**LIVERPOOL HOPE UNIVERSITY**

**RESEARCH DEGREE SUPERVISOR APPLICATION FORM**

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| **SECTION A: BACKGROUND INFORMATION** |

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| Name of Applicant: |  | |
| Subject Area: |  | |
| Contractual Status  (please ‘X’ the relevant category) | Full Time at Liverpool Hope |  |
| Part Time at Liverpool Hope  [*at least 0.5fte needed for DoS*] |  |
| Full Time at a Partner Institution |  |
| Part Time at a Partner Institution  [*a senior & substantive appointment needed* for *DoS*] |  |

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| **SECTION B: STATUS BEING APPLIED FOR** |

On the basis of the evidence presented below, I am applying to Research Degrees Sub Committee to be approved as: (please ‘X’ the relevant categories)

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| --- | --- |
| Director of Studies [DoS] |  |
| Research Supervisor [RS] |  |
| Research Adviser [RA] |  |
| External Adviser [EA] |  |

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| **SECTION C: MAPPING AGAINST CRITERIA FOR APPOINTMENT (See Guidance Notes In the Appendix)** |

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| ***Criteria For Appointment*** | ***Supporting Evidence***  ***Please complete the sections below, briefly highlighting how you meet the criteria*** |
| 1. The possession of a doctoral qualification or professorial status.   [*Required in all cases.]* | *Award:*  *Institution:*  *Year of Award:*  *Awarding Body (if different from Institution):*  *Professorial Details:* |
| 1. Current and significant research experience at an appropriate level.   [*Required for DoS and RS; for staff at Liverpool Hope, normally defined by inclusion in the REF.*] | *Short narrative required + selected evidence* |
| 1. Publication or other forms of research dissemination at an appropriate level to the discipline.   [*Required for DoS and RS.*] |  |
| 1. Experience of postgraduate research supervision to completion.   [*For appointment as a DoS, an applicant must normally have supervised at least two doctoral students to successful completion.*] | *(For example, number of doctoral students supervised, with details of completions as applicable,* ***including students from other institutions****)* |
| 1. Additional information considered relevant to the role of supervisor. |  |

These broad criteria will be applied as appropriate to the type of approval for which application is being made. Please see the Appendix for clarification on the categories of Supervisors.

You must also append your CV to the application.

**SECTION D: TRAINING**

*Note: The criteria for appointment of supervisors require all supervisors to undertake an initial course of training and an annual update to ensure that they remain current with Hope’s Rules and Regulations and any changes to the external environment. At Liverpool Hope, training sessions are run throughout the year, and a schedule of workshops is available on the University Website or via the Personnel Department. Training is also offered via Partner Institutions.*

*PLEASE PROVIDE BELOW DETAILS OF ALL RELEVANT SUPERVISORY TRAINING ATTENDED.*

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| Training Attended / Date:  Training Attended / Date:  Training Attended / Date: |

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| **SECTION E: SUPPORT FOR APPLICATION** |

**This application has the support of:**

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| --- | --- | --- |
| Head of School/Department at Liverpool Hope  [*not required for applicants from Partner Institutions*] | Signed: | Date: |
| Dean of Faculty at Liverpool Hope  [*not required for applicants from Partner Institutions*] | Signed: | Date: |
| University Moderator  [required only for applicants from Partner Institutions] | Signed: | Date: |

**All completed applications should be submitted electronically, EITHER to the research administration for the relevant Faculty at Liverpool Hope [**[aandhresearch@hope.ac.uk](mailto:aandhresearch@hope.ac.uk)**,** [educationresearch@hope.ac.uk](mailto:educationresearch@hope.ac.uk)**, or** [scienceresearch@hope.ac.uk](mailto:scienceresearch@hope.ac.uk)**] OR to the University Moderator for the Partner Institution. The research administration staff, or Moderator, will arrange for the application to be considered by the Chair of Research Degrees Sub Committee.**

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| **SECTION F: OUTCOME OF THE APPLICATION** |

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|  | | **Signature: Chair RDSC** | **Date** |
| **APPROVED** |  |  |  |
| **REJECTED** |  |

**Appendix**

Liverpool Hope University

**Research Committee**

**RESEARCH DEGREE SUPERVISION**

**Application to act as a Liverpool Hope Approved PGR Supervisor or Advisor**

**(Effective from *January 2017*)**

**Preamble**

Liverpool Hope University requires that all staff (including Principal Lecturer, Associate Professor and Professor) who wish to be involved in the supervision of research students be formally approved as research degree supervisors. External advisers also need to be formally approved.[[1]](#footnote-1) The status of all approved Liverpool Hope research degree supervisors is reviewed bi-annually (a separate ‘lighter touch’ form is used for this purpose). Staff can apply at any time for approval as research degree supervisors.

Liverpool Hope supervisory teams comprise of **at least two members of staff** who have the necessary subject area and/or methodological expertise. **Overall supervisory responsibility for the student experience is to be led by a Director of Studies (DoS) who is a permanent member of Hope staff, on at least a 0.5FTE contract [at Partner Institutions, the DoS is required to have a senior and substantial appointment in the partner institution and be actively involved in the management and oversight of PGR activities at that institution]. The Director of Studies is required to have approved research supervisor status. The second team member should have significant subject area and/or methodological expertise and hold approved research supervisor status.**

In some instances **where the Director of Studies does not have sufficient subject area or methodological expertise, a third approved research supervisor should be appointed to the** team. Additionally, a Research Adviser **can be included in the supervisory team where it would be beneficial to the student, and / or where this would allow staff without approved research supervisor status to gain and develop the necessary skills and experience to move towards research supervision.**

Hence a minimum supervisory team will be either option A or B below:

**Option A**

1. Director of Studies (who is an Approved Supervisor and has subject specific or methodological expertise)
2. Approved Research Supervisor

* Optional Research Adviser

**Option B**

1. Director of Studies (who is an Approved Supervisor and has no subject specific or methodological expertise)
2. Approved Research Supervisor
3. Approved Research Supervisor

* Optional Research Adviser

**CATEGORIES OF RESEARCH DEGREE SUPERVISOR**

There are four categories of research degree supervisor.

1. **Director of Studies:**

**Overall supervisory responsibility for the student experience is to be led by a Director of Studies (DoS) who EITHER is a permanent member of Hope staff, on at least a 0.5 FTE contract OR has a senior and substantial appointment in the partner institution and is actively involved in the management and oversight of PGR activities at that institution. The Director of Studies is required to hold a doctorate (or professorial status) and have Approved Research Supervisor status.**

**The Director of Studies should have had significant involvement in the supervision to successful completion of at least two doctoral students and should demonstrate strong and recent evidence of high level research (staff at Liverpool Hope must normally be entered in to the REF). They should also have undertaken all mandatory supervisory training and be re-approved bi-annually. PGR Annual Monitoring documentation should only be accepted if signed by an approved Director of Studies.**

**Whilst it is preferable that the Director of Studies has sufficient subject expertise in the area of research, there may be instances when a supervisory team would need to include a Director of Studies without subject expertise, and in this case a third member of the supervisory team will need to be appointed.**

1. **Approved Research Supervisor:**

**An Approved Research Supervisor may not always have the experience of supervising to completion but should hold a doctorate (or professorial status), have significant subject area and/or methodological expertise and should also demonstrate strong and recent evidence of high level research (for staff at Liverpool Hope, normally be entered in to the REF). They should also have undertaken all mandatory supervisory training and be re-approved to research supervisor status bi-annually.**

**In the instance where the Director of Studies does not have sufficient subject area expertise, a second approved research supervisor should be appointed to the supervisory team.**

1. **Research Adviser:**

**A Research Adviser can be included in the supervisory team where it would be beneficial to the student and / or where this would allow academic staff without approved research supervisor status to gain and develop the necessary skills and experience to move towards supervision.**

1. **External Adviser:**

The use of external advisers in supervisory teams is unusual but may be required from time to time for subject area or methodological expertise, or it may be used when the research student is a full-time member of Hope’s academic staff and where Hope requires that the supervisory team include an approved research supervisor external to the University. Due to the fact that Directors of Studies need to be fully up-to-date with Hope policies and procedures, external advisers are not eligible for approval as Directors of Studies, and u**nder no circumstances can act in that role.** **All External Advisers should be approved using the Research Degree Supervisor Application form.**

**APPLICATION Process**

Formal and final approval for all directors of studies, research degree supervisors, and research advisors is given by the Research Degrees Sub-Committee which will consider each application against the stated criteria.

Each application will be reviewed in the first instance by EITHER the relevant Head of School/Department (or equivalent) and Dean (or designee) OR the University Moderator (in the case of Partner Institutions), who will provide advice on the need for further evidence or documentation required for the application to be successful.

When either the Faculty Dean or the University Moderator has signed the form to indicate their support, the form will be electronically forwarded to the Research Degrees Sub-Committee which will review the documentation and make a final decision. Occasionally the Research Degrees Sub-Committee may ask EITHER the Dean and/or Head of School/Department OR the University Moderator for the Partner Institution to clarify points and/or to add further information before approving the application.

Once approved, the details of each application will be added to the University Supervisory Register, which will be updated on an annual basis.

**AN ELECTRONIC COPY OF THIS FORM, COMPLETE WITH ALL REQUIRED SIGNATURES, WILL BE KEPT ON RECORD CENTRALLY.**

**Document Control**

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| Version 1.2 | Revisions to reflect organisational changes at the University, and to reflect the needs of Partner Institutions.  Approved via Chair’s Action |
| Version 1.1 | Minor Revisions and Reformatting  Approved via Chair’s Action 12/11/13 |
| Version 1.0 | Approved Research Committee 16/10/13 |
| Owned By | University Registrar |

1. The use of external advisors in supervisory teams is unusual at the University but may be required from time to time for subject area or methodological expertise, or it may be used when the research student is a full-time member of Hope’s academic staff and where Hope requires that the supervisory team include an approved research supervisor external to the University. Due to the fact that Directors of Studies need to be fully up-to-date with Hope policies and procedures, external advisers are not eligible for approval as Directors of Studies. [↑](#footnote-ref-1)