FORM RD2

AUTHORISATION FOR RESEARCH STUDENT ADMISSION

**NOTE:** a brief cv must be attached for any proposed team member who has not previously supervised an Edinburgh Napier University research student

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| 1 STUDENT DETAILS | |
| Name | Click or tap here to enter text. |
| Edinburgh Napier number | Click or tap here to enter text. |
| Course/School | Choose an item. |

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| 2 SUPERVISORY TEAM | | | | | | |
| **Position** | **Name, post, department** | Supervisory **Experience** | DBA/  Pr.Doc | PhD | MPhil | MRes |
| Director of  Studies | Click or tap here to enter text. | Completions |  |  |  |  |
| Current students |  |  |  |  |
| Second  supervisor | Click or tap here to enter text. | Completions |  |  |  |  |
| Current students |  |  |  |  |
| Third supervisor | Click or tap here to enter text. | Completions |  |  |  |  |
| Current students |  |  |  |  |
| Independent panel chair | Click or tap here to enter text. | Completions |  |  |  |  |
| Current students |  |  |  |  |

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| 3 PROJECT | |
| Provisional title | Click or tap here to enter text. |
| Brief description | Click or tap here to enter text. |

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| 4 REGISTRATION DETAILS | | | | | |
| **NB:** Standard entry is 01 March or 01 Octoberl. Registration in other months is permitted only in exceptional circumstances, in which case an authorised RD2B must be submitted with this form | | | | | |
| Proposed  start date | Click or tap here to enter text. | Mode of attendance | Choose an item. | Student location during study | Choose an item. |
| *All students must be provided with a standard range of facilities which need not be included on this form. Any special facilities required should be noted below*:  Click or tap here to enter text. | | | | | |
| Name of any collaborating body (formal confirmation from collaborating body must be attached) | | Click or tap here to enter text. | | | |
| 5 INFORMATION ON TUITION FEES, STIPENDS AND STUDENTSHIPS | | | | | |
| **PLEASE READ THESE NOTES AND COMPLETE ALL RELEVANT SECTIONS IN THE TABLES BELOW**  **Folder numbers:** Each School now has one folder to which all PGR fees and stipends will be automatically charged, so there is no need to include folder numbers.  **A standard (full) Edinburgh Napier studentship includes**:   * payment of the **Home rate** of full-time fees for three academic years * **36 monthly stipend payments** at the prevailing rate set by the Research Councils   **Edinburgh Napier sponsored students:**   * This refers to students where Edinburgh Napier has received external funding for a studentship as well as students funded directly by the University. In either case it means that fees or stipend or full studentship will be paid via the School RPG folio. * It will be assumed that fees and stipend are to be paid for the total period of full-time (or part-time) study. If this is not the case, the time period must be clearly stated in the tables below   **Edinburgh Napier “fee waiver” students must be one of these types**:   * Students funded through the Joint Funding Initiative (JFI) * Members of staff undertaking doctoral qualifications (*fees will be charged to the relevant School RPG folder*)   **If the University is not paying tuition fees**, the student will be responsible unless they have an external sponsor, in which case, written confirmation from the sponsor must be provided to Finance by the student. | | | | | |

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| **5 [a] TUITION FEE PAYMENTS : ONE OPTION BELOW MUST BE COMPLETED FOR ALL STUDENTS**   * **If student is OSEAS** and the School will pay only the Home rate, state “HOME RATE” in the first column * Otherwise, where possible use percentages * Only where a specific amount (eg £500 each year) is being paid by the School give the amount * **If the student is self-funded** (or their fees are paid directly by an external body such as an employer or government) enter 100% at line [3] | | |
| **%** (see note above) | *…….. of tuition fees to be charged for the standard registration period or……* | **TIME PERIOD**  (if not standard) |
|  | OF TUITION FEES TO BE CHARGED TO SCHOOL RESEARCH DEGREES FOLDER |  |
|  | OF TUITION FEES SHOULD BE WAIVED BECAUSE OF Choose an item. |  |
|  | **OF TUITION FEES SHOULD BE CHARGED TO THE STUDENT** | |
| ***Writing up fees*** *are not included in a standard studentship. If this studentship pays WU fees put YES here:* | |  |

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| **5 [b] STANDARD STIPEND PAYMENTS : THIS SECTION MUST BE COMPLETED FOR ALL STUDENTS**  ***Note***: a standard stipend is paid for 36 months, at the prevailing rate set by Research Councils UK | |
| 1. SHOULD A STIPEND BE PAID TO THE STUDENT? | Choose an item. |
| 2. IS THIS A STANDARD STIPEND? (If ‘NO’, complete section 5 [c] below) | Choose an item. |

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| **5 [c] NON-STANDARD STIPEND PAYMENTS: details**  ***Note***: please state clearly how much is to be paid, and for how long. (*Examples*: ‘standard stipend for 12 months’; ‘£500 per month for 36 months’; ’Year 1: 1200 per months, Year 2: 1250 per month, Year 3: 1500 per month’) |
| Click or tap here to enter text. |

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| 6 SUPERVISORS’ RECOMMENDATION | |
| APPLICANT NAME | Click or tap here to enter text. |
| **We confirm that**   1. The applicant has the potential to complete a programme of research leading to the award of Choose an item. 2. References**\*\*** have been checked and are satisfactory. 3. Ethical implications of the proposed research project have been considered and discussed with the applicant, within the context of the University’s Code of Practice on Research Ethics and Governance.   **\*\***All references must be written in English and be authored by someone who is indendent of both the interview panel and the proposed supervisory team (RDF, S2.3) | |
| DoS signature  (***must*** be included) |  |
| Print name | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Second supervisor signature  (***should*** be included) |  |
| Print name | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Third supervisor signature  (***should*** be included) |  |
| Print name | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

**NOTE**: Before an offer can be made to the candidate, the Research Admissions Team must have appropriate, signed authorisation. Current lists of authorised signatories are available [here on the intranet](https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/fees-and-stipends.aspx) or from Research Admissions or the Research Degrees Team in RIE.

continue to page 4 for formal approval

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| 7 FORMAL APPROVAL | | |
| APPLICANT NAME | Click or tap here to enter text. | |
| **We confirm that:**   1. All facilities and funding (where provided by the University and as noted at sections 4 and 5 above) required to support the applicant in this programme of research study are available. 2. The applicant should be offered a place as a research student on the terms stated in this form, and registered for a research degree following acceptance of the offer. | | |
| **Authorised signatory 1**  ACADEMIC AUTHORITY  (***must*** be included) | |  |
| Print name | | Click or tap here to enter text. |
| Date | | Click or tap to enter a date. |
| **Authorised signatory 2**  RESOURCE AUTHORITY  (***must*** be included) | |  |
| Print name | | Click or tap here to enter text. |
|  | | Click or tap to enter a date. |

**ONCE COMPLETED AND SIGNED AT SECTIONS 6 and 7 THIS FORM SHOULD BE:**

scanned and emailed to [researchadmissions@napier.ac.uk](mailto:researchadmissions@napier.ac.uk)

**or** posted to Research Admissions, Room 7.B.14, Sighthill Campus