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**School of Arts, Languages and Cultures**

**Funding Application Form**

**Deadline to return form: 5pm, Friday 01 February 2019**

* 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 2019**. 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 2019.
* 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 2019** you **will not** be considered for funding.
* **Please note:** It is the applicant’s responsibility to ensure that a confirmation that this funding application has been received in case of any future dispute. You should receive an email to acknowledge receipt of your funding application within 3 days; however, if this is not forthcoming, you should email [masalcfunding@manchester.ac.uk](mailto:masalcfunding@manchester.ac.uk) to confirm that the application was received before the deadline.
* 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 statement, your primary aim is to provide convincing reasons why you want do the course and how you are an excellent candidate. Precise details will depend upon which Master’s you choose to apply for, the expectations you have of the programme, and how you think it will shape your future career. 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.

[**Your interests**](https://outlook.manchester.ac.uk/owa/redir.aspx?C=euzjh6LHFY8t8J9vhrF_Ug7NDKE696WdKPQ9hAX9tLH8VrDMzzTVCA..&URL=http%3a%2f%2fwww.socialsciences.manchester.ac.uk%2fstudy%2fmasters%2fapplying%2f) **and expectations**

Explain why the Master’s programme appeals to you and the areas within the subject that you find interesting, including specific modules or other course opportunities. Provide evidence to demonstrate your suitability and interest for the course. What are the intellectual problems, or practical opportunities, that enthuse you? If you know exactly why you wish to pursue this Master’s -- to go onto PhD study or to follow a career path for instance -- or a particular area you wish to pursue for your dissertation/final project, then address this as well. In general,what do you expect to get out of your Master’s and how will it contribute to your career aims?

[**Your academic credentials**](https://outlook.manchester.ac.uk/owa/redir.aspx?C=euzjh6LHFY8t8J9vhrF_Ug7NDKE696WdKPQ9hAX9tLH8VrDMzzTVCA..&URL=http%3a%2f%2fwww.socialsciences.manchester.ac.uk%2fstudy%2fmasters%2fapplying%2f)

Tutors will pay particular attention to:

* your first degree
* your final classification and average grade
* your intellectual development, and achievements, as an undergraduate
* where relevant to the chosen programme, professional experience, especially if your first degree is in a different subject area

Many applicants will have similar academic backgrounds to you. Why are you the ideal person for this particular Master’s programme? What have you achieved that makes you stand out (e.g. a particularly high mark, an award for academic achievement, or a prize for project work). Drawing from specific examples in your career to date, explain how your intellectual interests have grown and developed. Discuss authors or texts that have inspired you, theories or problems that drive you, academic talks that you have attended, study groups that you have been part of or academic societies you have joined. Include work experience where relevant, particularly if you are interested in a vocational Master’s, if your first degree is in a different subject area from the programme that you are applying to, or if your first degree was obtained some time ago

**Your strengths**

Look closely at the course programme key skills and required knowledge. Using specific examples from your previous studies, work experience, or extra-curricular activities, discuss how you meet the course aims and requirements. Explain your skills in detail -- the admissions tutor will not be able to appreciate your capabilities/achievements simply by reading the title of your final year dissertation/project, for instance.

[**Writing tips**](https://outlook.manchester.ac.uk/owa/redir.aspx?C=euzjh6LHFY8t8J9vhrF_Ug7NDKE696WdKPQ9hAX9tLH8VrDMzzTVCA..&URL=http%3a%2f%2fwww.socialsciences.manchester.ac.uk%2fstudy%2fmasters%2fapplying%2f)

* Start positively - grab the reader's attention
* Keep your comments brief and focused
* Highlight your skills and achievements; don’t underplay your best attributes
* Use your statement to show that you can structure your thoughts and write coherently; each topic should lead logically onto the next
* Get your facts right; stating that you want to work with an academic who no longer works at the University will not impress admission tutors
* Your statement should be evidence-based wherever possible
* Stick to the word limit