Guidance: [Selection and Admission of Research Students - Information Booklet](https://moodle.port.ac.uk/mod/resource/view.php?id=2095208).

**Section A: Application Overview and Interview Decision Form**

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| --- | --- | --- | --- | --- | --- |
| **Postgraduate research student information** | | | | | |
| Name: |  | | Student ID Number: |  | |
| Award: | PhD / MPhil / MD / ID / Prof Doc | | Dept/School: |  | |
| Fee Category: | Home / EU / International / Channel Is. | | Project Code (if applicable): |  | |
| Intake: | Oct / Feb / April / June | | Mode: | Full Time / Part Time | |
| Registration Type: | On-Campus / Distance Learning / Collaborative Programme (e.g. Split Site, Off-Campus) | | | | |
| **Application form completion check** | | | | | |
| Formal applications must be completed and supporting documentation provided to allow the Admissions Panel to consider the application and decide whether the applicant should be interviewed. | | | | | |
| Application form and supporting documents checked by: | |  | | | Date: |
| **Documents received and reviewed:** | | | | | |
| Application form complete? | | Yes / No | | | |
| Qualification certificates provided? | | Yes / No | | | |
| Two references provided? | | Yes / No | | | |
| IELTS or equivalent met? | | Yes / No / NA | | | |
| IELTS could be higher or lower than 6.5 if approved by Academic Council: see the [Selection and Admission of Research Students booklet](https://moodle.port.ac.uk/mod/resource/view.php?id=2095208) and [Regulations, Admissions 3.1 English Language Qualification](https://policies.docstore.port.ac.uk/policy-115.pdf) | | | | | |
| **Research proposal or project code:** | | | | | |
| Research proposal provided: | | Yes / No | | | |
| Project code (if provided): | |  | | | |
| Other evidence – please give details: | |  | | | |

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| **Application Evaluation** | | |
| Evaluated by: |  | Date: |
| Suitable topic area for Dept/School? | Yes – high-priority research area  Yes – other area  Maybe – more information required  No | |
| Applicant has relevant qualifications and/or work experience? | Yes – Master’s degree in subject area  Yes – 1st or 2:1 Bachelor’s degree in subject area  Yes – considerable work experience in subject area  Maybe – more information required  No | |
| English language status: | Yes – native English speaker  Yes – non-native but holding a first degree from a UK University, taught and assessed in English  Yes – has IELTS ≥ 6.5 with no profile 0.5 lower, or equivalent  Yes – alternative IELTS or equivalent approved for course by Academic Council  No | |
| References: | 2  1 academic reference(s) positive about PhD  2  1 academic reference(s) neutral about PhD  2  1 non-academic reference(s) positive  2  1 non-academic reference(s) neutral  2  1 poor reference(s) | |
| Personal Statement  Motivation and preparedness for undertaking research programme: | Yes – motivation & preparedness  Yes – motivation  Yes – preparedness  Maybe – motivation (to be followed up at interview)  Maybe – preparedness (to be followed up at interview)  No | |

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| **Professional Doctorate Only:** | | | | |
| Recognition of Prior/Certified Learning ([Policy of Recognition by Prior Learning](https://policies.docstore.port.ac.uk/policy-018.pdf?_ga=2.16516850.594132534.1639384685-882973448.1639384685)) | | | | |
| Does applicant have additional qualifications and/or appropriate professional training or experience which could be considered for exemption on any taught modules? | | Yes  Maybe (to be followed up at interview)  No | | |
| Place of work and current level/grade: | |  | | |
| **International Students** | | | |
| Please be aware of the requirements and timescales for [Student Visas](https://www.port.ac.uk/study/international-students/visa-advice) and the [Academic Technology Approval Scheme](https://www.port.ac.uk/study/international-students/visa-advice/academic-tech-approval-scheme) (ATAS). | | | |
| **Decision** | | | |
| Needs further supporting documentation | Date requested: | | Date provided: |
| Invite for interview | Date invitation sent: | | |
| Refer to another department | Dept name: | | Date referred: |
| Reject | Date student contacted: | | |
| Other action required | Description: | | |
| **Brief reasons for decision** | | | |
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**Section B: Interview Record and Evaluation**

Interview to be conducted by a panel consisting of at least the potential First Supervisor, and the panel Chair. The interview would normally begin with introductions and asking the candidate why they wish to study for a research degree. After a discussion of the candidate’s background and qualifications, the proposed research should be discussed. All essential information should then be provided to the candidate and any other relevant checks made.

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| **Interview Record** | | | | | | | |
| Date of Interview: |  | | Time of Interview: |  | | | |
| Format of Interview: | Face to Face / Online / Hybrid / Telephone / Extensive written/email | | | | | | |
| **Interview Panel Names** | | | | | | | |
| Potential First Supervisor: |  | Panel Chair:  Other Interviewer(s): | |  | | | |
| **Research Proposal (or predefined project proposal)** | | | | | | | |
| Discuss the proposal fully with the candidate, including the ethical requirements for the research project (see [Regulations for Research Degrees](https://policies.docstore.port.ac.uk/policy-115.pdf).)  If the application is for a predefined project, please comment below on the candidate’s suitability.  If the application is for a self-defined project, but the proposal is not acceptable, please identify reasons as follows in the box below:   1. Topic outside the scope of the department. 2. Department does not have the expertise required to supervise. 3. Poorly drafted proposal. Do you want the proposal redrafted? If yes, please write to the candidate providing advice on how they should revise the proposal and a date for resubmission. 4. Distance Learning candidate does not have access to necessary resources to complete. 5. Other (Please specify). | | | | | | | |
| **Comments:** | | | | | | | |
|  | | | | | | | |
| **Check List – Applicant Suitability** | | | | | **Yes** | **Maybe** | **No** |
| Suitable topic area for Dept/School? | | | | |  |  |  |
| Suitable supervisors can be identified? | | | | |  |  |  |
| Communication skills of good standard? | | | | |  |  |  |
| Has good level of confidence? | | | | |  |  |  |
| Demonstrates analytical skills relevant to subject area? | | | | |  |  |  |
| Shows understanding of and commitment to doctorate degree study? | | | | |  |  |  |
| Applicant has relevant qualifications and/or work experience? | | | | |  |  |  |
| English language skills sufficiently good? | | | | |  |  |  |
| Confirmed the funding arrangements, particularly if the candidate is self-financing? | | | | |  |  |  |
| Applicant has the motivation, preparedness and potential to complete the research programme? | | | | |  |  |  |
| If a distance learning, off-campus or part-time candidate, do they have access to the necessary online and physical resources to complete? | | | | |  |  |  |
| Other criteria (please define) | | | | |  |  |  |
| **Comments:** | | | | | | | |
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**Section C: Interview Required Information Checklist**

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| **Check List – during the interview, you must discuss with the applicant:** | **Yes/No** |
| The research training programme and requirement to undertake any internal or external research training to successfully complete. Inform applicant of bursary for conference attendance. |  |
| Mandatory live or virtual attendance at the Graduate School, Faculty and Department Induction sessions, as well as a supervisory team induction meeting to include the [Induction Checklist.](https://moodle.port.ac.uk/mod/page/view.php?id=840454) |  |
| Responsibilities and demands of the research degree, and the expected registration period including completion/submission dates. |  |
| Expected working hours, attendance and the leave entitlement. |  |
| Whether teaching opportunities will be available. |  |
| Access to the facilities and equipment available to students in the relevant mode of study e.g. for full time students, access to a desk and computer; for distance learning, off-campus and part-time students, that they will have appropriate online and physical access. |  |
| Research integrity, ethical approval, and intellectual property rights. |  |
| Additional costs such as bench fees (where relevant, it is vital student is aware of the full cost). |  |
| If relevant, ensure the applicant has access to the following documents:   1. University [Regulations for Research Degrees](https://policies.docstore.port.ac.uk/policy-115.pdf); 2. [Research Degrees Operational Handbook](https://guidelines.docstore.port.ac.uk/ResearchDegreeOperationalHandbook.pdf); 3. [Policy of Recognition by Prior Learning](https://policies.docstore.port.ac.uk/policy-018.pdf) (where applicable); 4. [General support for students](https://myport.port.ac.uk/guidance-and-support) available; 5. [Tuition Fees Policy](https://www.port.ac.uk/about-us/structure-and-governance/legal/terms-and-conditions/tuition-fees-terms-and-conditions) and potential access to [Funding & Financial Support](https://www.port.ac.uk/study/postgraduate-research/funding-your-research-degree). |  |
| **Professional Doctorates Only:** | |
| If the applicant has additional qualifications and/or appropriate professional training or experience which could be considered for exemption on any taught module, have you discussed whether Recognition by Prior Learning (RPL) is to be claimed and the process **and additional fee** for the consideration of the RPL? |  |
| Is the applicant employed in a relevant area of professional practice that will enable them to achieve the programme learning outcomes? |  |

**Section D: Final check and decision form**

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| --- | --- |
| **Final Checks** | |
| Have you received two acceptable references? | YES/ NO |
| **DISTANCE LEARNING OR OFF-CAMPUS**: if the student is **not** going to be studying on campus, have they provided sufficient assurances that they have access to the necessary resources to complete the degree?  Where applicable, please refer to the [Academic Partnerships Policy](https://policies.docstore.port.ac.uk/policy-021.pdf?_ga=2.43172067.754999947.1641804751-1960821222.1624287937) or the [Code of Practice for Work Based and Placement Learning](https://policies.docstore.port.ac.uk/policy-151.pdf?_ga=2.42061667.754999947.1641804751-1960821222.1624287937). | YES/ NO/ NA |
| **Panel comments on the application and candidate’s performance at the interview:** | |
|  | |

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| --- | --- |
| **Decision** | **Yes / No / Further detail** |
| Make offer - unconditional |  |
| Make offer - conditional | Condition: |
| Put on hold | Reason: |
| Refer to another department | Reason: |
| Reject | Reason: |
| Panel Chair or First Supervisor to:   1. contact the student with the outcome of the interview and upload your decision with the application form; 2. complete the RSR form if making an offer; 3. complete sections A-D and return them with the application form to the administrative contact. | |