

**RECRUITMENT OF RESEARCH STUDENTS TO ACADEMIC OR RESEARCH DEPARTMENTS (Divisions/Institutes/Units)**

**APPLICATION FORM**

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| This form is used to obtain **Approval** for the recruitment of research students to Academic or Research Departments (Divisions/Institutes/Units).  **Guidance**  From time to time, new academic or research units are established by UCL and these units may wish to recruit and register research degree students - the following criteria need to be met in order to do so, and approval granted by Research Degrees Committee before recruitment begins. Where there are not sufficient potential supervisors based in the unit, consideration should be given to place the student or programme in a related and established academic/research unit that has approval to recruit.  This form should be completed and submitted to Academic Services once Department and Faculty approval has been granted. Final approval will be considered by the Chair of Research Degrees Committee (RDC). The Chair may refer matters for wider discussion to the Committee if that is deemed necessary or appropriate, and withhold permission until after Committee discussion and resolution.  Once RDC approval is granted, the department will be informed and will be added to the list of approved units held by Student and Registry Services and available for selection in the Programme Proposal form for new doctoral programmes / MRes that must be completed for each new PGR programme.  This form should be sent to the Senior Policy Advisor (Programme Approval) ([acadserv.pmap@ucl.ac.uk](mailto:acadserv.pmap@ucl.ac.uk)) in Academic Services. Please expand boxes as necessary to input required text. |

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| **1** | **Department details** | |
| 1.1 | Department (Division/Institute/Unit) | |
| 1.2 | Departmental/Divisional Graduate Tutor | |
| 1.3 | Faculty | |
| **2** | **Research environment** | |
| 2.1 | Provide details of the research environment (the general departmental environment and that particular to PGR students). | |
| 2.2 | Provide a brief description of the physical research space and facilities available for PGR students. | |
| 2.3 | Confirm that there are sufficient potential eligible supervisors within the department who can act as principal supervisors. You should mention other groups in UCL engaged in research relating to potential students’ research interests if appropriate. | |
| 2.4 | Confirm that there is a staff/student consultative committee with a PGR representation. | |
| 2.5 | Give the name of the departmental committee that is either solely responsible for the oversight of research degrees or has it as part of its remit. | |
| 2.6 | Provide a brief description of the administrative support for PGR programmes/students. | |
| 2.7 | Provide details of teaching opportunities for PGR students. | |
| **3** | **Approvals** | |
|  | Departmental/Divisional Approval | Name:  Position:  Date: |
|  | Faculty Approval | Name:  Position:  Date: |
|  | Research Degrees Committee Approval | Name:  Position:  Date: |