**Doctor of Education Interview Proforma and Admission Approval Form**

**Part 1** of this form should be completed for all applicants.

**Part 2** should be completed for candidates for whom a recommendation to offer a place is being made.

The chair of the interview panel should complete the form and forward it to the School Postgraduate Research Lead for approval within **five** working days of the interview. The School Postgraduate Research Lead should submit the form to Registry ([research@yorksj.ac.uk](mailto:research@yorksj.ac.uk)) within **three** working days of receipt.

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| **PART 1: Interview Proforma *(please complete for ALL research degree interviews)*** | | | | | | |
| **School** | | Education, Language & Psychology | | | |  |
| **Professional Doctorate Programme** | | Education | | | |  |
| **Mode of study** | | Part time | | | |  |
| **Applicant’s full legal name** | |  | | | | |
| **Student number** | |  | | | | |
| **Interview date** | |  | | | | |
| **Interviewers**  *(Minimum of* ***two*** *interviewers required)* | | Interviewer One (chair) | |  | | |
| Interviewer Two | |  | | |
| **Others present at interview** | |  | | | | |
|  | | | | | | |
| Does the candidate meet the entry requirements for research degrees? | | | Yes / No | | | |
| Did the candidate discuss a relevant and feasible research topic? | | | Yes / No | | | |
| Are there any aspects of the proposed research that the chair of the interviewer panel wishes to bring to the attention of the SPGRL or Research Degrees Committee? | | | Yes / No *(if yes, please state below)* | | | |
| **Decision**  *(please delete as appropriate)* | Acceptance recommended | | Conditions: | | | |
| Reject | | Reasons: | | | |
| **Feedback statement**  *(must be completed for ‘reject’ decisions – please note that the text provided here will be given to the applicant)* | | |  | | | |
| **Chair of Interview Panel** | Signature | | | | Date | |
| **School Postgraduate Research Lead** | Signature | | | | Date | |

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| **PART 2: Admission Approval Form *(to be completed for applicants being recommended for acceptance – this section may be deleted if the decision of the interview panel was to reject the applicant)*** | | |
| **Proposed Start Date** |  | |
| **Subject area** |  | |
| **Possible research topic/question (if specified)** |  | |
| **Personal statement** (paste a copy of the candidate’s personal statement below) | | |
|  | | |
| Head of Programme for this Award | |  |
| Other students in this subject area to provide peer support | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Finance** | Self funded | |  | Studentship | |  |
| Studentship/Scholarship  *Please provide further information below (A)* | |  | Academic Associate post  *Please provide further information below (B)* | |  |
| Employer funded  *Please provide further information below (C)* | |  | YSJU staff fee remission  *Please provide further information below (D)* | |  |
| Other  *Please provide further information below (E)* | | | | |  |
| 1. If Studentship/Scholarship, please provide details of the title of the scholarship (e.g. 50:50, HESPAL), the name of funding body or bodies, the proportion that will be funded, and whether funding will cover fees only or include a stipend: | | | | | | |
| 1. If Academic Associate post, please supply details and budget code: | | | | | | |
| 1. If Employer funded, please supply official confirmation (e.g. letter of award) of funding including contact details and address for the invoice to be sent to: | | | | | | |
| 1. If YSJU staff fee remission funded, please confirm date of application to fee remission scheme and outcome where applicable: | | | | | | |
| 1. If ‘Other’, please provide further information: | | | | | | |
| **Facilities and Resources**  *Please confirm that any specialist facilities and resources required for the research can be provided.* | | | | | | |
| Yes / No / Not applicable | | | | | | |
| Submitted by[[1]](#footnote-1): | | name | | | date | |

1. School Research & Knowledge Transfer Lead or their nominee. [↑](#footnote-ref-1)