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**School of Arts, Languages and Cultures**

**Funding Application Form**

**Deadline to return form: 5pm, Monday 01 February 2016**

* This funding application form should be submitted via email to:

[masalcfunding@manchester.ac.uk](mailto:masalcfunding@manchester.ac.uk)

* To apply for a master’s award you must **also** complete the University of Manchester standard postgraduate admissions application form by **01 February 2016**. You can do this at: <http://www.alc.manchester.ac.uk/apply/>
* Transcripts and references included as part of your admissions application can also be used for your funding application, however it is important to note that references that do not provide a detailed appraisal of your academic development and suitability for your proposed study, but are simply a general statement of support, may disadvantage even the strongest applicant. It is the responsibility of the applicant to ensure that your supporting references are submitted by the deadline of 01 February 2016.
* Referees need to submit their references by email, using the form available here: <http://www.alc.manchester.ac.uk/apply/references/>
* Candidates for **all** funding awards are required to submit an additional supporting statement (500-word Case for Support for Master’s), within this form. Advice on how to write your Case of Support can be found below.
* Unless the admissions programme application, funding application form **and** all supporting documents are received by **01 February 2016** you **will not** be considered for funding.
* In addition to the School master’s scholarships there may also be awards provided by your subject area – if this is the case you will **automatically** be entered into both award competitions using this application form.

**Please complete all sections:**

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| University of Manchester Application / Student ID number (if known): | | |
| Programme of study applied for: | | |
| Title | Forename | Surname |
| Correspondence Address |  | |
| Telephone |  | |
| e-mail |  | |

**Residency Declaration:**

🞏 Home/EU 🞏 Overseas

**QUALIFICATIONS:**

**Undergraduate:**

|  |  |
| --- | --- |
| Title of degree: |  |
| Awarding Institution: |  |
| Overall degree classification: |  |

**Postgraduate:**

|  |  |
| --- | --- |
| Title of degree: |  |
| Awarding Institution: |  |
| Overall degree classification: |  |

**Referee Contact Details:**

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
| Institution |  |
| Telephone |  |
| E-mail |  |

|  |  |  |
| --- | --- | --- |
| 2 | Name |  |
| Institution |  |
| Telephone |  |
| E-mail |  |

**CHECKLIST for funding application:**

🞏 Transcripts (not required for University of Manchester graduates)

🞏 Case for Support

🞏 Two full academic references

**Case for Support (500-words)**

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| Please refer to the guidance below |

**Case for Support**

We ask that you provide a written Case for Support of no more than 500 words. Within your case for support, you should give a brief indication of any previous experience or preparation that is relevant to your proposed study. For example, any course units you have taken as part of your undergraduate degree that are particularly relevant. This should not be an exhaustive list, but a summary which demonstrates to the assessors that you are appropriately prepared to undertake your proposed programme. You should also include preparation that is additional to the formal undergraduate qualifications you have mentioned on your University Application Form. For example, if you have additional degrees or qualifications and these are relevant training and preparation, please include them, e.g. a PGCE.

If you have had a career change, it would be helpful to the assessors to say why you wish to pursue this new direction. If you are aware of further training you will require to enable you to complete your studies, e.g. language skills or Information and Communication Technologies (ICT) training, please include it in this statement. The fact that you need further training will not be regarded by the assessors as a sign of weakness.

The detail provided in your case for support will depend upon which Master’s programme you chose to apply for, and on the expectations you have on the impact and contribution of the programme for your future career. The following section provides advice on information to include whether you are preparing for doctoral research or whether your programme of study is primarily intended for professional preparation. Some Master’s programmes include specific requirements for admission relevant to the programme of study – please check the admissions criteria for your programme and ensure you refer to them in your case for support. You can also discuss your case for support with your proposed Programme Director, however it is crucial that the detail provided here is your own work.

For those aiming for research preparation, you should describe how this programme will prepare you for doctoral study or, in the creative and performing arts, provide a foundation for a career in research in the higher education sector. You should state briefly why you wish to study this programme. What are the intellectual problems that interest you and how will this programme address these interests? How will this prepare you for doctoral study? How does it relate to your eventual career aims?

You should therefore say why you wish to proceed to doctoral study and include an indication of the likely focus of your doctoral studies. For creative and performing arts subjects, including practice-led study, if you are not intending to continue to doctoral study, you should say how the programme will act as a foundation for your career in research in the higher education sector. You should include an indication of the likely focus of your research beyond your Master’s degree. Where there is a significant overlap between your undergraduate dissertation (if you completed one) and your proposed dissertation or research programme, you should demonstrate clearly how the project goes beyond your undergraduate work. The added value of continuing research in the area needs to be demonstrated.

For practice-led research subjects (including creative writing), you must not produce only a creative outcome or a piece of work; there must be a research basis and outcome to the project and this must be clearly explained your proposal. You should also include details of your professional experience, e.g. any studio work or exhibitions. The assessors will be looking at your track record and at how your research will build on your previous experience.

For those undertaking Master’s study for professional development, you should describe how this programme will contribute to your long term career aims and how taking this programme is a pre-requisite for meeting your long-term career aims. Give a brief description of the subject area in which you plan to do your dissertation. Where there is a significant overlap between your undergraduate dissertation (if you completed one) and your proposed dissertation work, you should demonstrate clearly how the project goes beyond your undergraduate work.

If your programme includes an assessed practical element, please give a brief description of the work you intend to pursue. You should say how your proposed work relates to what you have studied already, and any relevant professional experience you have had. It is important to include details of your professional or work experience in your field of study (including relevant voluntary work), as the panel will be looking at your track record. For example, if you are undertaking a creative writing course, please describe the kind of writing (published and unpublished) you have undertaken. If your work experience was completed over several short periods, it would be helpful to give an overall number of weeks or months, e.g. 3 months’ gallery experience. If you have additional degrees or qualifications that you have not mentioned elsewhere on the University Application form, e.g. a PGCE, and these are relevant training and preparation, please include them here. If you already have a postgraduate qualification, you should say how this relates to your proposed studies.