Annex 1

Appendix 1: Application for Approval of Registration and Staff Fee Remission

**Notes:**

Before completing this form, applicants should:

(i) Read Annex 1: *PhD Awarded on the Basis of Published Works (Staff)* of the Regulations for Research Courses of Study for guidance

(ii) Consider the procedures outlined at page 4 of this application form.

The process of application and registration under Annex 1: *PhD Awarded on the Basis of Published Works (Staff)* of the Regulations for Research Courses of Study is managed by the Graduate and Researcher College. Applicants are advised to contact the Graduate and Researcher College (email: [kentgrc@kent.ac.uk](mailto:kentgrc@kent.ac.uk)) for advice and guidance before applying.

# SECTION 1

**(For completion by the candidate)**

**FAMILY NAME:**

**TITLE (delete as appropriate):** Mr/Mrs/Miss/Ms/Dr/Professor/Other (please state)

**OTHER NAMES:**

**Employment Details:**

Institution: University of Kent

School:

Division:

Date Employment Began: \_\_\_\_/\_\_\_\_/\_\_\_\_

Open Ended/Fixed Term (delete as appropriate)

If Fixed Term, Date Ends: \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title:

Full-Time/Part-Time (delete as appropriate)

If part-time, please state fte:

Part-time Course Title:

Signed:

Date:

# SECTION 2

**(For completion by the relevant Divisional Director of Graduate Studies and PG Student Experience)**

I fully support this candidate’s application for registration on the above named course on a part-time basis and I am requesting that the Dean of the Graduate and Researcher College approve a reduction in the period of registration to (state number of) months and a tuition fee waiver under Annex 1: *PhD Awarded on the Basis of Published Works (Staff)*.

I request that the candidate’s registration commences on (state date) and the expected completion date will, therefore, be (state date)

The focus of the candidate’s research will be in the same area as their current research within the School/Division and will draw on publications in this area.

(State name) has agreed to act as supervisor/academic adviser to the candidate during the period of registration.

The length[[1]](#footnote-2) of the supporting statement accompanying the published works will be (provide details)

Additional points (if applicable):

**Divisional Director of Graduate Studies and PG Student Experience**

Name:

Signature:

Date:

# Office Use Only

**Graduate and Researcher College Administration**

I confirm that this member of staff has applied for full remission of fees and reduction in registration under Annex 1: *PhD Awarded on the Basis of Published Works (Staff)* of the Regulations for Research Courses of Study

Name:

Date:

Post:

Signature:

**Human Resources**

I confirm that the above employment details are correct and the member of staff is eligible for staff fee remission.

Name:

Date:

Post:

Signature:

**Dean of the Graduate and Researcher College**

I approve the reduction in the period of registration and full remission of fees as outlined above.

Name:

Date:

Post:

Signature:

**Finance Office**

Date the approved form was received by Finance:

# Application Process

1. Any staff member interested in undertaking a research degree under Annex 1: *PhD Awarded on the Basis of Published Works (Staff)* of the Regulations for Research Courses of Study should read these regulations carefully in advance of making an application.
2. The process of application and registration under the Regulations for Research Courses of Study (Special Provisions for Members of Staff of the University) is managed by the Graduate and Researcher College. Applicants are advised to contact the Graduate and Researcher College (email: [graduateschool@kent.ac.uk](mailto:graduateschool@kent.ac.uk)) for advice and guidance before applying.
3. The staff member should discuss the proposal with their Divisional Director of Graduate Studies and PG Student Experience who will need to support their application to undertake a research degree under the *Special Provisions for Members of Staff of the University*. The staff member should confirm that the Divisional Director of Graduate Studies and PG Student Experience is supportive of the application and willing to complete the attached application form recommending (i) the candidate’s registration, (ii) a reduction in registration period and (iii) fee remission. The form will also need to confirm that a supervisor or academic adviser has been appointed to assist the candidate in the preparation of their thesis.
4. Once the staff member has confirmed that the Divisional Director of Graduate Studies and PG Student Experience is supportive of the application, they should complete section 1 of the above form and arrange for the Divisional Director of Graduate Studies and PG Student Experience to complete section 2. The completed form should then be sent to Graduate and Researcher College administration.
5. A member of Graduate and Researcher College administration will check the form, sign it and send it to the Learning and Development Manager (in Human Resources) who will confirm that the employment details are correct and that the member of staff is eligible for staff fee remission.
6. Once Human Resources has confirmed that the staff member is eligible for fee remission, the form will be returned to the Graduate and Researcher College who will arrange for this to be considered for approval by the Dean of the Graduate and Researcher College as soon as possible.
7. Once the application, including the reduction in the period of registration and fee remission, has been approved by the Dean of the Graduate and Researcher College a member of Graduate and Researcher College administration will (i) arrange for the fee remission form (and accompanying paperwork) to be sent to Finance; and (ii) send a formal communication to the candidate to confirm that their fee remission has been granted. The candidate will then be required to complete [a postgraduate application form](https://www.kent.ac.uk/courses/postgraduate/apply) online to allow the student record to be set up.

1. Please note that the standard length of a supporting statement is 12,000 words, but the School/Division may agree to this being increased to a maximum of 30,000 words in cases where the published work is based on practice or practice as research. Please see section 1.3 of Annex 1: *PhD Awarded on the Basis of Published Works (Staff)*. [↑](#footnote-ref-2)