

## University of Worcester

Selection, admission and induction - The University of Worcester (UW) currently has a research student body of 100 students – we are small but beautiful - with about 20 FT students and 80 PT students, spread across 6 departments and 12 research areas (as defined in the Research Activity Survey). On average, we admit 6 new FT students per academic year, with the majority admitted on an institutional (or matched) funded full-time studentship (see below). On average, we admit 12 new PT students per academic year, which represent about 20% of all PT MPhil/PhD applications.

Selection and Admission - Details of 'How to Apply' for a research degree are set forth on the University website at: <http://www.worcester.ac.uk/research/>. Applications can be made online. UW has reviewed and revised its selection and admissions procedures over the last three years, initially in response to the precepts of the revised code of practice and subsequently in response to staff and student feedback.

Administrative responsibility for selection and admission falls to the University's Graduate Research School (GRS) and all applications are now initially considered by the GRS before being passed to the relevant Departmental Research Coordinator (DRC). The GRS may, for example, seek further information about experiential learning, if the applicant does not fulfill the basic entrance requirements.

If the DRC judges the application to have potential, an interview is set up with a panel comprising at least two members of academic staff who would likely form part of the supervisory team. To ensure consistency in the interview process across Departments, an interview checklist has been devised, which allows for a rigorous evaluation of the candidate's strengths at interview. It also provides details for the GRS about the offer conditions or reasons for rejection, enabling a comprehensive offer/rejection letter to be produced. The GRS has also introduced in 2007-8 a dedicated staff training programme for those involved in MPhil/PhD selection and admissions.

Admission procedures for research studentships - Once a year, UW advertises a number of institutional and matched funded studentships. Staff are invited to bid for these studentships and applications are considered by a sub-group of UW's main research committee. The selected studentships are advertised nationally. Candidates are interviewed by a panel which comprises members of the supervisory team, and funding body (in the case of matched studentships). The GRS Manager attends all studentship to ensure a consistent approach.

Induction - A short but informative induction booklet, written in collaboration with FT and PT research student representatives, Library staff and the Research Training Coordinator, is provided for all new students with the offer letter. Informal feedback suggests the booklet to be extremely useful. Formal feedback was provided via questionnaire in 2006/7 and the booklet has been subsequently reviewed and amended in response.

FT Research Students - Most of UW's FT students begin their study at the beginning of the academic year and are therefore invited to attend staff induction programmes that run at the start of each semester. Full time students also have an appointment with a member of the GRS team and their Director of Studies (DoS) on their first day at UoW.

### PT Research Students

The process is less formalized for the part time students due to the nature of their study. However, all part time students are expected to meet their DoS during the first week on their RDP and are encouraged to come and see a member of Graduate School staff at the same time.