



Date submitted to the Graduate School (recorded by the Graduate School)

# RESEARCH DEGREE: Interview Record and Instructions on Outcome (Offer/Reject) for an Application to Study for a Research Degree

This form should be used to record the outcome of an interview with an applicant for a place to study for a research degree. (Academic Handbook section 2R refers). This form must be completed electronically and sent to research.degree@solent.ac.uk in the Graduate School and will be considered in conjunction with the Initial Supervision Team Approval form (RD1S).

- All applicants are required to have a formal interview prior to any offer of a place. Interview panels will normally comprise the relevant School Doctoral Coordinator or a nominated member of the Doctoral Review Panel and a member of the proposed supervision team, normally the Director of Studies
- When a face to face interview is not possible, interviews may be conducted remotely using Skype or other technology
- The selection and interview process must be conducted in line with the University's Equality, Diversity & Inclusion policy. The applicant should feel satisfied they have been dealt with fairly and transparently throughout the process.

## PART A: THE CANDIDATE

1. Surname/Family Name:

2. First Name(s):

3. Mode of interview:

Face to face				Remote (e.g. Teams)			
October				January			
Full-Time				Part-Time			
MPhil		MPhil/PhD		PhD by Prior publication			

6. Level of Award:

7a. Department

Department of Arts & Music	Department of Business & Law	Department of Science & Engineering	Warsash Maritime School
Department of Sport & Health	Department of Social Sciences & Nursing	Department of Film & Media	
Engineering & Environment	Human Function & Health	Media, Culture & the Arts	Social Research & Policy

7b. Research Theme

8. Provisional thesis title:

## PART B: MEMBERS OF INTERVIEW PANEL

9.

<b>Interviewer</b>	
<b>Interviewer</b>	

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**PART C: INTERVIEWERS' REVIEW OF SUITABILITY FOR ADMISSION**


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**10. Evidence of suitability for admission:**

<b>Is the applicant's highest qualification relevant and indicate suitability for admission?</b>	Yes		No	
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Additional comments:

<b>Does the applicant have other relevant professional experience?</b>	Yes		No	
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Additional comments:

<b>Does the research proposal demonstrate clear potential for a research question addressing an identified gap in existing knowledge?</b>	Yes		No	
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Additional comments:

<b>Does the research proposal demonstrate the applicant has given preliminary consideration to the current literature and theoretical background of the proposed field of study?</b>	Yes		No	
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Additional comments:

<b>Does the research proposal demonstrate the applicant has given a preliminary consideration to the research methods applicable within the proposed field of study?</b>	Yes		No	
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Additional comments:

<b>Does the research proposal support the viability of the project within the expected duration of the award applied for (3 years full-time / 6 years part-time)</b>	Yes		No	
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Additional comments:

<b>Does the applicant have sufficient command of the English language to reach the required standard of academic writing and communication?</b>	Yes		No	
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Additional comments:

<b>Has the applicant supplied adequate evidence of access to financial support for the full duration of the award?</b>	Yes		No	
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Additional comments:

<b>Does the applicant provisionally require any additional training or skills?</b>	Yes		No	
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Additional comments:

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**PART D: INTERVIEWERS' REVIEW OF RESOURCE / FACILITIES REQUIREMENTS OF THE PROJECT**


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**11. Research environment:**

<b>Does the University have sufficient supervisory capacity to support the proposed research project?</b>	Yes		No	
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Proposed supervision team:

**Does the University have appropriate resources to support the proposed research project?**

Yes

No

Consideration should include: Library resources, specialist IT equipment or software, access to laboratories, simulators, other consumables

**12. Health and Safety:****Are there any health and safety implications for the research project?**

Yes

No

If yes, has a risk assessment been undertaken and logged with the Graduate School?

**PART E: COMPLETE ONLY IF APPLICANT HAS REQUESTED CONSIDERATION OF ADVANCED STANDING****13. Does the interview panel accept the request for entry with advanced standing?**

If 'Yes' indicate whether admission is to be pre-Transfer or post-Transfer with reference to the relevant adjustments to the registration period outlined below:

1. Full-time post-Transfer with advanced standing: 2 yrs registration
2. Part-time post-Transfer with advanced standing: 4 yrs registration
3. Full-time pre-Transfer with advanced standing: no more than 2.5 yrs registration – Transfer to be submitted within 6 months or less
4. Part-time pre-Transfer with advanced standing: no more than 5 yrs registration – Transfer to be submitted within 12 months or less

If the interview panel is of the view that a longer registration period is required, then the student should not be admitted with advanced standing and should undertake all student milestones within standard timeframes.

**PART F: OUTCOME OF INTERVIEW****14. Interview panel decision (please tick a box)**

Decline application (sign and date form and complete comments section below)

Offer the applicant a place (complete all sections below)

Comments for applicant in the case of 'decline':

**PART G: ADMISSIONS TO RAISE AN OFFER LETTER AS FOLLOWS:****15. Offer details****a. Enrolment details:**

MPhil

MPhil/PhD

PhD by Prior publication

**b. Mode of Study:**

Full-Time

Part-Time

<b>c. Expected date of entry:</b>	October				
<b>d. Fees:</b>	Self sponsored				
	Staff development		<b>Authorisation from School rec'd? (e.g. Training application form) Y/N?</b>		
	Company sponsored		<b>Confirmation from sponsor rec'd? Y/N</b>		
	Internal bursary		<b>Confirmation from School / Service rec'd Y/N?</b>		
	External bursary		<b>Confirmation from sponsor rec'd? Y/N</b>		
	Other (please specify)				
<b>e. Intended form of submission and proposed method of assessment</b> (e.g. thesis, published work, artefact, performance):					
<b>e. Has the applicant requested, on an exceptional basis, to be permitted to work as a distance learner either inside or outside the UK?</b>	Yes		No		
<p>If 'Yes' what conditions are proposed to ensure parity of student experience? (A distance learning agreement does not imply that the student will never be required to attend in person and as such this study mode may be subject to visa restrictions and not be available to all international applicants.)</p> <p>Consideration should be given to compulsory attendance at registration and induction, adequate access to training and development opportunities, library and other resources and facilities, required frequency of face to face meetings with supervision team, attendance at monitoring points, milestones and examination.</p> <p>Distance Learning offers must be approved by the Chair/Deputy Chair of RDC before offer is confirmed.</p>					
<b>f. Has the applicant indicated a wish for the research and/or thesis to remain confidential for a period of time after completion of the work?</b>	Yes		No		
<p>If 'Yes', approval must be sought by the applicant in writing from the Chair of RDC before enrolment.</p>					
<b>g. If applicable give details of any collaborating establishment and attach formal letter of collaborative support</b>					
<b>h. Has the proposed supervision team been approved by the supervisors' line manager/ Head of Department?</b>	Yes RD1S attached		No RD1S to follow		

<b>J (1). Department</b>	Department of Art & Music	Department of Business & Law	Department of Sport & Health	Warsash Maritime School	
	Department of Social Science & Nursing	Department of Science & Engineering	Department of Film & Media		
<b>7 (j2). Research Theme</b>	Engineering & Environment	Human Function & Health	Media, Culture & the Arts	Social Research & Policy	

**16. Further information / conditions of offer**

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**PART H: APPROVAL BY DOCTORAL COORDINATOR / CHAIR OF INTERVIEW PANEL**


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**Signed by  
Doctoral Coordinator:**

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**Print Name:**

	<b>Date:</b>	
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**Course instance to be completed by Doctoral Student Administration**

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**NOTE:**

**Admissions will send the offer letter to the applicant only when:**

1. The completed and signed Interview Record Form has been received
2. The completed and signed RD1S has been received
3. Where applicable, the authorisation from the School (staff development/fees) has been received by the Income Team and copied to [research.admissions@solent.ac.uk](mailto:research.admissions@solent.ac.uk)
4. Where applicable, confirmation from the sponsor has been received by the Income Team