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| *Interview Report:* *Part-time Student* |  | |
| Department: Engineering | | |
| Degree Committee: Engineering | | |
| Name of  Candidate: | | Application No: |

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| Admit term: | Course: | | Interview Date: | | | | | |
| Names of Interviewers (ideally the prospective supervisor and at least one other colleague): | | | | | | | | |
| Proposed subject of research: | | | | | | | | |
| **Topics covered at interview** (please tick as appropriate): | | | | | | | | |
| 1 **Suitability of project** to a part-time approach | | | | | | | |  |
| 2 Availability of suitable **supervisor** willing to take on a part-time student | | | | | | | |  |
| 3 Ability of candidate to **sustain** a part-time approach for the duration of the degree | | | | | | | |  |
| 4 **Fees** **and funding** arrangements | | | | | | | |  |
| 5 **Intellectual property** ownership | | | | | | | |  |
| 6 **For non-UK/Ireland nationals: visa support from the University required?** | | | | | | | |  |
| **Leave blank if UK/Irish applicant since not applicable**  **Attendance**: Where does the candidate propose to live throughout the course? (Town, country)  ………………………………………………………………………………………………………………………………  **Other topics/comments** on any of the above: | | | | | | | | |
| Do you recommend acceptance of this student? | | | |  | | Yes |  | No |
| If yes, do you recommend that s/he be allowed to study part-time? | | | |  | | Yes |  | No |
| Any Overall Comments (especially if acceptance not recommended) | | | | | | | | |
| Proposed attendance schedule should be briefly described below, as a guidance: What attendance will be required and how it will be managed to include formal supervisions and training, seminars etc. For Research Courses, this should comprise an overview of the five years research period and a more detailed plan for the first five terms, and must be updated at the time of registration. For shorter Research/ Taught courses provide the work schedule on how the student will progress through the course, specifying days of the week (if agreed with student) and compulsory seminars, lectures that must be attended. If possible please provide deadline for work that should be submitted. | | | | | | | | |
| **Modules**  Students must take two modules (one of which can be a reading club) before the end of their fifth term. **Please list the modules and term/year of study for each.**  **Please describe the arrangements for study of each module** (lecture attendance, timing of reading clubs to allow attendance)  [The standard arrangements for exemption from modules apply, as for full-time students, except that any part-time student without recent experience of academic study must take at least one module.] | | **Modules**    1.  2. | | | | **Term/year of study**  1.  2. | | |
| **Study arrangements:**  *(Appx. 16 taught hours per module)* | | | | | | |
| All research students must attend a Researcher Development Course (RDC). Part-time students must complete this over three consecutive terms during their first five terms.  **Please indicate in which terms this will be completed.** | | **Terms RDC will be completed during:**  *(Appx. 15-20 sessions)* | | | | | | |
| Attendance at research seminars and making research presentation are highly desirable**. Please indicate the number of such events proposed per year**, and any other provision for training in transferable skills, eg project management.  (Attendance at 3 seminars and giving of 1 presentation are reasonable minimum requirements.) | |  | | | | | | |
| **Attendance Requirements (Summary)** | | **Approximate agreed dates** | | | | | | |
| **First five terms** | | | | | | | | |
| **Module Lectures/Reading Clubs** | |  | | | | | | |
| **Seminar attendance** | |  | | | | | | |
| **Presentations (to research group or wider audience)** | |  | | | | | | |
| **Other (give details)** | |  | | | | | | |
| **Terms six to fifteen** | | | | | | | | |
| **Formal supervision meetings (2 to 4 per term)** | |  | | | | | | |
| **Seminar attendance** | |  | | | | | | |
| **Presentations (to research group or wider audience)** | |  | | | | | | |
| **Other (give details)** | |  | | | | | | |
| Confirmation that applicant is aware of this schedule and any other comments | | | | | | | | |
| Signature of Supervisor: | | | | | Date | | | |
| Name of other interviewer:  (if applicable) | | | | | Date | | | |
| Graduate Administrator/ Teaching Administrator in charge of Graduate course  Name Louise Wilson Signature | | | | | Date | | | |

**PAO guidance to Part time application particulars and form**:

For additional guidance on part-time study, please see the link to Part-time Graduate Study booklet on our website here:

<https://www.postgraduate.study.cam.ac.uk/download/part-time-graduate-study-information-prospective-students>

1. All part-time applicants must be interviewed and an Interview Report form, completed by the supervisor, must be uploaded on CamSIS. The offer will not be made without this document. Exceptions are EDM14, EDM15 courses, Faculty of Education.
2. The same Interview Report form should be used for UK and OS applicants).
3. For all PT applicants PAO will add two additional conditions to the offer of admission: i) Employer’s letter and ii) Part-time attendance declaration form which confirms that the applicant is aware that a PT course is not a long distance course and that they agree to attend required lectures, seminars, meetings as requested by the Department.
4. Please note: part-time applicants cannot study for another degree level course at the same time. If you are aware of this situation, you must let the applicant know that they cannot start course in Cambridge until another degree course have been completed or they would agree to withdraw from another course.

Interview Report Form - guidance:

Please see PAO guidance to some of the topics that need to be discussed during the interview:

1. Suitability of project to a part-time approach – make sure the project is suitable to part-time applicant and that the applicant is aware of the commitment that is required.
2. Ability of candidate to sustain a part-time approach for the duration of the course – part-time applicants often have other commitments apart from the commitment to study course: it might be part-time work, family commitments or any other responsibilities. Make sure that the applicant has considered the commitment that will be required for chosen course of study and for the whole duration of the course to minimize the necessity to “drop out” and the disappointment linked to this decision.
3. Fees and Funding arrangements – if self-financing especially, or partially self-financing, make sure that applicant is aware of the financial commitment associated with length of the course of study
4. IP ownership – it is very important to discuss this with applicant especially if the applicant is employed. Employers might be interested in discussing IP with applicant, it is important to establish who the IP will belong to during the interview: The University or applicant. Please make sure that the IP box (5) is ticked if IP rights will belong to the University since we will ask applicant to make sure that this should be reflected in Employers’ letter.
5. Visa support for applicants: Please leave box 6 blank if applicant does not require visa support (UK/Ireland).In accordance with UK Home Office requirements, all students from outside of the UK and Ireland require an appropriate immigration status that permits study in order to undertake a course at the University. If the applicant already holds a valid UK visa or immigration status, they will need to provide evidence of this during the admissions process. If their existing permission does not cover the length of their course, they will be asked for information on their intentions for when this expires. Students accepted for a part-time research course who do not already hold a UK visa or immigration status that permits study will require a student visa for their course, sponsored by the University. The proposed arrangements for attendance in Cambridge will be checked by the International Student Office to ensure suitability for visa sponsorship as part of the admissions process. Prospective students should read the full information about the requirements and restrictions of a student visa granted to study part-time outlined at [www.internationalstudents.cam.ac.uk/immigration/student-visa-part-time](http://www.internationalstudents.cam.ac.uk/immigration/student-visa-part-time)

Prospective students applying for a part-time Masters course in the Faculty of Education or the Institute of Continuing Education should refer to the information on immigration requirements on their respective webpages.

1. Attendance: There is no residence requirement for part-time students, only the requirement that they attend sessions in Cambridge as and when required by their Department. Discuss with the applicant where they are going to live during the course and make sure they are aware that when they need to come to Cambridge when required they would have to make their own arrangements.