IR (09/20)

**NTU DOCTORAL SCHOOL: Interview Record Form**

**INTERVIEW DETAILS**

|  |  |
| --- | --- |
| Name of applicant |  |
| Interview date |  |
| Telephone number or video calling platform address (for telephone or video calling platforms interviews): |  |
| Names of members of the interview panel:  Please see guidance notes at the end of this document in reference to protocol for interviews [NOTE 1] |  |
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**PROGRAMME AND FEE STATUS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme:  Please circle one of the options | PhD | | | |
| Doctorate by Published, Established and Creative Works | | | |
| Professional Doctorate: please indicate which title: | | | |
| Mode of study | FT | | PT | |
| Fee status | Overseas | | Home/EU | |
| Source of funding |  | | | |
| Bench fees (ADB, ARES, or SST PhDs) | NO - Not needed | | YES - Needed  Please give details below | |
| *If bench fees are needed, please indicate approximate level in Pounds Sterling and provide breakdown:*  *Note: For applicants sponsored by Overseas governments, books, attending conferences and purchase of computers or laptops should not be included in Bench fees* | Materials and Consumables: | | £ | |
| Equipment and/or hardware purchase: | | £ | |
| Equipment and/or facilities usage: | | £ | |
| Software: | | £ | |
| Training: | | £ | |
| Data Sources: | | £ | |
| Other – please specify: | | £ | |
| TOTAL: | | £ | |
| The normal expectation is that the same level of Bench fee is charged in years 1 – 3 for FT candidates and years 1 – 6 for PT candidates, if this differs for this candidate, please provide details: | |  | | |
| Does the candidates have access to adequate financial support for tuition fees and living costs? [Applies only to PhDs]  [Please also refer to NOTE 2 at end of form] | | YES | | NO |
| Comments: | | |

**ENTRY PROFILE/EVIDENCE OF SUITABILITY FOR ADMISSION**

*Please answer each of the sections covering details of experience, expertise, skills and understanding. Answers in less than 30 words are unlikely to provide sufficient evidence that admissions criteria have been met.*

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| --- | --- | --- | --- |
| Have UK NARIC equivalences of all non-UK qualifications been checked and found to be appropriate? (NTU Doctoral School can assist) | | YES | NO |
| Does the applicant meet our minimum entry requirements? | | YES | NO |
| Is the doctoral candidate embarking on research in a field that is likely to yield a viable research project? | | YES | NO |
| Details of highest relevant qualification(s) including suitability for admission: |  | | |
| Details of the applicant’s motivation for, and aptitude for, doctoral level study: |  | | |
| Details of relevant professional experience and expertise: |  | | |
| Details of theoretical understanding and evidence of ability to develop the required level of academic rigour for doctoral level research: |  | | |
| Details of current transferable skills, for example, research methods, analytical, communications, and information management skills: |  | | |

**TRAINING NEEDS ASSESSMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Confirm that the applicant has been informed that participation in our NTU **Doctorate*Plus* Programme** (support, training and personal development) is compulsory for all PhD candidates | | YES | NO | N/A |
| Confirm that the applicant has been informed that **ProfD Workshop** attendance is compulsory for all Professional Doctorate candidates | | YES | NO | N/A |
| Confirm that the applicant has been informed that **Workshop** and **group supervision** attendance is encouraged for all DPsych candidates | | YES | NO | N/A |
| **Transferable skills training needs**  Includes Communication skills, computer and I.T. skills, Research Methods |  | | | |
| **Subject/discipline specific training needs**  Please include list of specific additional subject/discipline training modules that must be attended |  | | | |

**RESOURCE REQUIREMENTS FOR PROJECT**

|  |  |  |  |
| --- | --- | --- | --- |
| Are all appropriate research and infrastructure resources in place? | | YES | NO |
| Can the University provide appropriate facilities for the conduct of scholarly research for the proposed project (e.g. number of field trips necessary, specialist equipment/software needed for the research)? | | YES | NO |
| Please include an estimate of expected costs of any equipment, and separate estimates for total field trip funding needed: |  | | |
| Please give details of any specific extra library resources that will be required, such as specialist databases: |  | | |
| Please give details of any Collaborating Establishment and indicate whether a formal letter of collaboration support has been obtained: |  | | |
| Are there any health & safety implications for the project? | | YES | NO |
| If Yes, please provide details of the support and processes that will be put in place to ensure that a risk assessment is carried out and acted upon. Has a risk assessment been undertaken and logged with the safety office? |  | | |
| Is NTU ethical approval required for the project? | | YES | NO |
| Is external (e.g. NHS) ethical approval required for the project? | | YES | NO |
| Has ethical approval, including the likely timescales involved, been discussed with the applicant? | | YES | NO |
| If needed, please provide further comments in relation to obtaining ethical approval: |  | | |

**INTELLECTUAL PROPERTY**

|  |  |  |  |
| --- | --- | --- | --- |
| Confirm that the applicant has been informed about the University’s IP policy and where this can be accessed | | YES | NO |
| How is the project being funded?  *e.g. Outline whether funding is being provided in whole or in part by any 3rd party (commercial, research council, grant etc) or whether the* candidate *is self-funded or receiving university support (e.g. Centrally Funded studentship or similar)* |  | | |
| If the project is funded (wholly or partly) by a 3rd party is there an appropriate agreement in place which addresses funding, intellectual property ownership and exploitation, confidentiality and publication? | | YES | NO |

**DECISION**

|  |  |  |
| --- | --- | --- |
| Is the project aligned with an area of research strength or an area identified for strategic expansion in the School Research Plan? | YES | NO |

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| --- | --- | --- | --- | --- |
| Is expert supervision available in this field of research? | | | YES | NO |
| If Yes, please provisionally allocate | Director of Studies / Lead Supervisor: |  | | |
| Co-Supervisor 1: |  | | |
| Co-Supervisor 2: |  | | |
| Advisor(s): |  | | |

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| --- | --- | --- |
| For applicants for a competitive fully or part-funded PhD studentships, please indicate whether the candidate’s permission has been sought to offer a place for a self-funded position if their funded application is unsuccessful | YES | NO |

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| --- | --- |
| **Outcome of interview:**  Select one of the four options and cross out the other three options | **Unconditional offer** |
| **Conditional offer** |
| **Rejection** |
| **On hold awaiting further information** |

|  |  |
| --- | --- |
| Please indicate the proposed start date:  Please circle one of the five options and cross out the other options. For ProfD please state the start date. | PhD start date: 01 October |
| PhD start date: 05 January |
| PhD start date: 01 April |
| PhD start date: 27 June |
| Or state other start date: |

|  |  |
| --- | --- |
| If offer is conditional please indicate conditions:  Please circle all of the options that are applicable and cross out the other options | Qualifications pending |
| Two suitable references |
| Suitable project proposal |
| English language requirement |
| Disclosure and Barring Service Check |

|  |  |
| --- | --- |
| If further information has been requested from the applicant by the interview panel before and offer is confirmed, please provide details: |  |

**SUPERVISORY TEAM DETAILS**

(Required when an offer is recommended. Please complete the information below where available unless the NTU Doctoral School already has this information)

*The expected minimum requirement is that all supervision teams should have a minimum of 2 NTU supervisors. Supervisory teams for doctoral candidates should have experience of supervising at least one doctoral candidate to the successful completion of a UK research degree of equivalent international qualification, and where required have suitable professional knowledge and experience.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Director of Studies** | As 1st Supervisor | | | As Co-Supervisor | | |
| MPhil | PhD | Prof D | MPhil | PhD | Prof D |
| Candidates previously supervised to successful completion |  |  |  |  |  |  |
| Candidates currently under supervision |  |  |  |  |  |  |
| Candidates currently  writing up |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Co-Supervisor 1** | As 1st Supervisor | | | As Co-Supervisor | | |
| MPhil | PhD | Prof D | MPhil | PhD | Prof D |
| Candidates previously supervised to successful completion |  |  |  |  |  |  |
| Candidates currently under supervision |  |  |  |  |  |  |
| Candidates currently  writing up |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Co-Supervisor 2** | As 1st Supervisor | | | As Co-Supervisor | | |
| MPhil | PhD | Prof D | MPhil | PhD | Prof D |
| Candidates previously supervised to successful completion |  |  |  |  |  |  |
| Candidates currently under supervision |  |  |  |  |  |  |
| Candidates currently  writing up |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **External Co-Supervisor** | As 1st Supervisor | | | As Co-Supervisor | | |
| MPhil | PhD | Prof D | MPhil | PhD | Prof D |
| Candidates previously supervised to successful completion |  |  |  |  |  |  |
| Candidates currently under supervision |  |  |  |  |  |  |
| Candidates currently  writing up |  |  |  |  |  |  |
| **Name and title** |  | | | | | |
| **Employing Institution** |  | | | | | |
| **Current Position** |  | | | | | |

**PROJECT DETAILS AND SIGNATURE**

|  |  |
| --- | --- |
| Subject Discipline Area: |  |
| JACS Code: |  |
| Project Title: |  |
| ATAS Description this should be a brief description of the project and the techniques that will be used by the candidate: |  |
| Chair of Interview Panel Name: |  |
| Signature: |  |
| Date: |  |

### **NOTE 1: Protocol for Interviews**

For consistency and fairness to candidates when setting up and conducting a research degree interview we recommend the following best practice:

* Where interviews take place with applicants in order to make judgements about admissions, Academic Schools will ensure that the staff involved have the appropriate training to undertake such interviews. Interviews must take place before an offer of a place on a postgraduate research course is made.
* The Chair of the interview panel is selected in line with university processes and takes an overview of the quality and standard of the candidate, as well as ensuring that the assessment processes operate rigorously, fairly, reliably and consistently. They may not necessarily be called upon for specialist discipline knowledge, but for knowledge of regulations, procedures, policy and to ensure the interview adheres to equal opportunities.
* Interviews should take place in a suitable room, with the necessary equipment for presentations, if appropriate.
* It is advised that if there is doubt over verification of the applicant for telephone interviews that video calling is used to overcome this issue.

Postgraduate Research Tutors (for PhDs) and Professional Doctorate course leaders act as admissions tutors from the appropriate Academic School and take the lead in the admission decision making process. All decisions are monitored centrally to ensure regulatory compliance, fairness and consistency.”

**NOTE 2: Tuition fee**

* For International candidates who are applying for an NTU PhD Studentship, a stipend will be provided per annum for 3 years, and Home/EU tuition fees. Successful International candidates will be liable for the difference between Home/EU and International fees.
* Candidates who are unable to pay their tuition fees will have their enrolment terminated and their registration on a research degree programme will be at risk.
* Interviewees may ask about working part-time to pay these fees. They should be advised that the expectation is that a full-time candidate should normally devote on average at least 35 hours per week to the research.
* Student visas may permit candidates to work, but please refer to the Research Degree Handbook; Full-time postgraduate research candidates should not undertake any form of employment without the consent of their Director of Studies.

In **CST** and **AADH** full-time doctoral candidates should not undertake more than 6 hours of class contact (including preparation time) in any 1 week and on average 3 hours per week per year (up to a maximum of approximately 180 hours a year). In **BLSS** full-time doctoral candidates should not undertake more than 3 hours of class contact teaching in any 1 week (up to a maximum of 90 hours each year).

**Transfer In Applications – Guidance Notes**

Section 11 of the NTU Quality Handbook states:

* 1. All prospective transfer candidates are interviewed by the receiving Academic School.

6.2 Applicants who have already entered the completion year phase will not be admitted.

6.3 Where an applicant is admitted to a later point in the doctoral programme, then the registration period is adjusted accordingly.

Where PGR Tutors receive applications from candidates who wish to transfer in, the following needs to be checked:

|  |  |
| --- | --- |
|  | Yes/No |
| Applicant has provided letter from current institution indicating the dates they were registered there, and whether this was FT or PT. |  |
| Application has provided evidence of progression from current institution. |  |
| A supervisory team is in place for the applicant at NTU that meets the requirements of the NTU Research Degree Regulations. |  |
| ADRs have agreed that the project aligns with NTU Research Strategy and REF submission expectations. |  |

At interview, the following points need to be made clear to the applicant:

|  |  |
| --- | --- |
|  | Clearly covered at interview |
| Registration will be for the remainder of the maximum registration period taking into account the period studied at the previous institution. |  |
| Full fees will be charged for the duration of the registration period at NTU (pro-rata as appropriate). |  |
| Applicants who require a visa to study in the UK will need to ensure that they have this in place. |  |
| All students who are admitted as a transfer in are required to go through the full Project Approval process, including obtaining any ethical approval that is required through NTU systems |  |
| Applicant has been informed that they will be required to obtain and provide a letter of release from current institution before any unconditional offer letter can be made. |  |

*Sheet to be fully completed and returned to the NTU Doctoral School along with an accompanying Interview Record Form.*