**Research Degrees 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 Research & Knowledge Transfer Lead for approval within **five** working days of the interview. The School Research & Knowledge Transfer 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** | Arts | |  | Education, Language & Psychology | | | | |  | | Humanities |  |
| Science, Technology & Health | |  | York Business School | | | | |  | |  |  |
| **Degree** | MA by Research | | | | |  | PhD | | | | |  |
| MA by Research (Practice-led) | | | | |  | PhD (Practice-led) | | | | |  |
| MSc by Research | | | | |  | PhD (Distance Learning) | | | | |  |
| MPhil | | | | |  | PhD (Published Work) | | | | |  |
| **Mode of study** | | | | Full time | | | | |  | | 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 | | | | | | | |
| Is the candidate’s research proposal deemed acceptable by the proposed supervisory team? | | | | | 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 School Postgraduate Research Lead 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** | | 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** |  | | |
| **Title/Draft title[[1]](#footnote-1)** |  | | |
| **Proposed supervisory team** | **Name** | | **Current supervisory workload** |
| Main supervisor |  | |  |
| Co-supervisor/s |  | |  |
| **School Postgraduate Research Tutor[[2]](#footnote-2)** | |  | |
| **Research proposal** (paste a copy of the candidate’s research proposal below) | | | |
|  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Finance** | Self funded | |  | Postgraduate Loan | | |  |
| 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: | | | | | | | |
| **Bench Fee** to be charged *(Biosciences courses only)* | | | | | | | |
| Band 0 – no bench fee | | | | |  | | |
| Band 1 – £1,000 pa | | | | |  | | |
| Band 2 – £2,500 pa | | | | |  | | |
| Band 3 – £5,000 pa | | | | |  | | |
| Band 4 – variable amounts above £5,000 pa (please state) | | | | |  | | |
| **Facilities and Resources**  *Please confirm that any specialist facilities and resources required for the research can be provided.* | | | | | | | |
| Yes / No / Not applicable | | | | | | | |
| Submitted by[[3]](#footnote-3): | | name | | | | date | |

1. Title for Masters by Research, draft title for PhD or MPhil. [↑](#footnote-ref-1)
2. Must be a member of the PGR’s parent School, who meets the criteria for the appointment of School Postgraduate Research Tutors and who is not a member of the supervisory team. [↑](#footnote-ref-2)
3. School Postgraduate Research Lead or their nominee. [↑](#footnote-ref-3)