

## University of Huddersfield

### Admissions Interview Policy (Research Degrees)

#### 1. Purpose and Context

This policy provides guidance in relation to the interviewing of applicants to some research degrees within the University.

#### 2. Scope

This policy applies to all interviews conducted to assess the suitability of applicants to the University of Huddersfield research degrees and which result in a formal offer or reject decision on an application to study at the University. Informal meetings with University staff, where prospective applicants can discuss the University's research areas, entry requirements, academic supervision and their suitability for selected research degrees, are not considered interviews in the context of this policy.

#### 3. Why do we interview?

For research degrees, the University will interview applicants if it is felt that this is the best method of identifying potential for study, and/or where there is a relevant legal/regulatory requirement or guideline.

#### 4. Selection criteria

Appropriate selection criteria and assessment methods should be documented and agreed in advance of an interview process. Criteria and assessment methods used should be consistent with the University's Admissions Policy (Research Degrees).

#### 5. Scheduling

Interviews should be scheduled as flexibly as possible to minimise the chance of applicants being unable to complete this part of the selection process. This should include, where possible, publishing in advance the likely interview dates, providing adequate notice when inviting an applicant to an interview and offering applicants an alternative interview date (if requested) where possible.

If the University cancels or postpones an interview, applicants should be offered a revised interview date.

A revised interview date may not be offered if the applicant fails to attend an interview without informing the University in advance.

The University may conduct interviews by telephone or remotely using video conferencing software if appropriate. In some cases legal or regulatory requirements may mean this option is not available. Telephone or remote interviews should follow the same principles and guidance as face-to-face interviews.

#### 6. Travel and accommodation costs

The University does not routinely refund the costs applicants may incur when travelling to an interview. If refunds are available this will be made clear when applicants are invited to interview.

## **7. Prior to the interview**

Applicants will be made aware in advance if a research degree requires an interview as part of the admission process, with details of the processes, criteria and nature of the interview assessment being made available. More detailed information should be supplied to those invited to an interview.

Applicants should be invited to provide details prior to the interview of any medical, special or cultural needs that should be taken into consideration to allow any reasonable adjustments to be made.

## **8. During the interview**

Procedures should be in place to verify the identity of the interviewee for both face-to-face and telephone/remote interviews.

Interviews may take place on an individual basis and/or within small groups. Applicants will not normally be accompanied into an interview by a third party unless such a request has been made in advance of the interview date and is considered as a reasonable adjustment. Requests for reasonable adjustments for applicants with specific requirements will be referred to the University's Wellbeing and Disability Service for advice and assessment.

Interviewers should not enter into discussion about the equivalence of qualifications with applicants (queries about the equivalence of such qualifications should be noted and then discussed with the Recruitment Team).

Interviewers should ensure that they follow agreed procedures for keeping a record of the interview and ensure that such records are handled in line with the University's Record Retention Policy.

Interviewers should not make verbal offers of a place to applicants.

## **9. After the interview**

Following the interview, the outcome should be communicated to the applicant as quickly as possible (normally within three weeks). If there is to be any delay in communicating a decision (for example if all interviews are conducted before decisions are communicated) the applicant should be notified. Communication with applicants about decisions/offers following an interview must be coordinated by the Student Recruitment Team.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
<b>Document name:</b>	Interview Policy (Research programmes);
<b>Version Number:</b>	1.0
<b>Equality Impact Assessment:</b>	30.07.2020
<b>Approved by:</b>	University Research Committee
<b>Effective from:</b>	September 2020
<b>Date for Review:</b>	Major review September 2023; annual updates as appropriate
<b>Author:</b>	Student Recruitment Manager
<b>Owner (if different from above):</b>	Director of Marketing Recruitment and Communications
<b>Document Location:</b>	
<b>Compliance Checks:</b>	Number of appeals/complaints received/investigated
<b>Related Policies/Procedures:</b>	Admissions Policy (Research Degrees); Applicant Complaints and Appeals Policy (Research degrees); Policy on the recruitment of ex-offenders

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
1.0	July 2020	New policy approved by Graduate Board and University Research Committee	Project manager on behalf of Student Recruitment Manager