

# PEA2. Policy and Procedures for Admissions for Doctorate Programmes

This Policy should be read in conjunction with the CITY ULE Regulations for Doctoral Degree Awards, and relevant University of York documents: primarily [Regulation 2](#) and the [Policy on Research Degrees](#) (PoRD).

Where there is disagreement between this Policy and the University's Regulation 2 or the PoRD, this Policy should prevail. Where this Policy is silent, relevant principles from the PoRD should be applied to a case, in consultation with the Dean of the York Graduate Research School.

## 1. Recruitment and Admissions

The Strategy Group of CITY ULE and the University will agree on the maximum number of PhD students that may be admitted in any one year to the approved CITY ULE PhD programmes.

The [University of York Admissions Policy](#) and the University Code of Practice on the Recruitment, Selection and Admission of Postgraduate Researchers serve as key reference points.

In line with the Admissions Requirements section of the CITY ULE General Regulations, applicants will not be treated less favourably on the grounds of protected or other equality and diversity characteristics. Staff involved in the recruitment and admission process will receive appropriate training, including on unconscious bias, inclusion and diversity.

All applicants must meet the University's minimum admissions requirements i.e. should have a 2:1 honours degree or international equivalent. Applicants should typically have a merit Masters degree in a relevant discipline with a merit in the dissertation/capstone.

The minimum English language requirement is IELTS 7.0 with 6.5 in Reading, Writing, Listening and Speaking (or equivalent).

Any exceptions to the above, for example contextual admissions (e.g. taking into relevant professional experience) must be approved by the Doctoral Programme Board.

There are three primary modes for recruiting PhD students:

- Open call: applicants are invited to submit research proposals in response to a formal call for a number of agreed research projects for which is published annually at the beginning of the calendar year
- Student-initiated: applicants submit their research proposals, having confirmed that the relevant expertise and resources are available to support their project. Students can apply at any time during the academic year up until mid-June, but their applications are considered competitively at a panel in June.
- Project-based: opportunities are offered within the framework of externally funded research or industrial projects. (e.g. EU-funded projects).

All PhD applicants must make a full application to CITY ULE which includes:

- A research proposal (2,500 words)
- A CV

- A letter of support by potential supervisor(s)
- Personal statement in support of application
- Depending on department, sample of written work, portfolio submission, or any other relevant evidence.
- Two reference letters.

The Doctoral Programme Board (or agreed sub-panel of the Board), with the addition of the prospective supervisor(s), are responsible for evaluating applications and conducting interviews with applicants to assess their suitability. If an applicant is a potential supervisee of a member of the Doctoral Programme Board, the Board member will recuse themselves from the consideration of the application.

If applications are deemed acceptable, PhD applicants will be called to an interview with the Doctoral Programme Board, either in person or online. Interviews will be conducted in accordance with equality and diversity good practice.

The purpose of the interview is to allow the Doctoral Programme Board to assess the suitability of the applicant and (where applicable) the broad viability of their proposed project (including, for example, ethical considerations, funding constraints.). The interview should include the use of competency based questions to ensure fairness to all applicants, whatever their background.

For the accreditation of prior learning, CITY ULE will follow the principles set out in the University Code of Practice on the Recruitment, Selection and Admission of Postgraduate Researchers.

Before an offer to a PhD student is made by CITY ULE, CITY ULE will confirm that the relevant University school/department has confirmed that it is willing to provide a co-supervisor and/or TAP member.