

# Qualifications requirement

For Skilled Worker sponsorship and endorsement under the Global Talent Academic & Research, and Endorsed Funder route, the advert/job description must accurately reflected the requirements of the vacancy, and the applicant must holds the 'qualifications required' for the role.

It is not possible to support someone under either route, who does not hold the 'qualifications required', as described in the job description, as they would not be considered to be suitably qualified to take up the role.

The **below table** sets out four clearly defined options, for listing the 'qualifications required', together with the evidence that must be submitted to SIT with the internal application form in each case.

The options are primarily drafted with research and lecturer (professorial) roles in mind. They should, however, apply equally well to other roles within the collegiate University which are eligible for Skilled Worker sponsorship, such as Statisticians, Research managers, IT project managers and programmers, Engineers, and other roles.

The **second page**, sets out the more specific requirements for the Global Talent Academic & Research appointments route, which requires in the essential criteria a PhD (near to completion) or equivalent experience.

QUALIFICATION REQUIREMENT	EVIDENCE REQUIRED WITH SKILLED WORKER COS APPLICATION
Option 1 – 'Hold a PhD/ DPhil in...'	<p><b>EITHER</b> a copy of their PhD/ DPhil award certificate;  <b>OR</b> an academic reference confirming the qualification has been awarded.  <i>PLEASE NOTE: if 'post qualification experience' is also listed SIT will not be able to sponsor someone who has just finished their PhD/DPhil/doctorate.</i></p>
Option 2 – 'Hold, or be close to completion of, a PhD/DPhil in...'	<p><b>EITHER</b> a copy of their PhD/ DPhil award certificate;  <b>OR</b> an academic reference confirming the qualification has been awarded;  <b>OR</b> an academic reference confirming that they have <b>submitted their thesis</b>, if they have not yet completed.</p>
Option 3 – 'Hold a Bachelor's Degree (or Master's) in...' as <i>essential</i> with 'Hold a PhD/DPhil in...' as <i>desirable</i>	<p><b>EITHER</b> a copy of their Degree (or Masters) award certificate;  <b>OR</b> an academic reference confirming Degree (or Masters) has been awarded.  <i>PLEASE NOTE: Option 3 should not be used for Research roles above Grade 6</i></p>
<p>Option 4 – 'Hold a PhD/DPhil in...' with the possibility to <b>underfill</b> if they instead 'Hold a Bachelor's Degree (or Master's) in...'</p> <p><i>Standard underfill wording: Whilst the role is a grade Y (£- £ p.a.) position, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at grade X (£- £ p.a.) with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate.</i></p>	<p><b>EITHER</b> a copy of their award certificate;  <b>OR</b> an academic reference confirming the qualification has been awarded.</p> <p>Those with the substantive qualification would be appointed on the substantive grade. Those with the lower qualification would be appointed on one grade lower, with a specific adjustment of duties and a development plan setting clear milestones which must be met (including award of a PhD/DPhil, if applicable) before promotion to the substantive grade, normally within one year.</p> <p>Changes in job title &amp; salary etc. on promotion to the substantive grade <b>must</b> be reported to SIT.</p> <p><i>Please refer to Personnel guidance on 'Underfilling of posts' for more information: <a href="https://hr.admin.ox.ac.uk/main-salary-and-grading-structure">https://hr.admin.ox.ac.uk/main-salary-and-grading-structure</a></i></p>
<p><b>COMMENT ON 'EQUIVALENT EXPERIENCE'</b></p> <p>If including 'or equivalent experience', options of what might be accepted as equivalent should be discussed/ explored when drafting the adverts and job description.</p> <p>Where an applicant is seeking to rely on 'equivalent experience' in lieu of a qualification, references (normally from their current employer) would be required which specifically detailed the applicant's research (or other activities) and explained how these are considered equivalent to the qualification in question.</p> <p><b>PLEASE NOTE:</b> <i>Research towards an, as yet incomplete, Masters or PhD/DPhil cannot be relied on as equivalent to holding these qualifications.</i></p>	

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## ADDITIONAL requirement for the Global Talent Academic & Research appointments endorsement route

The Global Talent Academic & Research appointments route, supports postdoctoral level research and innovation roles, and appointments to senior academic, research or innovation leadership.

The Job description, in the **essential criteria**, must require a:

PhD/DPhil (or near/close to completion) or equivalent research experience.

### EXAMPLES OF ACCEPTABLE WORDING IN THE ESSENTIAL CRITERIA

'Hold a PhD/DPhil...'

'Hold, or be close to completion of, a PhD/DPhil in...'

'PhD or post-graduate medical degree (M.D.) with significant post qualification research experience.'

### THE ROLE IS NOT ELIGIBLE IF THE FOLLOWING REQUIREMENT IS LISTED

'PhD/DPhil' is listed in the desirable criteria

'Either a PhD or another postgraduate degree (e.g MSc, MA, Mres)'

For example the following wording would not be eligible;

'A PhD (or near to completion) or postgraduate qualification with substantial relevant experience'

'Relevant postgraduate qualification (preferably a doctorate)'

'Relevant postgraduate qualification (a masters, or a doctorate)'

This guidance does **not** detail the qualification requirements the applicant must meet for the [Global Talent Endorsed Funder route](#), which is separate and in addition to the details contained in the Job Description.

PLEASE REMEMBER that, where possible, [generic job descriptions](#) should be used, and where substantive changes are made from the generic duties and selection criteria the role should be referred to the reward team.

*SIT is happy to review job descriptions to help ensure the qualifications required for the role are clear.*

<https://staffimmigration.admin.ox.ac.uk/>