**Middlesex University**

**Research Degree**

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| |  |  |  | | --- | --- | --- | | **Application for Review Stage 2:**   * **MPhil to PhD** * **ArtsM to ArtsD** * **MProf to DProf** |  | **Student Number:** | |

Review Stage 1

Review Stage 2

VIVA

**For the Degree of \_\_\_\_\_\_\_\_\_\_**

**Faculty of**

You will need to submit a number of documents for this panel. Refer to the links below for the various forms required and guidance. Log into [myUniHub](https://myunihub.mdx.ac.uk/) prior to clicking on links below to gain direct access to the relevant resources:

* [myUniHub](https://myunihub.mdx.ac.uk/)
* [myLearning – Research Area](https://mdx.mrooms.net/course/view.php?id=28655)
* [MORE (Middlesex Online Research Ethics)](https://mdx.mrooms.net/course/view.php?id=12277)
* [Ethical Approval Guidance (MORE)](http://unihub.mdx.ac.uk/your-study/research-at-middlesex/research-ethics)
* [Review Stage 2 Guidance and Form (RS2)](https://mdx.mrooms.net/course/view.php?id=28655&section=4)
* [Researcher Development and Training Guidance/Information (RDT)](https://mdx.mrooms.net/course/view.php?id=28655&section=6)
* [Turnitin](https://mdx.mrooms.net/course/view.php?id=28655&section=17)

**Please provide the following to** [researchdegrees@mdx.ac.uk](mailto:researchdegrees@mdx.ac.uk) **at least two weeks before the panel**:

1. Completed and signed **Review Stage 2 Form** (accessed from myLearning Research Area);
2. A significant body of work demonstrating the status of the research completed to date in a coherent format and to an appropriate standard which demonstrates clearly an adequate understanding, knowledge and justification of appropriate research design and methods (6,000 to 10,000 words or equivalent). In the case of the ArtsM/ArtsD, it should include a significant sample of expert/professional art-making as research.
3. A critical evaluation of research progress to date and a clear explanation of future research to be done, its expected contribution to knowledge and/or new insights and a programme of work for completing the project to the required standard. This can be embedded in the main submission and should be between 3,000 and 6,000 words (or a maximum of 3,000 work commentary on creative process and decision-making in the case of the ArtsD).
4. Updated **ethical approval**, **health and safety risk assessment**, and **data protection checklist** (if necessary) (all accessible via the MORE system). If the MORE form is submitted after the panel, the outcome must be conditional to its approval.
5. **Special equipment and facilities plan** *(Lab or studio-based projects are likely to require an extended plan approved by supervisors/technical managers)*
6. **Researcher Development Plan**, including also the required elements (Via RDT)
7. A reflective account of the researcher development undertaken so far and outlined in the plan (via RDT)
8. **Turn-it-in report** *(if applicable, please discuss with supervisory team)*

***For further information please refer to the Review Stage 2 section of The Postgraduate Researcher Programme Handbook (accessed from mylearning portal on UniHub).***

**Postgraduate Researcher** **to complete Section 1 and 2**

**1 Postgraduate Researcher** **Details**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Title of the Research |  |

**2 Researcher Development**

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| --- | --- |
| **Researcher development -** *See* [*UniHUb for guidance notes*](https://unihub.mdx.ac.uk/study/types/research-at-middlesex/events-and-training) | |
| 1. Have you attached your Researcher Development Plan? |  |
| 1. Confirm you have undertaken at least ONE of the required elements: | * Knowledge in Action Event * Postgraduate Researcher Summer Research Conference * Other impact/engagement * Public Output |
| 1. Please detail your participation your researcher development activities since registration. | Activity/Date(s)/Duration: |
| 1. A reflective account of the researcher development undertaken so far and outlined in the plan (max. 500 words) |  |
|  |  |
| Provide details of any special training, equipment or facilities required | *e.g. specialist training/inductions, access to software/databases/equipment, use of specialist spaces/laboratories, technical staff/other expert support.*  *For research with significant specialist requirements you are advised to add a full* ***technical plan*** *and a timeline as an appendix. This may require approval in your area.* |
| Have your specialist requirements / technical plan been agreed with Supervisors,  Head of Department and/or Technical Manager (as appropriate): | Yes / Pending / Not Applicable |

|  |  |
| --- | --- |
| I have completed and attached the above and confirm I am submitting for Review Stage 2  Signed (postgraduate researcher): | Date: |

**Director of Study/Supervisor to complete Section 3, 4, 5 and 6**

**3 Supervision of Programme of Work**

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| --- | --- | --- |
| **3.1** Director of Studies |  | |
| **3.2** Supervisor(s) | Supervisor 2 | Supervisor 3 |
| **3.3** Details of any other person(s) external to Middlesex University who will act in an advisory capacity |  |  |

**4 Brief Report from the Supervisors**

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| --- | --- |
| **4.1** On the postgraduate researcher’s progress with the approved research programme |  |
| **4.2** On the postgraduate researcher’s progress and engagement with the Researcher Development activities |  |
| **4.3** Any commendations or issues you would like to raise |  |

**5 Recommendation of the Supervisors**

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| --- | --- |
| We support this application and believe that the applicant has the potential to complete successfully the programme of work proposed.  Having considered all aspects of the postgraduate researcher’s progress, we recommend transfer  from to that of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Signed (Director of Studies) | Date |
| Signed (Supervisor) | Date |
| Signed (Supervisor) | Date |

**6 The Panel**

|  |  |
| --- | --- |
| Chair |  |
| Independent Reviewer(s) |  |
| Date of panel |  |

**Panellists Use only**

**Sections 7a & 7b to be completed by the reviewer in preparation for attending the panel and shared with the Chair**

**Section 8 and 9 to be completed after the Review Panel by the Chair.**

**\*NOTE: If result is a *Conditional Pass* the Research Degrees Administration Team will liaise with the Reviewer to complete section 10 via this form or via email confirmation.**

**7a. Reviewer to complete in preparation for the panel**

|  |  |
| --- | --- |
| Is the specialist equipment and facilities plan suitable for the research project proposed? | Yes  /  No / To be determined |
| Have all required researcher development elements been addressed?  *\*refers to post-Sept 2022 (start date) candidates. Advisory for pre-Sept 2022 (start date) candidates* | Yes  /  No / To be determined |
| Is the Researcher Development Plan suitable? | Yes  /  No / To be determined |
| Is the Reflective Account on Researcher Development suitable? | Yes  /  No / To be determined |

**7b. Assessment of the research and report presented (c.500 words)**

|  |
| --- |
| Please comment on the standard of the research presented:  Does the research evidence the potential to make a significant contribution to knowledge by:   1. Discovery of new facts / insights / new synthesis 2. Exercise of independent critical thinking/ creative engagement 3. Does the thesis provide the potential for originality or distinctiveness? 4. Is the thesis satisfactory as regards literary presentation and succinctness? |

**8. Chair to complete**

|  |  |  |  |
| --- | --- | --- | --- |
| Confirmation of the status of the postgraduate researcher’s research ethics and risk assessment applications. Please select the option which best describes the status of the postgraduate researcher’s applications:  **All postgraduate researchers must have applied for ethical approval by this stage.** If they have not applied, please include information as to the reasons.  *\*Letter(s) from the relevant Research Ethics Committee confirming ethical approval, and/or preliminary approval or listing amendments must be submitted with this form.* | | | |
| **Research ethics:** | Approved\* | Under consideration/preliminary approval\* | To be submitted ID number(s)………………………… |
| **Risk assessments:** | Approved | Under consideration | To be submitted |
| **Data protection Checklist:** | Approved | Under consideration | To be submitted |

**9. Outcome of Panel – To be completed by the Chair at Review Stage 2**

|  |  |
| --- | --- |
| **Transfer**    **Conditional Transfer – subject to revisions Date revisions required –**    **Revisions and further panel required Date revisions required –** | |
| **9.1 Please specify revisions/recommendations (including researcher development and ethics) – *this section will be sent to the postgraduate researcher exactly as written*** | |
| **9.2** If the postgraduate researcher is successful please complete the below:  Having considered all aspects of the researcher’s progress, I support the recommendations that Review Stage 2 is complete and the postgraduate researcher can progress  From to that of is approved. | |
| Signed (Chair)  Signed (Independent Reviewer) | Date |

**10 Final outcome – To be completed once revisions have been reviewed**

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| Approval confirmed by Independent reviewer(s)  Signed: | Date: |
| Signed by Chair: | Date: |