

RESEARCH DEGREES AWARD BOARD

The following Admissions Policy was agreed by the RDAB during 2010/11 for immediate use by all Faculties.

ADMISSIONS POLICY: POSTGRADUATE RESEARCH APPLICANTS

Initial Administrative Procedure:

- 1) Upon receipt of an application for an MPhil/PhD/DPhil designated administration support staff will check the contents of the application ensuring references, IELTS/TOEFL and any other certificates or transcripts are obtained. The application is then forwarded to the Chair of the Faculty Research Degrees Committee (FRDC) (or nominee in exceptional cases).

Initial Strategic Decision:

- 2) The Chair of the FRDC will consider the application to ensure it fits with the appropriate University and Faculty strategy. The Chair would decide at this stage to accept the application for further processing or not.

Initial Academic Decision:

- 3) If the application fits with the Faculty strategy then the FRDC Chair will forward the application to a member of the FRDC for a decision whether to interview or not. This FRDC member will become Chair of the Interview Panel if the candidate's application proceeds.

Decision:

- 4) The interview panel will consist of the Chair of the panel and a potential member of the supervisory team. A decision on whether to accept the candidate or not (academic and strategic) will be made at the interview. Where offers are made, they are reported to the next FRDC, confirming the name of the Director of Studies (or lead supervisory at this stage).

Offer letter:

- 5) If at the interview the candidate is successful then an offer letter is sent to the candidate. A response will be expected within 3 months and the offer valid for 12 months. The 12 month validity of the offer is mainly to allow International studies to explore funding options.

International Candidates:

- 6) A CAS (certificate of acceptance to study) application form is sent to IDO (International Development Office) on behalf of the student. Once the CAS is raised the student can process their visa application.

Registration:

- 7) Initial registration and induction takes place, for every student. By 3 months f/t and 6 months p/t an RD1 is submitted to the Faculty Research Degrees Committee for confirmation of registration and full supervisory team (not less than 2 supervisors and not normally more than 3).

Progression:

- 8) Progression Examination is to be completed by the end of the 12 month for full-time and 18 months for part-time students. Progression Report to be submitted by the end of month 10. Viva Voce examination performed by the end of month 11. Student withdrawn or confirmed by end of month 12 (pro-rata).

Annual Monitoring:

- 9) All students to undertake and pass the Annual Monitoring process. Student's who fail the Annual Monitoring process will be withdrawn from the University.