**PGR Interview & Selection Process**

**Interview Process**

PGR interviews are to be organised by Schools and Departments and they should shortlist and contact candidates to invite them to interview. Candidates will also need to be informed that the interview will include a short PowerPoint presentation to be given by the candidate (10 minutes max). Talk Title should be advised by the supervisory team/interview panel; PIs; and Heads. Standardised interview questions across the institution as baseline are being provided (plus subject specific questions, as deemed by the interview panel, may be included). For composition of Interview panels, please see Table 1 below.

Following interviews, panels should send completed Individual Reports (each panel member to complete this form for all candidates) and Final Joint Reports for both successful and unsuccessful candidates by email to [pgr@hope.ac.uk](mailto:pgr@hope.ac.uk). For successful candidates only, please also send a completed Supervisory Team Nomination form.

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| **Interview Panel for PGR Applicants** |
| * Chair - Head of School/Department, their nominee, or an Independent Chair (Independent being of the Supervisory Team) * PIs/Proposed Primary and Secondary Supervisors * Another Independent Reader   \* Where the Head or the Chair is also a proposed member of the supervisory team an additional independent senior member from the School/Dept must be appointed to the interview panel. |

**Table 1: Interview Process**

**Criteria:**

As a guidance, heads and interview panels may want to take into consideration the following:

1. Critical mass of researchers in the area of strength and expertise
2. 3\*/4\* quality work/track record in REF submission (date from REF 2021 to be used)
3. Quality and clarity of the proposed research
4. Track record: (a) of completions in the area and (b) that of prospective supervisor(s) (as these will be Full Time PhD studentships and timely completions will be required for our next Research Assessment submission.
5. Clear evidence to demonstrate how the environment will be enhanced: that is: potential for contribution to Environment and Esteem (e.g. a PhD theme that may result into further external funding application by the supervisor(s)/PIs; or addition of a PhD student in a team will form a critical mass of researchers; or perhaps the PhD proposal has a potential for impact case study development;

etc. (please note, student’s doctoral work cannot be used as a basis for writing an Impact Case Study))

1. Interdisciplinary approaches: PhD proposals showing interdisciplinary strength as this can benefit more than one Unit/School/Department in terms of critical mass and environment
2. Clear roadmap for the proposal to result into a doctoral work within a 3 year completion duration
3. Equal opportunity for ECRs and experienced researchers; experienced colleagues may join the supervisory teams to support high quality supervision and student experience as well as timely completion rate
4. The applicant’s potential to complete within the timeframe described above.

**Please note:** applications are available via MyHope 🡪 MyResearch 🡪 PGR Application System. If you don’t have access to the PGR system please request this via the PVC Research Office ASAP. A list of applicants in your area will be provided to you for your UoAs/School/Department.

For further clarification and advice, if necessary, please contact Prof. Atulya Nagar, directly by phone or by setting up a meeting. Please avoid emailing as this may add to delays.

**Further notes regarding Shortlisting and Interview Process**

Please note that qualifications and eligibility will need checking by each Head/PI in line with the entry requirements listed on our website and if you are unsure on this, please call or request a meeting with Prof. Nagar to discuss this.

**Key information to note once you have received your list of candidates:**

- Applications marked as "Null" indicate that the application has not been fully submitted so there is no need to take action on these candidates.- Some applications will be incomplete and in these cases please do not shortlist applicants.

- Some applications have been cleared on the system but entry requirements and eligibility will still need to be checked by Schools and Departments and for any queries on eligibility, please ask Prof. Nagar, Cathy Walsh or Mark Fry.

- Once you have checked all qualifications and eligibility, please shortlist and communicate interview details to candidates.

- All recommendations following interview are provisional until approved by the PVC Research. Please can we ask that you do not communicate outcomes to candidates until these are approved by the PVC Research.