Annex C: Approval of Research Candidates and Projects

# Introduction

The University will ensure that only appropriately qualified and prepared students will be admitted to research courses. The admissions process provides assurance that balanced and independent admissions decisions are made and that admissions procedures are clear, consistently applied and demonstrate equality of opportunity.

# Procedure

1. Prospective students are required to indicate a proposed area of research (Sciences subject areas) or submit a minimum of a 500-word research proposal (Social Sciences/Humanities subject areas). All applications received in the Admissions Office will be forwarded to the appropriate Divisional Director of Graduate Studies and PG Student Experience (DDGSSE).
2. The DGSSE is responsible for ensuring that all applications are reviewed by an appropriate subject-level nominee with experience in a suitable subject area in conjunction with the potential named supervisor) All candidates must be interviewed in person, via SKYPE or similar virtual system, or by telephone before an offer of admission is made.
3. The DGSSE has responsibility for ensuring that the candidate meets the criteria for admission:
	* The candidate holds a good UK second class honours degree or better (or equivalent qualification/experience).
	* The candidate meets the University’s criteria for competence in English.
	* The candidate’s references are of appropriate quality.
	* The research proposal/proposed area of research is of an appropriate standard and falls within the scope of the course for which the candidate has applied.
4. The DGSSE must also be satisfied there exists sufficient facilities to provide all students on research courses with a suitable research environment such as research centres/connection to Signature Research Themes.
5. Proposals to waive University entry requirements must be made in writing and be reviewed by the appropriate DGSSE.
6. The DGSSE or a subject-level nominee must allocate supervisors with the appropriate research experience while at the same time ensuring that no one supervisor is overloaded with supervisory responsibilities.
7. Recommendations on approval for all applications must be made by the appropriate DGSSE in conjunction with the subject-area nominees.
8. Formal offers of admission are made by the Information, Recruitment and Admissions Office. Divisional Directors of Graduate Studies and PG Student Experience or their subject-area nominees should make clear recommendations on matters such as the need for preliminary or additional courses, so that these can be specified in the offer and brought to the attention of the student and their sponsors where relevant.