



Arts & Humanities  
Research Council

**TRANS  
FORMA  
TION NW**

A DOCTORAL PROGRAMME IN  
DESIGN & CREATIVITY



# NWCDTP TRANSFORMATION NORTH WEST STUDENTSHIP COMPETITION

Guide for Applicants for AHRC North West Consortium DTP Transformation  
North West Studentships

(September 2017 entry)

## INTRODUCTION

These Notes of Guidance are intended for those who wish to apply to the Transformation North West NWCDTP Studentships Competition for September 2017 entry.

Students will be hosted at one of the seven NWCDTP Institutions: Keele, Liverpool, Lancaster, Salford, Manchester, MMU or the Royal Northern College of Music.

It sets out the types of awards provided, eligibility and the procedures for application.

**It is therefore crucial that you read these carefully before making your application.**

## 1. THE FUNDING SCHEME

The AHRC provides funding to enable students to study at Higher Education Institutions (HEIs) in the UK at doctoral level and their postgraduate awards programme is administered as follows:

### **+2 Scheme (Two years Doctoral Study – For current first year students only)**

This scheme will provide support for up to two years of full time study, or four years of part-time study for students who are currently registered onto the first year of a programme leading to the award of a doctoral degree. Students in their second or third year will not be eligible for funding.

### **+3 Scheme (Three years Doctoral Study)**

This scheme will provide support for up to three years of full-time study, or six years of part-time study, on a programme leading to the award of a doctoral degree.

## 2. ELIGIBILITY

**This is not a requirement that candidates apply for admission before applying for these awards. Successful candidates will be expected to apply for admission to the relevant institution during August if they do not already hold the offer of a place.**

### **Academic eligibility:**

- Candidates must have qualifications of the standard of a good honours degree at first or upper second class level, from a UK academic institution. Applicants for +2 and +3 awards should normally possess or be studying for a Masters degree. In the majority of cases, candidates will have undertaken an undergraduate course and Masters course at a recognised UK higher education institution. However, some may have qualifications from outside the UK, or be able to offer a combination of qualifications and/or experience. In both cases, it will be necessary to ascertain whether these qualifications can be equated to an honours degree, and at what level.
- The NWCDTP bases its assessments of qualifications attained outside the UK on the British Council's NARIC guide.

### **Residential eligibility:**

- Candidates must have a relevant connection with the UK in order to qualify for a full award. This includes candidates who have been ordinarily resident in the UK throughout the 3-year period preceding the date of application and resident for this 3-year period for reasons other than education. Also candidates that have settled status in the UK within the meaning of the Immigration Act 1971.
- Candidates from EU countries other than the UK are now eligible for full awards maintenance and tuition fees if they have been resident in the UK for at least three years prior to the start of their programme.
- Candidates from EU countries who have not resided in the UK for three years prior to the start of their programme will be eligible for a fees-only award.

For further information on residential eligibility please refer to the AHRC webpage:

<http://www.rcuk.ac.uk/skills/training/>

## 3. THE FINANCIAL BASIS OF THE AWARD

A full postgraduate award for full-time study provides funds to meet:

- The payment of approved fees to the institution
- A maintenance grant

The level of the grant for the academic year 2017-18 is as follows:

Maintenance Grant	£14,553
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Students will also have a support fund of £550 available per year.

Students opting to study part time will receive a pro rata maintenance grant of the equivalent of a full time award.

Students will receive additional disability allowance where appropriate.

Fees Only Awards for eligible EU students provide the payment of tuition fees only. 'Fees-only' award holders are not eligible to receive a maintenance grant from AHRC funds.

#### **4. THE APPLICATION PROCESS**

##### **Application Form, References, Transcripts and CV**

To apply for an award you must fill in the application form and supply relevant references, transcripts as well as a CV (4 pages maximum) **by Monday 3 July 2017 (midnight)** and send this to the NWCDTP Office at [nwcdtp@manchester.ac.uk](mailto:nwcdtp@manchester.ac.uk).

Your application will be judged on the basis of this funding application form as well as your references, transcripts and CV.

#### **5. ASSESSMENT OF APPLICATIONS**

Your application will be assessed by the Transformation North West Panel. The panel will consist of senior academics working on Design, Digital and Creative Technologies at the 7 NWCDTP Institutions. Each application will be judged on its own merits based on the information provided in the Application Form and your references.

##### **a. Interviews**

The Panel will shortlist candidates on the 12<sup>th</sup> July and will invite them to attend an interview on one of those dates: **26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> July 2017**. The interviews will take place at MediaCity UK. Please ensure that you indicate the dates you can or cannot do on your application form.

Successful candidates will be notified by **1<sup>st</sup> August 2017**. Candidates who are on the reserve list will also be notified, as will those who have been unsuccessful. If you are successful in being nominated for an award, you will be asked to confirm whether or not you wish to formally accept this by the 11<sup>th</sup> August 2017.

##### **b. Taking up an award**

Award holders will normally be expected to begin their programme of study on, or around, **18<sup>th</sup> September 2017**. Successful candidates will be required to apply for admissions at the relevant institutions in time for a September Start.

Award holders of a full award will receive the first instalment of their maintenance grant in early October.

In certain circumstances, such as illness, or where there is a need to give a period of notice to an employer, we will consider deferring the start date of a doctoral programme, normally by up to three months (with approval from the School/Faculty PG office). Any application for postponement must be made immediately through the Institution in which you intend to register. You should write to the Institution, in advance, including supporting letters from your potential supervisor.

If you are unable to take up your award in the year in which it was awarded, it will be rescinded and you will have to re-apply in the competition in the following year, should an award be available. You will need to inform us of your decision at the earliest possible stage, in writing, by letter or e-mail.

The continuation of doctoral awards is subject to the submission of a satisfactory annual report at the end of each year of the award and you are subject to the Institution and school/Faculty's standard monitoring and progression processes.

### c. Change in circumstances

Studentships will be awarded for a particular programme of study at the Universities of Keele, Lancaster, Liverpool, Manchester, MMU, Salford, or at the RNCM. Therefore all requests to make changes to the awards are only considered by the panel in very exceptional circumstances and only if the reasons are fully and clearly explained.

### d. Appeals Process

The competition is fierce and, inevitably, many highly qualified and strongly supported applicants do not get an award. Each application receives careful scrutiny by the assessors, and their decision is reached in the context of competing applications. Individual Feedback on applications will not be available.

## 6. APPLICATION TIMETABLE

<b>Monday 3<sup>rd</sup> July 2017</b>	Deadline for Funding applications to be submitted to NWCDTP Office
<b>12<sup>th</sup> July 2017</b>	Shortlisting panel
<b>14<sup>th</sup> July 2017</b>	Shortlisted candidates to be invited for interviews
<b>26<sup>th</sup>, 27<sup>th</sup> &amp; 28<sup>th</sup> July 2017</b>	Interviews.
<b>1<sup>st</sup> August 2017</b>	Successful candidates to be notified
<b>11<sup>th</sup> August 2017</b>	Deadline for acceptance of an award
<b>From 18 September 2017</b>	Start of the programme under the NWCDTP

## 7. APPLICATION GUIDANCE:

Please follow the instructions below to complete your application form.

1. Studentships available:

Please tick the scheme you would like to apply for.

2. Institutions you would like to be considered for

Please select the institution(s) for which you would like to be considered for a studentship

3. Name and address

We need to be able to contact you between June and September. Under 'Address' you should provide the address at which you can be contacted for the majority of this period. Should you be unavailable during this period, you may provide the name and address of someone who can correspond for you in your absence.

4. Award details

- Award type: Fees only or full award

Please see residency eligibility under section 2 (page 2) for more details

- Mode of attendance

Part time students are only eligible for the maintenance grant on a pro-rata basis. Further information on awards and stipends can be found under section 3 (page 3).

5. PhD themes

Please provide details of your experience, skills and interests in the relevant areas in a maximum of **500** words. These should be relevant to the themes and topics set out in the additional information (see website).

6. Qualifications

Please enter your relevant qualifications (Post-Secondary and relevant professional qualifications).

7. Relevant Experience

The assessors will use this information to establish any experience you have gained that might contribute to the intended research areas. Please supply the kind and extent of any experience and potential training previously taken relevant to the research areas in a maximum of **500** words.

8. References, transcripts and CV

Please attach two references (one academic and one non-academic), relevant transcripts (UG and Masters degree) and a CV (**4 pages maximum**) to your application. These can be emailed to [nwcdtp@manchester.ac.uk](mailto:nwcdtp@manchester.ac.uk) with your application form.

9. Interviews

Please indicate your availability on the interview dates. If you are not available on any of the proposed dates please indicate your next availability.

10. How did you hear about us

The DTP would be interested to hear how you have heard about the DTP and this particular scheme, whether it is via our website, external funding website, your institution etc....

11. Acknowledgement

Please sign and date the application form and email it with your reference to the DTP office: [nwcdtp@manchester.ac.uk](mailto:nwcdtp@manchester.ac.uk)