**DUBLIN CITY UNIVERSITY**

**INSTITUTE OF EDUCATION**

**Supervisor Guidelines on processing applications for Postgraduate Research Studies (Masters/ PhD by Research)**

**Background to new postgraduate research applications process[[1]](#footnote-1)**

The DCU institute of Education (IoE) is likely to attract significant numbers of applicants for Masters by research/ PhD studies from within and beyond Ireland in the coming years. The processing of these applications will necessitate the involvement of staff (interested in acting as potential supervisors) from six different schools and/ or research centres within the Institute, and possibly staff from other units affiliated with the Institute. As a result of this, there is now a recognised need for centralised tracking and monitoring of the progress of Masters by research / PhD applications, and quality assurance of research proposals at a Faculty level, *pre-PAC* (thus, before applicants formally submit their application through the Postgraduate Applications Centre, PAC).

A new role has been approved, namely the Chair of Postgraduate Studies by Research (CRS), whose responsibilities includes providing advice and guidance to potential applicants, current postgraduate research students and staff, on all university regulations, processes and other matters connected with applying for, progression in, and/ or examination of, Masters by research/ PhD studies. Importantly, the Chair of Postgraduate Studies by Research will also be actively engaged in fostering a sense of community among the postgraduate research population across the Institute. The CRS has academic oversight of the administrative system for recording and tracking pre-PAC applicant’s progress. This administrative system is used to record for example: *Student name, proposed Supervisor/s, Lead Supervisor [School], Status of application [Under Review by Supervisor, Under Review by Faculty Research Admissions Board, Completed], and FINAL Decision [Progressed to PAC/ Refused].* The CRS also regularly updates Heads of Schools of staff members engaged in processing postgraduate research applications.

In addition, a new structure called the **Faculty Research Admissions Panel** (FRAP) has been developed specifically to review research proposals for Masters by research/ PhD studies at a Faculty level, with the aim of contributing to quality assurance within the postgraduate research application process and to build research capacity among staff of the Institute. The Faculty Research Admissions Panel[[2]](#footnote-2) comprises:

* **Chair:** Chair of Postgraduate Studies by Research (CPSR), or Nominee,
* **Potential Supervisor/s** of applicant, and,
* **One representative from each School** of the DCU Institute of Education (6 in total)[[3]](#footnote-3)

The FRAP committee will be convened a minimum of 5 times per academic year to review research proposals. Decision making within FRAP will result from a consensus building process, with the final outcomes resulting in the applicant being informed of one of the following: Approval to process to PAC (with/ without minor recommendations); OR Requirement to resubmit to FRAP (with major recommendations); OR Not approved (Recommendation to Withdraw from Postgraduate Research Application process at this time). Applications will not be processed within PAC unless they have been endorsed by the FRAP committee.

**Supervisor Guide to Postgraduate Research Admissions Process**

*1This information will be used to keep track of postgraduate research submissions being processed by the DCU Institute of Education.*

*2The Head of School of the (lead) principal supervisor reviews supervisory arrangements for postgraduate research applicant, and can only approve PAC applications that have been endorsed by Faculty Research Admissions Panel.*

*Please contact Chair of Postgraduate Studies by Research, Dr. Zita Lysaght,* for information ([Zita.Lysaght@dcu.ie](mailto:Zita.Lysaght@dcu.ie))

**Postgraduate Research Proposal FORM**

*Please discuss this Postgraduate Research Proposal with your proposed supervisor/s and send the final version by email to your proposed supervisor, and the Chair of Postgraduate Studies by Research. This proposal must be received by the Chair of Postgraduate Studies by Research at least two weeks in advance of the Faculty Research Admissions Panel meetings. The outcome will be communicated to both the applicant and the proposed supervisor/s within one week of the FRAP meeting.* ***Please ensure to TYPE information into the spaces provided below – handwritten applications will not be accepted.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant Personal Information** | | | | | |
| **Applicant Name:** |  | | | | |
| **Applicant Address:** |  | | | | |
| **Applicant Phone (mobile/ home):** |  | | | | |
| **Applicant Phone (work):** |  | | | | |
| **Applicant Email:** |  | | | | |
| **Applicant Nationality:** |  | | | | |
| **English Language Competency (if non-native English speakers)** *If non-native English speaker, please tick to indicate whether you have/ have not the minimum competence in English Language, as specified in DCU regulations for non-native English speakers.*  [**https://www.dcu.ie/registry/english.shtml**](https://www.dcu.ie/registry/english.shtml) | *Please tick:*  **YES []**  **NO []** | | | | |
| **Date of Application Submission:** |  | | | | |
| **Re-submission of Application:** | **Is this a re-submission of the Research Proposal: (please tick)**  **YES [] NO []** | | | | |
| **Details of Third Level Qualifications and Relevant Professional Experience:** | | | | | |
|  | **Undergraduate Degree** | | | **Postgraduate Degree** | **Other** |
| Title of Award |  | | |  |  |
| Level/Class of Award (H1,H2.1,H2.2, H3, Pass) |  | | |  |  |
| Name of Awarding Body & Institution Attended |  | | |  |  |
| Taught or Research programme |  | | |  |  |
| Period of Attendance |  | | |  |  |
| Date of Award |  | | |  |  |
| Main Subjects Studied |  | | |  |  |
| Relevant Professional Experience:  Please list any relevant work and professional experience. |  | | | | |
| **Research Programme** | | | | | |
| **Research Programme of Study:** | **Please tick (as appropriate):**  [] Masters by Research Full-time [2 years]  [] Masters by Research Part-time [3 years]  [] PhD by Research Full-time [4 years]  [] PhD by Research Part-time [5-6 years] | | | | |
| **Expected Date of Entry to postgraduate Research programme in DCU: (Month/ Year)** |  | | | | |
| **Proposed Research Supervisor/s:** | **Proposed Supervisor/s** | | | | **Name of School** |
| 1 |  | | |  |
| 2 |  | | |  |
| 3 |  | | |  |
| **Proposed Supervisor Support:** | **Please indicate if proposed principal supervisor has agreed to support this research proposal:**  **YES [] No []**  **[Proposals that do not have the support of a principal supervisor will not be processed by the Faculty Research Admissions Panel.]** | | | | |
| **References** | | | | | |
| **Please provide the name and contact details of at least two people who can provide academic references** | | | | | |
|  | | |  | | |

|  |
| --- |
| **POSTGRADUATE RESEARCH PROPOSAL FORM**  **RESEARCH PROPOSAL[[4]](#footnote-4)** |
| **Section One: Overview of Proposed Research Study (max. 300 words in length)** |
|  |
| **Section Two: Preliminary Literature Review (max. 900 words in length**) |
|  |
| **Section Three: Proposed Research Methodology (max. 700 words in length)** |
|  |
| **Section Four: Reason for choosing DCU Institute of Education (max. 100 words in length)** |
|  |
| **Section Five: Preliminary Bibliography (no word limit)** |
|  |

**DECLARATION:** I certify that the information given in this document is correct.

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submit FINAL version of the Postgraduate Research Proposal Form to the Faculty Research Admissions Panel, via the Chair of Postgraduate Studies by Research, Dr Zita Lysaght** ([zita.lysaght@dcu.ie](mailto:zita.lysaght@dcu.ie)).

**DUBLIN CITY UNIVERSITY INSTITUTE OF EDUCATION**

**Writing a Research Proposal for Postgraduate Research Study**

As part of your application to any of the masters/ PhD by research programmes at DCU Institute of Education, you are required to complete a research proposal. In this proposal, you describe the research study you plan to undertake. As such, it is a vital part of your application process.

The research proposal involves a considerable amount of preparation. You will generally be expected to have refined your initial research ideas through critical analysis of some of the academic literature relevant to your topic. You will also be expected to have reflected on the nature of your proposed research and its potential impact/s. In this document, we present a set of guidelines to show you what is involved in the writing of a research proposal and to help you structure your research proposal effectively.

**What should the research proposal consist of?**

In essence, your research proposal should answer three questions:

* What do you want to investigate?
* Why do you want to investigate it?
* How are you going to investigate it?

Your aim is to demonstrate that you have begun the process of refining your ideas for a research topic and that you have the capability to research at the level of the programme. One of the ways to demonstrate this is to show how your research idea relates to published research. You need also to show that you have given some thought as to why your research ideas are worth researching.

**How should the research proposal be structured?**

Please see below the structure for the research proposal. There are five main sections, as outlined:

***Section One: Overview of Proposed Research Study*** (max. 300 words in length)

In this section, you should aim to give a clear, concise description of your research idea. You will need to articulate aims and objectives of your research study, and compose key research question/s that will be explored in your study. Think about and respond to the following:

* What is this a study of? What do you want to investigate?
* Why do you feel your research topic and proposed study is important?
* What are the aims and objectives of the research study?
* What are the research question/s?

This requires some skill in writing economically and you may find it easier to complete this section after you have written a draft of the full proposal.

***Section Two: Preliminary Literature Review*** (max. 900 words in length)

In this section you will describe the relationship between your research study and existing research. Try to respond to the following points/ questions. They are designed to make you think about the relationship between the existing academic literature (academic books, papers, etc.) and your own research idea.

* Are there research studies that have been undertaken in the target area/s of interest? What have been the main findings from these studies? Explain how these research studies/ findings have informed or may inform your proposed research study.
* Suggest how your research study/ project could make a new contribution to knowledge. Try to explain how your research study is expected to add to, develop, or, indeed, challenge, the state-of-the-art (literature/ research) in your area/s of interest for this study. For example: Outline expected contributions to existing academic knowledge, existing theories, methodology, practice and/ or policy.

**Section Three: Proposed Research Methodology** (max. 700 words in length)

In this section, you should provide a general overview of the proposed research methodology. Within this section, please respond to the following, as they should help clarify your proposed research approach:

* *What type of study do you intend? Quantitative study/ Qualitative study/ Both, etc.*
* *Who do you expect to gather data from in order to explore the research question/s? Think about* whose opinions, attitudes, dispositions, beliefs, practices, actions etc. need to be garnered (for example: *Teachers, Trainers, trainees, learners, policy-makers, etc.), and how many will be needed.*
* *How do you expect to collect the data (for example: Data can be collected using a diverse range of tools, such as Surveys, Interviews, Focus groups, Observations, Statistical information from web engines, etc.)? When might you collect this data? Will there be a number of phases of data collection and analysis?*
* *Are there Ethical, Political, Access or other considerations that you think you may need to address? Explain.*

**Section Four: Reason for choosing DCU Institute of Education** (max. 100 words in length)

In this section, you should explain why you want to engage in research within the DCU Institute of Education.

**Section Five: Preliminary Bibliography** (no word limit)

In this section, you should give an alphabetical list of all published material you have read on the issue you intend researching. For the most part, you should confine your reading to academic research published in academic books and journals. (This section is not included in the total word count for the research proposal).

It should be noted that this research proposal format may not be appropriate for articulating all types of research initiatives – for example, it may not be suitable (in its entirety) for articulating research of theoretical/ philosophical nature. The FRAP panel require any deviation from this guiding framework for research proposal to be accompanied by an explanation/ sound rationale as to why a different structure for the research proposal was required.

**Relevant Dates:**

Please see Appendix A for Research Proposal submissions dates to Faculty Research Admissions Panel for 2017:

|  |  |  |
| --- | --- | --- |
|  | **Deadline for Research Proposal Submission to FRAP (Email directly to Zita.Lysaght@dcu.ie)** | **Date of Faculty Research Admissions Panel Meetings** |
| 1 | March 22nd, 2017 | March 29th, 2017 |
| 2 | May 3rd, 2017 | May 10th, 2017 |
| 3 | May 31st, 2017 | June 7th, 2017 |
| 4 | August 31st,, 2017 | September 6th, 2017 |
| 5 | November 1st, 2017 | November 8th, 2017 |

Applicants will be notified of the outcome of their research proposal assessment within one week of the relevant FRAP meeting. Applicants should submit their PAC Application as soon as they are advised that their research proposal has the support of the Faculty Research Admissions Panel.

**FRAP Guide to assessing a Masters By Research/ PhD proposal**

The Faculty Research Admissions Panel must take cognisance that the postgraduate research proposal is an entry-level submission in their assessment of research applications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant Name:** | |  | **Applicant Email address:** | |
| **Date of Application Submission:** | |  | **Re-submission: YES** [] **NO** [] | |
|  | **GUIDING CRITERIA CHECKLIST[[5]](#footnote-5)** | | **Decision** |
| **Applicant Academic Qualifications** | Applicant has indicated that s/he has the minimum requirements for entry onto the chosen Postgraduate Research programme. | | YES/NO |
| **Applicant Language Competency (if non-native English speaker)** | Applicant has indicated that s/he has the minimum requirements in English language competency as outlined by DCU. | | YES/ NO[[6]](#footnote-6) |
| ***Section One: Overview of Proposed Research Study*** | Aims & objectives of research study, and key area/s of interest for study are clearly outlined. | | YES/ NO |
| Research question/s outlined are satisfactory. | | YES/ NO |
| Rationale and/ or Justification for this study is clear. | | YES/ NO |
| ***Sections Two & Five: Preliminary Literature Review/ Bibliography*** | Satisfactory reference to existing research studies in the area/s of interest. | | YES/ NO |
| Satisfactory reference to how the review of research studies/ findings has informed the proposed research study. | | YES/ NO |
| Satisfactory reference to the expected contribution of the proposed research. | | YES/ NO |
| **Section Three: Proposed Research Methodology** | Proposed Research methodology/ approach stated – Qualitative, Quantitative, Mixed methods, etc. | | YES/ NO |
| Potential participants (target group/s, individuals), and/ or policies, processes, practices, etc., to be investigated, have been identified. | | YES/ NO |
| Satisfactory reference to data collection tools that have the potential to be used in the research study. | | YES/ NO |
| Satisfactory reference to potential challenges or issues (ethical, political, access, etc.). | | YES/ NO |
| **Section Four: Reason for choosing DCU Institute of Education** | Reasons for choosing DCU Institute of Education and Supervisor/s etc. clearly explained. | | YES/ NO |

**Outcome of the Faculty Research Admissions Panel Meeting**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Applicant Name:** |  | **Applicant Email address:** |
| **Date of Application Submission:** |  | **Re-submission: YES** [] **NO** [] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Research Supervisor/s:** | **Proposed Supervisor/s** | | **School** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

|  |  |
| --- | --- |
| **Decision of Faculty Research Admissions Panel (FRAP)** | **Please Tick** |
| *The applicant has approval from FRAP to proceed with this application through PAC to the University.* |  |
| *The applicant has approval from FRAP to proceed with this application through PAC to the University, having addressed the following (minor recommendations):* |  |
| *The applicant does not have approval from FRAP to proceed with this application through PAC to the University at this time, but is invited to resubmit to FRAP at a later stage, having addressed the following (major recommendations):* |  |
| *The applicant does not have approval from FRAP to proceed any further with this application at this time, and is recommended to withdraw from the postgraduate research admissions process.* |  |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signed by the Chair of Postgraduate Studies by Research, or nominee, on behalf of the Faculty Research Admissions Panel. **The** Chair of Postgraduate Studies by Research, **will communicate the FRAP outcome to the applicant and the relevant Head of School, and record the outcome in the central research admissions tracking system. A letter of offer to progress to PAC (valid for 12months) will be provided to those applicants, whose applications have been endorsed by FRAP.**

**APPENDIX B**

**Entry Requirements for Postgraduate Research Studies and PAC Codes for DCU Institute of Education**

**Entry Requirements for Postgraduate Research Studies**

To register for a Postgraduate Research programme, a candidate must normally have obtained a primary degree classification equivalent to Lower Second Class Honours or above, from an approved University or an approved equivalent degree-awarding body, or have an approved equivalent professional qualification in an area cognate to the proposed research topic.

* **PhD:** Candidates holding an appropriate Master's degree obtained by research may apply for direct entry to the PhD register to conduct research in a cognate area.
* **PhD-track:** Candidates with a taught Master's degree in an appropriate discipline with first- or second-class honours, and candidates with a primary degree in an appropriate discipline with first- or second-class honours, grade one, may apply and be considered for entry to the PhD-track register with a view to proceeding towards a PhD. Such candidates will undergo a confirmation procedure, as outlined in the [Academic Regulations](https://www4.dcu.ie/registry/regulations/postgraduate_regulations.shtml), before being admitted to the PhD register.
* **Master's by Research:** Candidates holding a primary degree equivalent to a second-class honours, grade two, may apply for entry on the research Master's register. Students on the Master's register may apply for transfer to the PhD Register under the same conditions, and using the same procedure, as PhD-track candidates requesting confirmation on the PhD register.

**PAC Codes**

Please see below the PAC Codes for Postgraduate Research programmes in the DCU Institute of Education. Please note that there is a separate code for Masters/PhD-track/ PhD within each school. Please advise potential applicants that they must choose the PAC code associated with the School of the (lead) Principal supervisor.

|  |  |
| --- | --- |
| **PAC Code** | **Title of Research Programme** |
| [**DCE10**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD Arts Education & Movement (Full-Time) |
| [**DCE11**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD Arts Education & Movement (Part-Time) |
| [**DCE12**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA Arts Education & Movement (Full-Time) |
| [**DCE13**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA Arts Education & Movement (Part-Time) |
| [**DCE14**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track Arts Education & Movement (Full-Time) |
| [**DCE15**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track Arts Education & Movement (Part-Time) |
|  |  |
| [**DCE16**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD School of Inclusive Education (Full-Time) |
| [**DCE17**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD School of Inclusive Education (Part-Time) |
| [**DCE18**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA School of Inclusive Education (Full-Time) |
| [**DCE19**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA School of Inclusive Education (Part-Time) |
| [**DCE20**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track School of Inclusive Education (Full-Time) |
| [**DCE21**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track School of Inclusive Education (Part-Time) |
|  |  |
| [**DCE22**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD Human Development (Full-Time) |
| [**DCE23**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD Human Development (Part-Time) |
| [**DCE24**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA Human Development (Full-Time) |
| [**DCE25**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA Human Development (Part-Time) |
| [**DCE26**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track Human Development (Full-Time) |
| [**DCE27**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track Human Development (Part-Time) |
|  |  |
| [**DCE28**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD Lang, Lit & Early Childhood Ed (Full-Time) |
| [**DCE29**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD Lang, Lit & Early Childhood Ed (Part-Time) |
| [**DCE30**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA Lang, Lit & Early Childhood Ed (Full-Time) |
| [**DCE31**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA Lang, Lit & Early Childhood Ed (Part-Time) |
| [**DCE32**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track Lang, Lit & Early Childhood Ed (Full-Time) |
| [**DCE33**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track Lang, Lit & Early Childhood Ed (Part-Time) |
|  |  |
| [**DCE34**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD Policy & Professional Practice (Full-Time) |
| [**DCE35**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD Policy & Professional Practice (Part-Time) |
| [**DCE36**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA Policy & Professional Practice (Full-Time) |
| [**DCE37**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA Policy & Professional Practice (Part-Time) |
| [**DCE38**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track Policy & Professional Practice (Full-Time) |
| [**DCE39**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track Policy & Professional Practice (Part-Time) |
|  |  |
| [**DCE40**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD STEM Education, Innovation and Global Studies (Full-Time) |
| [**DCE41**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD STEM Education, Innovation and Global Studies (Part-Time) |
| [**DCE42**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA- STEM Education, Innovation and Global Studies (Full-Time) |
| [**DCE43**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | MA STEM Education, Innovation and Global Studies (Part-Time) |
| [**DCE44**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track STEM Education, Innovation and Global Studies (Full-Time) |
| [**DCE45**](http://www.pac.ie/courses/courses.php?inst=dc&mode=r&nat=eu) | PhD-track STEM Education, Innovation and Global Studies (Part-Time) |
|  |  |

1. This process is only applicable for Masters by Research/ PhD applications. Professional doctorate applications process is detailed elsewhere. [↑](#footnote-ref-1)
2. If there are fewer than 3 committee members (excluding supervisor/s) who have supervised two or more doctoral level students to completion, then staff with this supervisory experience will be recruited to the FRAP panel. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. It should be noted that this research proposal format may not be appropriate for articulating all types of research initiatives – for example, it may not be suitable (in its entirety) for articulating research of theoretical/ philosophical nature. The FRAP panel require any deviation from this guiding framework for research proposal to be accompanied by an explanation/ sound rationale as to why a different structure for the research proposal was required. [↑](#footnote-ref-4)
5. The expectation is the FRAP panel will normally reach consensus on whether the research proposal has responded to a satisfactory degree (YES) or not (NO) to the criteria on this checklist, and this can inform further discussion and consensus building on whether the application is: Approved with/ without minor recommendations; or Requires resubmission to FRAP (subject to major revisions); or Not approved (recommendation to withdraw from postgraduate research application process at this time).

   *It should be noted that the Postgraduate research proposal format and associated criteria checklist above, may not be appropriate for articulation and review of all types or modes of research initiatives – for example, it may not be suitable (in its entirety) for articulating research of theoretical/ philosophical nature. In the event of submission of a non-standard research proposal format, the FRAP panel will review the explanation/ rationale as to why a different structure for the research proposal was required, and reach consensus on whether the research proposal has been articulated to a satisfactory degree.* [↑](#footnote-ref-5)
6. Note: Conditional Offer can be made to applicant who states that s/he does not meet the minimum English language criteria, so a NO response in this section alone does not merit rejection of the application. [↑](#footnote-ref-6)