

<b>Title</b>	<b>Interviews Update – January 2014</b>
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## 1. Requirement to interview for admission to Graduate courses

1.1 Statutes and Ordinances of the University of Cambridge, Chapter 6, regulation 5:

“The Board shall determine the conditions of each applicant's admission as a Graduate Student, the term from which he or she is admitted, and the conditions of his or her registration as a candidate for a degree or other qualification, if any, after considering recommendations by the Degree Committee.”

<http://www.admin.cam.ac.uk/univ/so/2013/chapter06-section1.html>

1.2 At its meeting on 8 October 2013 the Board of Graduate Studies re-confirmed its position that all graduate applicants should be interviewed by an appropriate Dept/faculty member before formally recommending an offer of admission to study.

- This includes interviewing applicants for the following courses:
  - PhD
  - Doctor of Education, Doctor of Medicine,
  - MPhil, Master of Law, Master of Corporate Law, Master of Advanced Study, Master of Education, Master of Music, Master of Research,
  - Diplomas, and Advanced Diplomas
- Applicants that depts/faculty do not wish to recommend for admission **do not** need to be interviewed.

1.3 Interviews may be conducted by telephone, Skype, or in person

1.4 There should be two interviewers present if the Dept/faculty feel that this is appropriate

1.5 The Dept/faculty are not required at this stage to upload evidence that an interview has been undertaken to the applicants CamSIS record, unless an academic case is required to support the applicants admission (i.e. if they do not meet the University minimum academic requirement for admission.)

1.6 Relevant links:

- <http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/roles/admission/index.html>

## 2. Purpose

2.1 The primary purpose of the interview is to establish a set of compatible expectations between the student and the University that would enhance the student experience

2.2 The interview should:

- Establish that the applicant understands the teaching/delivery method of the proposed course
- Ensure the applicant has the requisite skills and tools required to complete the course
- Highlight any difficulties the applicant has with English Language that are not conveyed in the paperwork
- Enable the Dept/faculty to confirm or disregard borderline applicants i.e. those who either:
  - Only *just meet* (or expect to meet) the minimum requirement for admission
  - Only *just fail to meet* (or expect to fail to meet) the minimum requirement for admission

2.3 The identification of weak students at interview stage would reduce the number of complaints and the associated workload on both the Degree Committee and the Board of Graduate Studies.

2.4 The identification of a fraudulent application at the interview stage is not the primary purpose for interviewing candidates, however it is recognised that fraudulent (or legitimately misleading) applications are more likely to be identified if an interview is conducted. The Graduate Admissions Office has robust procedures for identifying fraudulent documentation at the post offer stage.

## 3. Exemption from the requirement to Interview

3.1 Dept/faculties wishing to exempt a course from the requirement to interview should submit a request to the Board of Graduate Studies

3.2 Exemption from interview will not be granted for applicants to doctoral study (i.e. applicants for the PhD, MD, and EdD).

3.3 Any requests for exemption for specific courses should be submitted to the Board of Graduate Studies for consideration.

3.4 Requests for exemption should be **course specific** and should include:

- Measures taken for the consideration of applicants to a course that are over and above the normal practice (e.g. academic requirement above the minimum i.e. a first class undergraduate degree)

3.5 Exemption requests submitted with the following reasons will not be approved:

- Resource issues
- Consideration of the application documents by more than one person.

3.6 If exemption from interview is granted, the following “borderline” applicants should still be interviewed: Those who

- Only just meet (or expect to meet) the minimum requirement for admission
- Only just fail to meet (or expect to fail to meet) the minimum requirement for admission

#### **4. Further Actions**

4.1 A template interview form can be circulated on request for use in depts. and faculties

4.2 Management information on the proportion of complaints from students by course is being assembled for review by the Board of Graduate Studies with a view to identifying courses with a disproportionate number of complaints.