clerk of the HDC** |  |
| **Date Approved by HDC**  |  |

**Checklist of materials to be submitted with the RDC2 form**

1. Signed RDC2 form Yes/No
2. Any emails confirming approval in lieu of signatures Yes/No
3. Progression Review Report Yes/No
4. Personal Development Plan and Record Yes/No