

FACULTY OF HUMANITIES
POSTGRADUATE RESEARCH ADMISSIONS
INTERIM ADMISSIONS PROCESS
2025 ADMISSIONS CYCLE

This document outlines the interim admissions process to support academic colleagues across the Doctoral Academy in dealing with PGR applications whilst the Postgraduate Research Admissions System (PGRA) is unavailable.

Applicant SharePoint folder

The Admissions Team will upload and share applicant information via SharePoint folders. These applicant SharePoint folders will be labelled in the format of surname, forename, ID number, and entry point (e.g., Blogs, Fred 1111111 - Sept 24) to facilitate the effective organisation of folders and prioritisation.

The folder will contain all relevant documents (application form, transcripts, English language certificates, CV, research proposal, references), and the new Application Summary Form.

Application Summary Form

Academic qualifications (equivalencies where applicable), funding, and identified supervisor will be recorded in the Application Summary Form (Word doc). This document will be placed in the applicant's SharePoint folder and includes the required steps to progress the application. It will be labelled as the applicant's ID number, full name – Application Summary.

References

In line with the agreed process where references are missing, these will be added to the folder as soon as they have been submitted.

Further Information Required

If further information is required at any stage of the process, email the [HUMS Admissions Team](#) responding to the email sent with the SharePoint folder to request additional information or clarification.

IMPORTANT Information!

Supervisors should pay close attention to the following areas when reviewing applications. Where applicable, they must carry out the necessary checks and record them on the relevant forms (i.e. Interview Form or Offer Proforma):

Ethical Consideration

Manchester Doctoral College, along with the Research Governance, Ethics, and Integrity Team, has provided detailed ethical guidance, particularly for research involving sensitive topics. A question from Manchester Doctoral College regarding ethical considerations has been included in the interview form. When reviewing proposals, supervisors should carefully consider whether there are any doubts about the likelihood of the project gaining UREC approval in a timely manner. If such doubts exist, the proposal must be referred to the School PGR Director and Research Director.

Further information, including the Research Ethics Policy, is available here:

<https://www.staffnet.manchester.ac.uk/humanities/research/postgraduate-research/recruitment-and-admissions/admissions/ethics/>

Export Control Process

Depending on the nature of the project, it may require an Export Control licence. It is the supervisor's responsibility to check whether Export Control approval is required. Further information and resources to assist staff and researchers in understanding their duties and ensuring compliance with export control regulations can be found on the Export Control [website](#). This includes guidance on dealing with individuals or entities from [key countries](#) facing sanctions or embargoes.

If applicants are associated with any of the specified entities or key countries, and supervisors wish to proceed with a formal offer following the interview, they must complete the required checks through the Export Control process. The outcome should be submitted to the school admissions administrator, who will include it with the relevant forms as part of the approval process to minimise delays in finalising the offer.

Academic Technology Approval Scheme (ATAS)

ATAS is a certificate issued by the Foreign and Commonwealth Office (FCO) that provides security clearance for offer holders to study certain sensitive subject areas in the UK. These subjects are identified as those where students' knowledge could potentially contribute to the development of Advanced Conventional Military Technology, weapons of mass destruction, or their means of delivery. Offer holders with pre-settled status under the EU Settlement Scheme, who do not hold an [exempt nationality](#), will also require ATAS clearance.

The following Humanities PhD programmes have been identified as requiring ATAS:

- PhD Digital Humanities, Cultures and Media
- PhD Business and Management

Supervisors must provide a short ATAS statement (approximately 10 lines) in the section of the Offer Proforma, summarising the research to be undertaken.

For AMBS B&M, the admissions administrator will be in touch should the Head of Division determine that ATAS is required.

This does not apply to any other programmes.

EVALUATION PROCESS

The Humanities evaluation process ensures that the relevant parties have been consulted and any decision recorded appropriately as well as adhering to university guidance and policy.

Initial Review of Application

(Department PGR Director/Division Coordinator/Admissions Tutor)

Departmental Reviewers will receive an email with a link to the applicant's SharePoint folder, where they can review the application, research proposal, and supporting documents. This allows for a thorough assessment of the project's viability and its alignment with the proposed supervisor's research focus.

ACTION

- The application will not progress to Supervisor Decision: Email the [HUMS Admissions Team](#) responding to the email sent informing the team of the decision to DECLINE providing feedback/reason for the decline.

NB: Departmental Reviewers can share the folder with supervisors in their Department/Division if no supervisor has been identified.

- The application will progress to Supervisor Decision: Share the SharePoint folder containing **All** the documents submitted with the proposed supervisor directly, copying the [HUMS Admissions Team](#) to enable them to track the progress of the application with the proposed supervisor.

Supervisor Consideration & Decision

The proposed supervisor will receive an email with a link to the applicant's SharePoint folder from the Departmental Reviewer.

The named supervisor will review the research proposal and relevant supporting documents and decide whether to progress to a formal interview.

If the applicant has already been in touch with the proposed supervisor and they are willing to support the research proposal, the application can progress to a formal interview.

In some cases, at this stage, the proposed supervisor may hold initial conversations with the applicant and/or work on revising the research proposal before deciding whether to progress to a formal interview. If the proposal is revised the supervisor must inform the applicant to send the updated proposal to the [HUMS Admissions Team](#) who will add this to the applicant's SharePoint folder and ensure it is marked clearly as the updated/final research proposal.

Formal Interview

In line with university policy, the proposed supervisor must arrange an interview with a second interviewer (applicants must be interviewed by a minimum of two members of staff, normally the supervisor plus an independent internal interviewer, not the co-supervisor). If there is a possibility that the independent internal interviewer will be named as a co-supervisor, a different interviewer must be selected.

The university policy can be found [here](#): see point 21.4.

It is important to take into consideration preparation time, and time zones when scheduling an interview. It is recommended that applicants are given a minimum of 5 days' notice (7 days if required to complete an activity, such as a presentation) for a formal interview, thus allowing applicants sufficient time to prepare.

ACTION

- If the proposed supervisor does not wish to proceed with the application: Email the [HUMS Admissions Team](#) (responding to the email sent with the SharePoint folder) copying in the Departmental Reviewer informing the team of the decision to DECLINE providing feedback/reason for decline.
- The proposed supervisor wishes to progress the application:
 - Provide the link to the applicant's SharePoint folder to all relevant parties that will be present at the interview.
 - Following the formal interview, the proposed supervisor to record the outcome by completing and submitting the [HUMS Interview Form](#).
 - If the proposed supervisor wishes to proceed to a formal offer, complete and submit the [HUMS Offer Proforma](#) as well.

PS Review

The admissions administrator will receive the submitted forms via email. They will review the completed forms and carry out the appropriate steps.

If the application outcome is to progress the admissions administrator will ensure that all required information is recorded before progressing the application.

- AMBS: The admissions administrator will progress the application for final review to the Head of Division.
- SALC and SoSS: The admissions administrator will progress the application for final review to both the Departmental Reviewer and the School PGR Director in the same email communication.
- SEED: The admissions administrator will progress the application for final review to the Departmental Reviewer.

Departmental Approval

(Department PGR Director/Admissions Tutor)

This stage is to ensure that there is oversight of the decision at a departmental level.

The Departmental Reviewer will receive a direct link via email to the applicant's SharePoint folder from the Admissions Team which will contain all documents including the completed forms. If there are any queries regarding the completed forms the Departmental Reviewer should liaise directly with the proposed supervisor.

ACTION

- Approval to proceed to a formal offer:
 - SALC and SoSS Departmental Reviewers should respond to the email ensuring that the School PGR Director is included informing them of their approval of the offer.
 - SEED Departmental Reviewers to email the [HUMS Admissions Team](#) responding to the email sent by the admissions administrator informing the team of their approval for a formal offer to be processed.
- Approve the supervisor's decision before or after the interview to DECLINE the application: Department Reviewers are to email the [HUMS Admissions Team](#) responding to the email sent informing the team of their approval for the application to be declined.

School PGR Director Approval / Head of Division Approval

The final stage is completed by the school PGR Director or Head of Division who will review the interview form and offer proforma as well as relevant documentation.

ACTION

- Approval to proceed to a formal offer:
 - School PGR Directors or Head of Division should email the [HUMS Admissions Team](#), replying to the email from the Departmental Approver or admissions administrator, to confirm their approval for processing a formal offer.
- Decline the application or raise a query:
 - The School PGR Director or Head of Division should email the [HUMS Admissions Team](#) replying to the email from the Departmental Approver, to provide the reason for DECLINING the application.
 - If there are any queries regarding the application documents or forms, the School PGR Director or Head of Division should address these with the department/division and, if necessary, directly with the proposed supervisor before responding to the HUMS Admissions Team with the outcome.