1. Overview of Research Degree Admissions:

Admissions Tutors are as follows:

*NewRoutePhD Applied Linguistics* – Professor Marjorie Lorch

*NewRoutePhD Intercultural Communication* – Professor Zhu Hua

*NewRoutePhD Language Teaching* – Dr Tom Morton

*NewRoutePhD TESOL* – Dr Tom Morton

*MPhil/PhD Applied Linguistics* – Professor Penelope Gardner-Chloros

*MPhil/PhD Education/Lifelong Learning* – Dr Kerry Harman

2. Criteria against which applicants will be assessed:

- The academic potential of individual candidates is assessed by admissions staff using their academic judgment, in line with the College Terms and Conditions of Enrolment and the College Research Student Admissions Policy.

- Offers of admission are based on an assessment of the candidate’s likely success in completing a research degree within four years (full-time) or seven-years (part-time). The Department will also consider, on the basis of the applicant’s proposal, whether there are sufficient resources in place to support the student’s specific research project, in accordance with the College’s Code of Practice for Research Degree Programmes.

- Applicants may be required to demonstrate their proficiency in the English language via an IELTS or similar test, achieving a grade of 6.5 or above.

- Applicants normally have an MA degree in a relevant subject for all research programmes, except the MPhil/PhD Education/Lifelong Learning which requires at least a good degree in a relevant subject.

- In addition to the candidate’s academic record, other relevant data considered include the research proposal; academic references; professional qualifications; and relevant work experience.
• All applications are treated on an equal and fair basis and decision-making is made in accordance with Birkbeck College policy on equal opportunities. Consideration of applications from students who declare a disability is based on the same criteria and principles as for other applicants. Implementation of the Research Student Admissions Policy is sensitive to the different experiences of disabled applicants, and takes into account their response to the opportunities and challenges they have encountered, on the understanding that these may be individual to the applicant. Applicants with a disability are encouraged to disclose this to the College, to enable any necessary adjustments to be planned in support of their education. Failure to do so may impact on the ability to make any necessary reasonable adjustments.

3. **Forms and information required:**

- Application form, including academic record, research proposal, academic references, professional qualifications and relevant work experience.
- Interview.
- Supplementary written material, where requested.

4. **Weighting of different criteria:**

- Primary considerations include fit between Department and applicant’s research project, soundness of the research proposal, staff’s availability and likely success of completion within normative time.

5. **Process for considering forms and assessing candidates**

- Initial consideration is based on information supplied in the applicant’s application, including the research proposal. The application is considered by the relevant Admission Tutor (in consultation with other staff, where appropriate). If the application clearly does not meet the criteria for admission, or in cases where the Department does not have the right supervisory expertise or other resources, the applicant will be informed that their application has been rejected.

- Applicants who proceed to the second stage of selection will be interviewed, either in person or by other arrangements (such as by telephone, skype or other appropriate internet-based technology). Interviews will normally be conducted by at least two members of the Department.
• Applicants may also be asked to provide supplementary written material, such as an example of their work or a set written task. This written material will be used to assess a candidate’s suitability for PGR study. It may also be used to distinguish between applicants with similar profiles or to give further information on which to base a decision (for example, an applicant presenting non-standard qualifications).

• Candidates will be contacted by Departments within 1 week of their interview to inform them of the outcome. On occasion, conditional offers may be made and applicants will be notified what any conditions of admission are as part of the offer, in line with the College Research Student Admissions Policy.

6. Arrangements for Cross-School admissions:

• The administrative responsibility for handling cross-School admissions lies with the department that received the application. On receipt of the application, the ‘home’ administrator contacts the relevant potential supervisors, forwarding application materials; liaising with the applicant and academic staff; and arranging an interview where required. The Research Degree Admissions Policy of the ‘home’ department will apply, but all communications / decisions are undertaken on a joint basis between potential supervisors.