PGR Recruitment and Application Roles and Responsibilities

Supervisor(s)
Funding secured
Advert written and submitted to PGR Administrator for adding to Findaphd.com and the school website. If the advert is to go elsewhere, this is the responsibility of the supervisor(s).
Review application(s) with or without interview and advise PGR Administrator of outcome(s) – Unconditional/Conditional/Reject
If conditional, please advise of the condition(s)
Advise of supervisory team and % split – for more details on supervisory requirements, please see the section for **Information for Supervisors and Reviewers**

For international students who require an ATAS Certificate project details are also required.

PGR Administrator
Adds advert to FindaPhD.com and school website. Advises school comms team it's live to allow them to post on social media.
After closing date (or when application(s) received if no closing date) PGR Administrator sends applications to supervisor(s) for review and interview. Interviews to be held via Microsoft Teams unless stated otherwise by the Funder.
PGR Administrator can assist with setting up interviews if required.
Adds decision, supervisory and % splits and ATAS information to MySaint, Registry will process official offer.

Applicant(s)
Applicants will complete their application using the Admissions portal.

Author:	kr16	Approval Committee:	
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
23/06/23	Created	