

PGR Recruitment / selection process requirements for all Geography and Environment applicants

(1) PGR recruitment under **responsive mode** (to proposals advertised by staff through GEAU / ESRC / NERC studentships)

Process: Call for topics sent to all GE Academics in September. Topics collated by RG Leaders and sent to Graduate School Office. Adverts posted by October on various websites. Deadline is early January. Graduate School Office check NARIC, English language. Applications are held in the Graduate School Office until after the deadline then distributed to primary supervisors for initial consideration. Final shortlisting approved by DPD and then interviews are held early February. Each application will pass the following stages:

- a. *Minimum application submission requirements*
 - Two high quality academic references
 - English quality tested within last 2 years (7.0 overall IELTS, or equivalent)
 - Undergraduate degree (2:1 essential, however if lower than this good evidence of progress since degree)
 - Master's degree, normally with Merit or above, to include merit (or 60%) for dissertation, or evidence of high quality writing, analysis
- b. *Internal resourcing*
 - Availability of supervisory team and teaching Facilities
- c. *Interview process*
 - Interview with 2 (or more) current members of faculty, normally including: at least one potential supervisor; one member of the appropriate research theme; and/or director of grad school; GEAU rep to the ESRC DTC; GEAU rep to the NERC DTC (as appropriate).
 - Candidates are required to present to a small panel comprising members similar to above.
- d. *Acceptance/rejection criteria*
 - Quality of applicant and suitability for PGR study
 - Submission of minimum application requirements
 - Willingness of a supervisor to accept
 - Agreement by both interviewers of quality of applicant and suitability for PGR study.

Post interviews candidates are informed of decisions, together with reasons as required. Reserve candidates kept informed until decisions can be made.

Initial decisions communicated by email. Offer candidates are then sent offer letter and scholarship letter.

(2) PGR recruitment under **independent application mode** (students who suggest their own topics / are self-funding / apply independently of the GEAU funding cycle)

Process: Applications received and sent direct to named supervisor. If no named supervisor then general circulation to all academics. In either case a response/decision from selector is required within two weeks. Graduate School Office check NARIC, English language. Each application will pass the following stages:

- a. *Minimum application submission requirements*
 - Two academic references (of high quality)
 - English quality tested within last 2 years (7.0 overall IELTS, or equivalent)
 - Undergraduate degree (2:1 essential, however if lower than this good evidence of progress since degree)
 - Master's degree, normally with Merit or above, to include merit (or 60%) for dissertation, or evidence of high quality writing, analysis
 - Research proposal – no official format but suggested minimum of 1000 words with adequate information to explain the idea, show novelty, originality and be of sufficient scope for a PhD.
- b. *Internal resourcing*
 - Availability of supervisory team and teaching facilities
- c. *Interview process*
 - Interview with 2 (or more) current members of faculty, normally including: at least one potential supervisor; one member of the appropriate research theme; and/or director of grad school; GEAU rep to the ESRC DTC; GEAU rep to the NERC DTC (as appropriate). Interview can be via skype/telephone.
- d. *Acceptance/rejection criteria*
 - Quality of applicant and suitability for PGR study
 - Submission of minimum application requirements
 - Willingness of a supervisor to accept the student

Initial decisions communicated by email, together with reasons as required. Offer candidates are then sent offer letter and scholarship letter.