**Research degree admissions interview checklist**

The chair of the interview panel should complete this checklist only for interviews conducted outside the HR recruitment process i.e. **all except** GTA.

The department/faculty should already have completed a **shortlisting checklist (RO-GRA-15F)**, so the applicant should only be interviewed if they are eligible to join an Edge Hill research degree.

**Offers cannot be sent until the Graduate School has the shortlisting checklist and, where applicable, this interview checklist.**

**Please complete all required sections.**

1. The interview

|  |  |
| --- | --- |
| **Applicant name:** | Click here to enter text. |
| **Intended research area:** | Choose an item. |
| **Programme & mode of study:[[1]](#footnote-1)** | Choose an item. |
| **Interview date:** | Click here to enter a date. |
| **Panel chair:** | Click here to enter text. |
| **Panel members:** | Click here to enter text. |

1. The applicant

|  |  |  |  |
| --- | --- | --- | --- |
| **Accommodation support requested?****[[2]](#footnote-2)** | Choose an item. | | |
| **Nationality:** | Choose an item. | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| Language proficiency | | | |
| Applicants whose first language is not English or who originate from countries whose national language is not English are required to demonstrate English language proficiency to minimum standards.[[3]](#footnote-3) This is normally assessed by the Graduate School in advance of interviews being offered. Please use this section to add any further details.  **The applicant must be able to evidence this proficiency (e.g. by providing the necessary test results) before an offer can be sent.** | | | |
| **Any further details related to language proficiency** | | Choose an item. | |
| ATAS | | | |
| Academic Technology Approval Scheme clearance is required by **all international PGRs** hoping to study for a Postgraduate qualification in *certain* sensitive subjects.[[4]](#footnote-4)  The need for ATAS is not limited to Tier 4 applicants and is also required by those with existing immigration permissions. The ATAS application must be made before CAS can be issued.  Applicants should have been informed upon application to Edge Hill University if they need to apply for an ATAS certificate but please complete this section so the International team can be sure the information has been captured. | | | |
| **Is the project in an ATAS-relevant subject?** | | | Choose an item. |
| **If yes, please provide the CAH3 code[[5]](#footnote-5) for the applicant:**  *Admissions require this code to proceed with any offer. Prospective supervisory teams should provide this information. Please refer to the footnote to view the list of codes.* | | | Click here to enter text. |

1. The recommendation

*If the panel* ***rejects*** *the applicant, no interview checklist is needed; please simply notify* ***i)*** *the applicant, and* ***ii)*** *Admissions Office (UK/EU) or International Office (non-EU), and* ***iii)*** *Graduate School.*

|  |  |
| --- | --- |
|  | Unconditional offer for the following entry point: Click here to enter text. |
|  | Conditional offer (**MRes only or self-funded PhD**; please specify below).[[6]](#footnote-6) |
|  | For the following entry point: Click here to enter text. |
|  | Reject application (please provide feedback for the candidate below) |
|  | Decision pending (please specify below) |
| **Please specify the condition(s) of the offer or reason(s) for a pending decision, or rejected application, below:**  Click here to enter text. | |

1. Departmental resource and funding requirements

Accepting a PGR commits the department/faculty to providing the resources required for the PGR to be able to complete the research - there is no central funding source for this.

Please provide a list of expected costs of any specific resource requirements integral to this project e.g. fieldwork, new equipment, etc.:

Click here to enter text.

1. What happens next?

|  |
| --- |
| * Please return this checklist to [GraduateSchoolAdmissions@edgehill.ac.uk](mailto:GraduateSchoolAdmissions@edgehill.ac.uk) to recommend an offer of a place. * Offers can **only** be made via the Graduate School following checks by the Graduate School, the Admissions Office and the International Team. * The Graduate School will contact the relevant other areas of the University to request information/inform them of the applicable requirements. * All new PGRs must ensure their availability for: * The mandatory research degree induction programme during the first week of term, which includes enrolment on the research degree; * The mandatory researcher development programme every week during the first term. * The Graduate School will contact all successful applicants with induction information. * The details of any PGRs offered a place will be reported to GSBoS. |

|  |  |
| --- | --- |
| *cid:image003.png@01D3FC1C.F50B03E0* | At Edge Hill, we are committed to respecting and protecting your personal information. To find ways in which the Graduate School uses your data, please see <https://www.edgehill.ac.uk/document/data-protection-policy/> |

*Template updated: 17 August 2022*

1. **All** part-time **PhD** applications **must** have been approved by the PVC (Research) **before** inviting the applicant to interview or any subsequent offer may be withdrawn. Does not apply to MRes or professional doctorate. [↑](#footnote-ref-1)
2. Allocation will depend on availability and is not guaranteed; Applicable to any GTA or non-UK applicant; International team will arrange accommodation support for all PGRs from outside the EU [↑](#footnote-ref-2)
3. <https://www.edgehill.ac.uk/departments/support/international/applying/> [↑](#footnote-ref-3)
4. <https://www.edgehill.ac.uk/departments/support/international/visas/> [↑](#footnote-ref-4)
5. <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas> [↑](#footnote-ref-5)
6. English language proficiency or meeting UK visa requirements for international applications should **not** be considered a condition in this sense. A conditional offer would normally be for the successful completion of a first degree *prior to the MRes start date*. [↑](#footnote-ref-6)