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Interview Decision Record

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| Name of Candidate: |  |
| Programme: |  |
| Supervisor: |  |
| Project Title: |  |
| Interviewers: |  |
| Interview Date |  |

**Academic Achievement**

Summarise the academic trajectory of the student. Points to consider include:

* qualifications and the awarding institution
* prizes for academic achievement
* the quality of the applicant’s references

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**Understanding of Research**

Summarise the perceived capacity of the applicant to complete the research project. Points to consider include:

* level of understanding of relevant principles and the ‘big picture’
* range of academic and non-academic experience relevant to the research
* proven capacity to publish their work in peer-reviewed journals

Example interview questions include:

* describe a recent research paper you liked and why? Were there any weaknesses in the paper
* describe the aims, objectives and methods to be used in the research project

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**Self-Motivation**

Summarise the applicant’s motivation to undertake and complete the research project. Points to consider include:

* understanding of their strengths and weaknesses with regard to the research process
* understanding of how their PhD fits in with their career objectives
* participation in outreach activities

Example interview questions include:

* What is motivating you to do research? And why this programme in particular?
* Where do you see yourself after your PhD?
* What are your greatest strengths and weaknesses with regards to the research process?

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**Summary of Reasons for the Interview Decision**

Where concerns have been identified these must be addressed, giving an outline of a plan for how the student will be given additional support where necessary.

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**Decision**

Offer  Reject