**Appendix D: Research Degree by DL Approval Proforma**

This form enables Schools to outline how they will oversee the management of Research Studies by Distance Learning (DL). The School must evidence that the proposal can be delivered in a Distance Learning environment, and that it has the resources and expertise to support the course and the students enrolled on the course.

Before submitting this form, Schools should familiarise themselves with the following documents:

* Research Degrees by DL – Guidance Document.
* The Quality Assurance Procedures for Taught Courses and Research Awards.
* The Regulations for Awards (Research Degrees).

Once completed the form should be submitted to Graduate Board together with the following supporting documents:

* Confirmation from the Director of Marketing that there is a market for the proposed provision.
* Confirmation from the Dean that there are adequate human resources (academic & professional services) in place to support the proposed delivery and that School resources are in place for supervisors adequately to conduct online meetings.
* Confirmation from the Head of CLS that there are resources in place including software licences to access to the University’s learning resources/journals etc.
* Confirmation from the Head of Researcher Environment that there are adequate resources and capacity to provide core training and development opportunities at a distance; and/or for any campus based delivery planned as part of the attendance requirements.

All staff responsible for both designing and delivering DL provision must first meet the University's training requirement defined by Graduate Board. It is the School’s responsibility to maintain records of staff who have met the training requirements. The Director of Graduate Education should check and confirm that all relevant staff meet the training requirements.

No offers to study can be made until there is an established Supervisory Team in place.

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| **Pro Forma** | **Research Degree by DL** |
| **1** | **Name of School:** |
| **2** | **Name and role of the member of staff submitting the proposal:** |
| **3** | **Subject Area and Qualification:** |
| **4** | **Will the course be available to Full-time and/or Part-time Applicants?** |
|  | **Rationale for the Proposal** |
| **5** | **Rationale for the Proposal**   * *A clear rationale for the proposed distance learning delivery including how the proposal supports the relevant School and University Strategies.* * *An outline of why it is considered important to provide the opportunity to study via DL.* |
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| **6** | **Target Market**   * *Proposed Student Numbers.* * *Provide a description of the target market for the course, including the location of the students and the plans for promoting the award.* |
|  | **Research Environment, Delivery and Support Mechanisms** |
| **7** | **Attendance at Queensgate**   * *What periods and stages of attendance at Queensgate will be required (taking into account the minimum face to face attendance requirements in the Regulations)?* * *Has the School contacted the International Office regarding the visa implications for international research students who may be offered a place?* * *How will the School ensure that research students have access to appropriate workspace and equipment during their time at Queensgate?* |
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| **8** | **Facilities**  *How will the School determine what facilities are required by the research student, and how will it ensure these are provided?* |
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| **9** | **Research Environment**   * *How will the School ensure that a research student by DL will receive a comparable experience to Queensgate based students?* * *How will the School ensure that a robust and suitable research environment will be made available, including opportunities to interact with, and discuss research with, their peers?* |
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| **10** | **Supervision**   * *What is the estimated additional workload for supervisors involved in the provision and how will this be considered for individual supervisors?* * *What methods will be used for supervision and informal progress monitoring, and how will the mode/type of interaction and the frequency of interactions be determined?* |
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| **11** | **Monitoring and Review**   * *How will research student progress be monitored, both formally and informally?* * *How will the School ensure that formal progress reviews take place at the agreed intervals and that the research student attends Huddersfield for progression monitoring whenever possible?* |
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| **12** | **Additional Information** |
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| **DoGE signature:** |  |
| **Date:** |  |

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| **Graduate Board Comments/Approval** |
| *Please use this space to provide any comments relating to the committee’s discussion of the request, or any additional conditions that the School meet as part of the approval.* |
| **Deadline for Conditions to be met by (if applicable):** |
| **Approved by:** |
| **Date of meeting:** |