

Admissions Interview Procedure (Faculties and King's Foundations)

Procedure to Introduce Admissions Interviews and to make Changes to Existing Interview Practices

For many programmes on offer at King's College London, an interview will not be required as a selection tool for admissions.

However, if Faculties or King's Foundations wish to introduce an interview or make significant changes to their interview practices, they must follow this procedure to ensure that due consideration has taken place.

Significant changes are considered to be alteration to the interview structure, format and/or interviewer composition. Changes to interview questions would not be considered a significant change, although Faculties may wish to consider the impact on EDI and recruitment before implementing any alteration. Faculties are welcome to seek advice from Admissions regarding any changes before implementation.

As a first step, Departments and King's Foundations, must first complete the [Interview Introduction Request Form](#) or the [Interview Change Request Form](#) available on the [Admissions Hub](#).

The form asks colleagues making the submission to declare which criteria they are using to request an interview as outlined in the [Interview Policy \(Student Admissions\)](#) and to demonstrate due consideration has taken place for the impact this practice may have on recruitment and Equality, Diversity and Inclusion. An evidence-based approach must be taken.

Once submitted via the Admissions Hub, this form will be sent to Admissions who will share it with an appropriate senior colleague in the Faculty for consultation such as the Vice-Dean for Education, Director of Operations or their equivalent. Admissions and the Faculty will then discuss the proposal, agree and approve the interview process for use in the following admissions cycle.

Agreement and approval will be reached if both the Faculty and Admissions are satisfied that due consideration has taken place. Colleagues submitting the form should be prepared that there may be follow-up questions, including operational queries. Additionally, a full Equality Analysis may be required before the use of an interview is approved.

The deadline for submitting the interview request form will be 30 April each year to allow for adequate consideration and preparation time preceding the start of an admissions cycle. For PGR, where there are rolling intakes, Faculties would be required to submit any requests by 30 July each year to allow for adequate consideration.

The Admissions Operations team will hold a record of all interviews that have been approved and will monitor their implementation. If unapproved or unsolicited activity is identified, this will be reported to the Vice-Dean for Education, Director of Operations or their equivalent and addressed in the Faculty.