IMPORTANT NOTICE:

If a level III candidate has already commenced or wishes to submit a previously completed piece of work/study/audit it must be adjusted & updated in accordance with the Level III Accreditation of Prior Learning (APL) guidelines before submitting as part of an APL level III portfolio.

Please refer to the BAHT level III APL Guidelines

YOU DO NOT NEED THIS DOCUMENT

British Association of Hand Therapists (BAHT)

## LEVEL III

## Project Application Form

 (You DO NOT require these guidelines if you are completing the Nottingham University MSc Injection therapy module, Brunel MSc Hand Therapy Module or Ulster MSc Hand Therapy module)



Revised April 2023

This document replaces all previous versions.

Copyright British Association of Hand Therapists

**Appendix 1 – Study Proposal Guidelines**

All proposals should be made on the standard BAHT level III project proposal application form (see appendix 2). The form comprises of sections A to G. A word format of this document can be found on the BAHT website – educational & courses: the BAHT education process (Route to AHT).

Submission guidelines for the application form:

* Please complete **ALL** sections of the application form including personal contact details as requested & email an electronic copy to baht.level3@gmail.com & bahthandtherapy@gmail.com Please ensure you also include a short CV for both the candidate & supervisor.
* Please post a copy of the application form **ONLY** including sections A-E to the BAHT Secretary (Eve Dunn, BAHT, 52 Kingsland, Shotley, Suffolk IP12 1SZ). *PLEASE ensure you remove any personal identification information i.e. name, email address, postal address and place of work.* Please note registration fee payment must be included before the ESC can consider your application.

##### Section A: Title

**Section B: Project Summary**

**Section C: Background to the Project**

The details of the project should be set out as follows:

1. **Literature review** – give a concise summary of the existing state of knowledge in the field.
2. **Problem statement** – using two or three sentences give a statement of the existing problem & the purpose of the study.
3. **Hypothesis / research question (if applicable)** – state clearly & unambiguously your hypothesis & research question.
4. **Definitions of terms** – provide definitions of any terms that will be used in the study.
5. **Limitations** – list the factors, which may limit the scope of the study.

###### **Section D:** **Plan of Investigation**

The details of the plan of investigation should be set out as follows:

1. **Study design / method** – describe the kind of research design & / or study method that is to be employed to test the hypothesis, answer the research question or problem (s) identified).
2. **Measurement device / instrument** - describe the tools that will be used to collect the relevant data for your study. Indicate rationale for selecting them & also any shortcomings they may have which could impose limitations on the study.
3. **Sample selection (if applicable)** – describe exactly how you will select the sample for the study & the number of participants you will use. Identify the method to be used. Indicate how the anonymity & confidentiality of the participants will be ensured & how the rights of human participants will be protected.
4. **Data collection & procedure** – describe in detail exactly how you plan to carry out the study.
5. **Data analysis (if applicable)** – give an indication of the measures that will be utilized to analyse data collected.
6. **Timescale** – give a brief project timetable. (Between registration date & the submission of the completed assignment, a time limit of 12 months is observed).
7. **Local Research Ethics Committee (LREC) –** approval has to be obtained & evidence provided of this.

**Section E: References**

1. Use Vancouver referencing format.
2. Only key references are required in the proposal.

**Section F: Declaration**

* The applicant MUST sign this section.
* Please complete **ALL** sections of the application form including personal contact details as requested & email an electronic copy to baht.level3@gmail.com & bahthandtherapy@gmail.com Please ensure you also include a short CV for both the candidate & supervisor.
* A copy of the completed application form **ONLY** including sections A-E & a Brief CV including details of courses completed should be returned to the BAHT Education Sub-Committee Secretary (Eve Dunn, BAHT, 52 Kingsland, Shotley, Suffolk IP12 1SZ). *PLEASE ensure you remove any personal identification information i.e. name, email address, postal address and place of work from the application form.*
* Please note registration fee payment must be made before the ESC can consider your application.
	+ Fees must be paid electronically by BACS transfer or over the phone by phoning the BAHT secretary. Cheques can no longer be accepted by BAHT.
		- **Eve Dunn** (Clerical and Admin Assistance, BAHT)
		- **WORKING HOURS**: Monday to Thursday 1-5.30pm, Friday 12-2pm
		- **Tel:**01473 788 554
		- Email: bahthandtherapy@gmail.com
* The proposal will be considered at the next BAHT Education Sub Committee meeting.
* Confirmation will be received of receipt of the proposal with an anticipated date of reply from the BAHT ESC.

**Section G: Previous Accreditation Points**

* Dates, courses &/or APL of previously acquired BAHT points.

**Appendix 2 – Level III Application Form**

*A word format of this document can be found on the BAHT website – educational & courses: the BAHT education process (Route to AHT).*

Please complete this form & tick the checklist below to ensure you have included all the information required. Please follow the submission guidelines for the application process within the BAHT level III Project Guidelines.

 🞏 £30 application fee

□ BACS Transfer □ Phone

Date Paid: …………………. BACS Reference: ……………………

 🞏 Level III Project Application Form

🞏 Short CV of candidate

🞏 Name of Supervisor

🞏 Short CV of Supervisor

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Place of work** |  |
| **Position** |  |

#### Section A: Title

|  |
| --- |
|  |
|  |
|  |
|  |

#### Section B: Summary

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Section C: Background to the Project**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Section D: Plan of investigation**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Section E: References**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Section F: Declaration by applicant**

|  |
| --- |
| ***‘I declare that the information given on this form is complete & correct’.*** |
| **Signature:** |
| **Full Name:** |
| **Date:** |

**Supervisor**

|  |
| --- |
| ***‘I declare that I support this application.’*** |
| **Signature:** |
| **Full Name:** |
| **Address:** |
| **Date:** |

**NOTE:**

* **Candidate & Supervisor to submit a CV with Registration Form**
* **Original signed forms are required for the registration form**
* **No paperwork will be returned - please keep copies**
* **NOTE: Please ensure registration fee (£30-00) is made**

**Section G: Previously Acquired BAHT Accreditation Points**

|  |  |  |
| --- | --- | --- |
|  | **Course / Accreditation of Prior Learning (APL)*****Title & Venue*** | **Date** |
| **Level I** |  |  |
| **Level II** |  |  |
| **Level II** |  |  |
| **Level II** |  |  |
| **Others** |  |  |

**Appendix 3 – Plagiarism / Statement of Ownership Form**

Plagiarism is intellectual theft & is a serious form of cheating. It is the act of presenting as one’s own, the ideas (including images & designs), discoveries or judgements of another person. To copy extracts without full acknowledgement (whatever the medium in which the text or image is stored), from someone else’s work & to thereby convey the impression that they are one’s own is plagiarism. So is the paraphrasing – restating in one’s own words – of someone else’s ideas without full acknowledgement. We all utilise the ideas of others; we have a most serious obligation to acknowledge them meticulously.

**Plagiarism / Statement of Ownership**

A declaration of academic integrity

“I have read & understood the regulations on plagiarism & the work submitted is my own”

**Candidates Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Supervisors Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**TO BE SUBMITTED WITH COMPLETED PROJECT**

Any queries regarding the BAHT level III process email:

baht.level3@gmail.com

# All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise, without permission of the British Association of Hand Therapists