**Approval of arrangements for PhD by Distance registration**

A Case for PhD by Distance should be made at the time of admission.

Schools are responsible for approving cases for PhD by Distance.

This form needs to be completed by the supervisor and signed by the School Director of Postgraduate Research Studies. ***Please note that all sections must be completed. Where additional information is requested, but not relevant or available, please indicate ‘NA’.***

A signed copy of the form is provided to the student and is retained by the School Postgraduate Research Administrator.

Please refer to [Guidance on PhD by Distance registration](https://www.reading.ac.uk/doctoral-researcher-college/-/media/project/uor-main/schools-departments/graduate-school/documents/pgrphdbydistance-guidance-july2024_final.pdf).

|  |  |
| --- | --- |
| Reading ID No. |   |
| Applicant name |   |
| PhD programme applied for |  |
| Will the student be studying full-time or part-time? |  |
| Name of supervisor(s) at Reading |  |

**Reason(s) why the candidate needs to work away from the University**

Please provide detailed information on the following. More than one reasons may apply.

|  |  |
| --- | --- |
| Candidate has extensive fieldwork element to their research |  |
| Candidate has responsibilities (e.g. caring, employment) that prevent them from attending on campus |  |
| Candidate is already based and/or employed in an environment that is relevant and conducive to research |  |
| Candidate does not reside within travelling distance of the University |  |
| Candidate is based in a UK research organisation/institution with a UoR collaborative agreement in place |  |
| Other |  |

**Eligibility Criteria for PhD by Distance**

Please confirm and provide further details on how the candidate meets the following criteria:

|  |  |
| --- | --- |
| The candidate meets the [University’s entry requirements](https://www.reading.ac.uk/doctoral-researcher-college/doctoral-opportunities/how-to-apply). These are the same as campus-based PhDs |  |
| The research project can be undertaken successfully by distance; regular access to campus is not essential for successful completion of the research |  |
| The candidate can demonstrate they have the time to undertake a PhD on the selected mode (FT or PT). Part-time doctoral study at Reading typically equates to between 50% and 60% of Full-time |  |
| The candidate has independent access to the resources needed to successfully complete their research |  |
| The candidate is well motivated to work alone. They understand that By Distance Registration is not an online learning programme and has reduced access to campus training |  |
| The School and the Candidate have discussed the suitability of their research project and personal circumstances for study by distance |  |
| The Candidate and the School have decided whether access is required to support from a local supervisor or mentor with experience in the academic field |  |
| Any other relevant information in support of the candidate’s eligibility for a PhD By Distance |  |

**Skills training and Learning Needs Analysis**

Please confirm and provide information on the candidate’s skills training needs and how these will be met on a PhD By Distance registration.

|  |  |
| --- | --- |
| The candidate and the School have discussed the candidate’s skills training needs both in terms of generic and subject specific training and are both satisfied that these can be met on a PhD by Distance registration(Please delete as appropriate) | YES NO |
| The candidate has completed a Learning Needs Analysis (please delete as appropriate) | YESNO |
| The candidate and the School have discussed any requirements for taught module registration and assessment and have taken into consideration any limitations of ‘By Distance’ registration impacting online timetabling, attendance, and assessment(please delete as appropriate) | YESNO |
| Please provide further information on training where relevant and appropriate  |  |

**Supervision Arrangements**

Please provide information on the supervision arrangements for the candidate

|  |  |
| --- | --- |
| The candidate has been made aware that the ultimate responsibility for their supervision and training and for ensuring that their thesis is submitted on time and is of an appropriate standard rests primarily with the University supervisor(please delete as appropriate) | YESNO |
| The candidate and the supervisor have discussed and agreed on the following:* The responsibilities of both sides during the period that the student is studying away from the University
* How the supervisory relationship will work
* How communications will be maintained
* The timing, duration and funding of any supervisory visit
 | YESNO |
| Will the candidate have a local supervisor or mentor? If so, please provide further information on the support the student will receive from a local supervisor or mentor. |  |
| If a candidate has a local supervisor, will a formal co-supervision arrangement be required? |  |

**Other considerations**

Please confirm and provide further information on :

|  |  |
| --- | --- |
| How will the School make available a suitable research environment, including opportunities for off-campus students to discuss their research, and interact and network with their peers? |  |
| Will there be a need for a [material transfer agreement](https://www.reading.ac.uk/research-services/research-contracts/faq/additional-information-on-agreement-types)?(please delete as appropriate) | YESNO |
| Any further comments/considerations |  |

|  |  |
| --- | --- |
| **Completed by Supervisor****Name:**   | **Date:** |

|  |  |
| --- | --- |
| **Approved by the School Director of Postgraduate Research Studies****Name:****Signature:** | **Date:** |