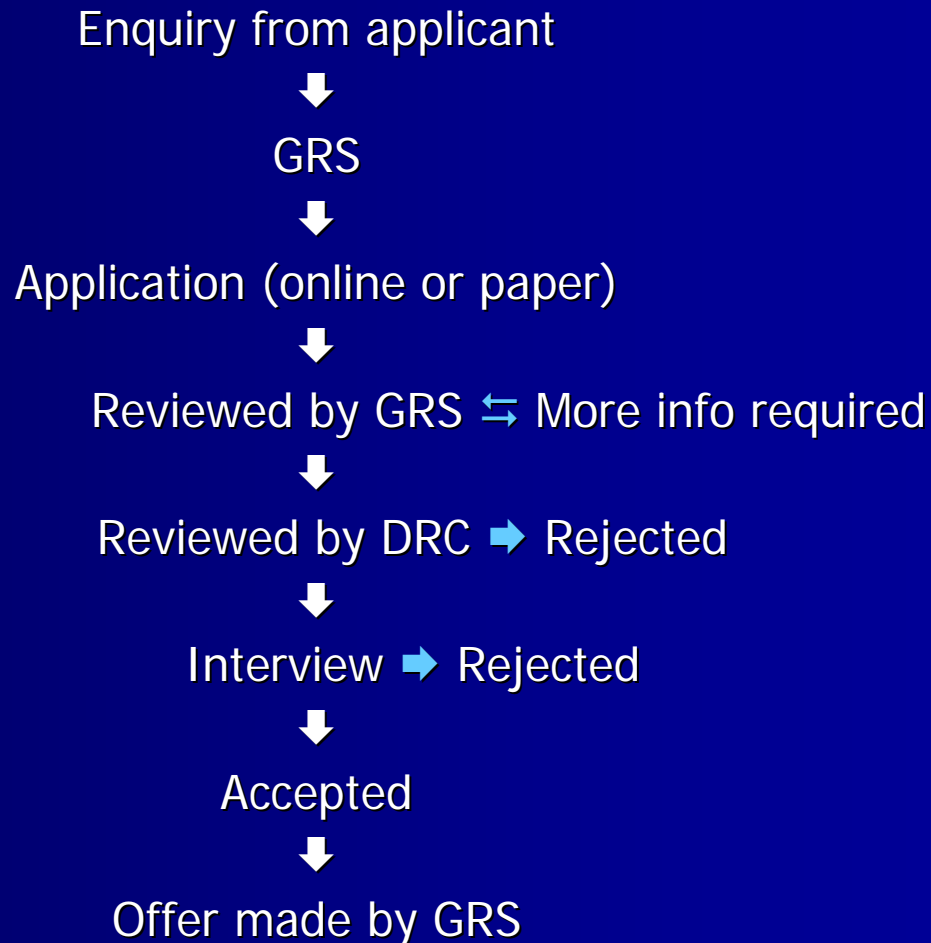


*A Look at Good Practice  
from QAA's Special Review  
of RDPs*

University of Worcester – Selection,  
Admissions and Induction

# Selection & Admission – Processes



# Selection & Admission – Interview checklist

We have discussed, as appropriate, the following with the applicant:

## Academic requirements

- Research Degree options and pathways available (MPhil, MPhil/PhD, PhD).
- Arrangement with Coventry University for accreditation of UW research degrees and the role of UW Research Degrees Board.
- Enrolment procedures and the RDB1 completion for full registration.
- Annual Monitoring.
- Transfer and Examination.

## Personal considerations

- Time commitment required on behalf of the student.
- Student's motivation and potential to complete the programme
- Fees and financial information.

## Research training

- The Research Training Programme and APL/APEL arrangements.

## Research integrity

- Ethical issues that may arise and how to tackle them.
- Intellectual misconduct, especially plagiarism.

## The supervisory team and the development of the process of research

- The creation and make up of the supervisory team.
- The amount of time that the student can expect to see their supervisor every year.
- Role of external supervisors.
- Role of the Graduate Research School.

## Consideration of resources

- Are specific resources or facilities required for the completion of the research
- Are these resources to be provided and guaranteed by the Department
- If the resources are external have the implications such as access been considered

# Selection & Admission – Studentships

Studentships advertised to staff by GRS



Applications considered by a selection panel nominated by RKTC



Selected studentships advertised



Shortlists chosen by projected supervisory team plus GRS Manager  
based on checklist



Interview (panel to include projected supervisors plus GRS manager)



Offer made by GRS to successful candidates

# Selection & Admission – Acceptance letters

Successful applicants are provided with an individual letter of acceptance, revised to reflect the new code of practice.

The letter sets out the terms of the offer and includes information about:

- Fees
- Supervisory arrangements
- Contact details for the Director of Studies
- English language courses, etc.

In addition, the student receives a copy of the research student handbook and relevant induction booklet.

Students with special needs are referred to the University's student support services.

The terms of the letter are binding on the institution and, upon acceptance, on the student.

# Student entitlement

UW is currently reviewing its student entitlement document but this document will focus on:

- Supervision arrangements, including timing and frequency of contact between research student, Director of Studies and other members of the supervising team
- Support and feedback
- Supervisor role – Director of Studies, Supervising Team
- Teaching and administrative employment - nature and allocation of contracted duties specified in the full-time postgraduate research student contract

# Induction – FT Students

Key elements of process:

- Induction booklet
- Meeting with DoS
- Meeting with GRS staff
- Meeting with FT student rep
- General staff induction

# Induction – PT Students

Key elements of process:

- Induction booklet
- Meeting with DoS
- Meeting with GRS staff
- Flexibility

# Selection & Admission

The strength of our arrangements for selection and admission are:

- Clearly defined procedures and guidance which provides a sound basis for consistent decision-making.

# Induction

The strength of our arrangements for selection, admission and induction are:

- Comprehensive information and guidance provision and responsive induction arrangements to ensure students begin their studies fully informed.