Ministry Development Team

## Research Degrees Panel application form

**This form gives the headings to be used in making applications to the RDP**

*Notes:*

1. *Discussion needs to take place between the candidate, the diocese and training institution before Section A can be completed as an agreed statement.*
2. *It is important that all the paperwork is forwarded to the Ministry Development Team in good time. A timetable for applications is issued each year.*
3. *Guidance on drawing up applications for doctorates is now provided – see separate paper on the website.*
4. *The candidate’s consent for data held for the purpose of this application.*

**Name of candidate:**

**Present address, telephone number and e-mail address for contact:**

**Sponsoring Diocese:**

**Theological Education Institution:**

## Section A: Agreed statement by candidate, DDO and training institution

1. How many years in ordination training was the candidate allocated on entry into training?
2. If additional time in training is being requested, how many additional years are being asked for?
3. What degree is being applied for, and through what university? (e.g. Nottingham MPhil., Cambridge Ph.D, Middlesex MA)
4. What is the minimum period of registration for the proposed degree?
5. What is the actual proposed period of study? (Give no. of years and start and end dates)
6. Is the proposed period of study to be full or part time?
7. Is it intended that the candidate should continue work on the degree after ordination?
	1. If so, does the candidate have the backing of the sponsoring/ordaining bishop for this?
	2. Or if the candidate is to be released, does the candidate understand that continuation of the degree is subject to the agreement of the ordaining bishop and any IME Phase 2 requirements?
8. What is the length of the research thesis to be written for the degree?
9. If the proposed degree is a master’s degree (MA, MPhil., etc.), does it involve a taught as well as a research component?
10. If so, what percentage of the final assessment of the degree is formed by the research component?
11. What is the title/area of the research project to be undertaken?
12. Has a formal application to the relevant university already been made? With what outcome?
13. Who is the candidate’s proposed supervisor?

## Section B: Supporting papers to be provided by candidate, diocese and training institution

**B1. BY THE CANDIDATE**

1. Please give brief details of your CV for the period since you filled your registration form (or equivalent) for your selection conference
2. An academic transcript of results of previous degree(s)
3. A rationale for the proposed research
4. An example of the candidate’s work

**Declaration re personal data:**

The Ministry Development Team will use the personal information which we hold about you (supplied by you, your sponsoring diocese, your referees, your training institution) to enable you to be assessed by the Research Degrees Panel and, where appropriate, to assist in making arrangements for your training and financial support.

We will share your information as necessary with members and staff of the Panel, with your sponsoring diocese and with any training institution related to this request.

I agree that the Ministry Development Team may use my personal information as described above.

Signed: Date:

**B2 BY THE DIOCESE**

1. A statement from the DDO outlining the reasons for the application in the light of the category ‘Potential Theological Educator’ and of the candidate’s intended future ministry
2. A statement of costs – please distinguish as applicable between
	1. academic fees charged by the university
	2. formation costs charged by the TEI to support the candidate’s broader ministerial education
	3. college maintenance/accommodation
	4. family maintenance
3. Statement on applications to other possible sources e.g., Arts and Humanities Research Council; trust funds; self-funding
4. A note on the funding being requested from the Ministry Development Team
5. Will maintenance be provided by diocesan support and if so at what level?

**B3 BY THE TRAINING INSTITUTION**

1. Proposals regarding the candidate’s programme of training with particular reference to the relationship of ministerial formation and academic study
2. A statement about the candidate in the light of the category of Potential Theological Educator and in terms of future ministry
3. Academic reference: a statement from the candidate’s academic supervisor in the academy (or other competent person, where the supervisor is not known); this should address the importance of the research to be undertaken and the potential of the candidate.

*Please return the completed application by email to* *david.hanson@churchofengland.org*

David Hanson, RDP Panel Secretary, Ministry Development Team, Church House, Great Smith Street, London, SW1P 3AZ