



# NORTH WEST CONSORTIUM DOCTORAL TRAINING PARTNERSHIP

Guide for Applicants - NWCDTP Research Preparation Masters Awards  
(September 2015)

## INTRODUCTION

These Notes of Guidance are intended for those who wish to apply to the Universities of Liverpool, Lancaster, Salford, Keele, Manchester, Manchester Metropolitan and the Royal Northern College of Music for an Arts and Humanities Research (AHRC) Masters award under the new AHRC North West Consortium (NWCDTP) scheme to support doctoral study in the Arts and Humanities from September 2015. 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 therefore can fund Masters Programmes in order to provide the best preparation for doctoral studies to the most outstanding students. This scheme provides Masters training as preparation for doctoral training and is open only to those students planning to go on to doctoral training.

There is a very limited number of Masters awards and the NWCDTP will only fund outstanding students in possession of a **first class degree** by the time they take up their award.

## 2. ELIGIBILITY

**Candidate must be aware that the deadline for admissions under the NWCDTP funding scheme is Friday 23<sup>rd</sup> January 2015. Candidate MUST have applied to their programme of study by this date or their funding application will not be eligible**

### **Academic eligibility:**

- Candidates must have qualifications of the standard of an honours degree at **first class** level (or equivalent). In the majority of cases, candidates will have undertaken an undergraduate 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.
- Candidates must be planning to study in a NWCDTP pathway (see appendix 1 for a list of pathways).

### **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

Rates for the academic year 2015-16 will be the same as the PhD maintenance - which for 2014-2015 was as follows:

Maintenance Grant	£13,863
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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.

The AHRC also provides **fees-only** awards for eligible EU students. 'Fees-only' award holders are not eligible to receive a maintenance grant from the AHRC.

## 4. THE APPLICATION PROCESS

### Application Form and Transcripts

To apply for an award you must have applied for a place on a programme at one of the seven NWCDTP institutions by **Friday 23<sup>rd</sup> January 2015**. Please note that your application for admission onto your chosen programme must be complete (no missing documents) when submitted by this deadline.

You must also submit a **NWCDTP Funding Application by 13<sup>th</sup> February 2015 (5pm)** in order to be considered.

Your application will be judged on the basis of your NWCDTP funding application form as well as your references, and your academic transcripts (submitted for your programme application on the 23<sup>rd</sup> January). The references and transcripts will be matched to your funding application by the institution through which you are applying.

### Closing Date

You should apply to one institution for admission onto your chosen postgraduate programme using the online application form:

Lancaster: <https://www.postgraduate.lancs.ac.uk/Pages/default.aspx>

Liverpool: <http://www.liv.ac.uk/study/postgraduate/applying/>

Manchester: <http://www.manchester.ac.uk/postgraduate/howtoapply/>

Manchester Metropolitan: <http://www2.mmu.ac.uk/study/postgraduate/apply/postgraduate-taught-course/>

Keele: <http://www.keele.ac.uk/pgapply/>

RNCM: <http://www.rncm.ac.uk/research/programme/requirements/>

Salford: <http://www.salford.ac.uk/study/postgraduate/taught>

Please note that the deadline for admissions is Friday 23<sup>rd</sup> January 2015. In order to be eligible for the AHRC NWCDTP funding you **MUST** have applied for a place on a programme at your Institution. You should also complete the relevant AHRC NWCDTP funding application form and send it to the relevant office (see appendix 2 for contact details) at the Institution in which you intend to register by **5.00pm on 13<sup>th</sup> February 2015**. There is only one closing date for funding applications each year and there is no flexibility on this date.

Please note that candidates are allowed to apply to various institutions in the consortium for a place on a programme. However the candidates must choose only one institution through which they wish to apply for funding.

Please note that if an applicant submits more than one funding application the NWCDTP reserves the right to withdraw the funding application.

## 5. ASSESSMENT OF APPLICATIONS

### a. The Pathway Panels

Your application will be initially assessed by the Institutional Pathway Panel. The panel consists of senior academics from within the relevant Pathway within the Institution you intend to register at. Each

application is judged on its own merits based on the information provided in the AHRC Application Form and your transcripts / references. The Panel agrees a mark for each application and applications are then ranked.

The Institutional Pathway Panels will then forward their selected applications for consideration by the NWCDTP Pathway Panel. This consists of one nominated Pathway Leader for each NWCDTP Institution represented in this Pathway. This Panel will decide which applications will go through the final Studentship Committee.

Finally, the applications which have passed the previous two stages are presented to the NWCDTP Studentship Committee by the overall Pathway Leader. This Committee will then decide on studentship allocation across the NWCDTP. This Committee will take place on the 1st April 2015.

**b. Outcome of Application**

Successful candidates will be notified by 13<sup>th</sup> April 2015. 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.

**c. Taking up an Award**

Award holders are normally expected to begin their programme of study on, or around, **21 September 2015** and, providing we have received all necessary paperwork, 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 relevant 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.

Following your Masters programme, you will need to reapply for the PhD programme and the AHRC Doctoral Studentship competition in order to be considered for an award.

**d. Change in circumstances**

Studentships are awarded for a particular programme of study at the University of Liverpool, Lancaster, Manchester, Salford, Keele, Manchester Metropolitan or at the RNCM. Therefore all requests to make changes to the awards are only considered by the North West Consortium DTP Studentship Committee in very exceptional circumstances and only if the reasons are fully and clearly explained.

**e. Resubmitting Applications**

If you are unsuccessful in one year's competition you may apply in the next year's competition providing you continue to meet the eligibility criteria for the scheme.

**f. 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. The NWCDTP will be unable to notify unsuccessful candidates who did not make it as far as the NWCDTP Studentship Committee.

The Universities have complaints and appeals procedures, details of which can be found on our web sites at:

Lancaster: <http://www.lancs.ac.uk/sbs/all/complaintsandappeals.htm>

Liverpool: <http://www.liv.ac.uk/students/student-administration-centre/policies-procedures/appeals.htm>

Manchester: <http://www.manchester.ac.uk/postgraduate/howtoapply/policies/>

Manchester Metropolitan:

[http://www.mmu.ac.uk/academic/casge/regulations/docs/appeals\\_complaints\\_policy.pdf](http://www.mmu.ac.uk/academic/casge/regulations/docs/appeals_complaints_policy.pdf)

RNCM: <http://www.rncm.ac.uk/research/programme/apply/>

Keele: <http://www.keele.ac.uk/paa/governance/disciplinecomplaintsgrievancesappeals/>

Salford: [http://www.governance.salford.ac.uk/page/aqa\\_forms](http://www.governance.salford.ac.uk/page/aqa_forms)

## 6. APPLICATION TIMETABLE

Friday 23 <sup>rd</sup> January 2015	Admissions Deadline
Friday 13 <sup>th</sup> February 2015	Deadline for studentship applications to relevant institutions
Around 13 <sup>th</sup> April 2015	Successful and reserve candidates to be notified of the outcome
23rd April 2015	Deadline for successful candidates to confirm acceptance of the award.
21st September 2015	Start of the NWCDTP second cohort

## 7. APPLICATION GUIDANCE:

Please follow the instructions below to complete your application form.

1. Institution you have received an offer at/ have applied to

Please select the Institution you have been accepted to study at.

2. Name and address

We need to be able to contact you between April and September. Under 'Address' you should provide the address at which you can be contacted for the majority of this period, if this is different to the address you have given on the Institutional application form. Should you be unavailable during this period, you may provide the name and address of someone who can correspond for you in your absence.

3. Project details for Masters

- 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).

- Programme/Pathway

Please indicate the Pathway through which you have applied (further details of pathways can be found in Appendix 1).

- Project title

The appropriate title of the project should be entered. Masters students preparing for doctoral training are asked to give the working title of the proposed area of study. The NWCDTP recognises the title may change as the applicant progresses through the Masters course and the topic is refined.

4. PhD Proposal

Please give details of your PhD proposal in up to 1,500 words also explaining how the training undertaken during your Masters programme will prepare you for your doctoral project. Applications which do not follow this limit may be penalised. Students applying for a Masters leading to doctoral training may not have a fully developed PhD proposal and may refine it for their PhD application the following year. However the NWCDTP will only consider students who are able to submit an indicative proposal for their intended PhD project.

5. Resource needs

Please give details of any identified training and resource needs for your Masters and doctoral programme and state whether or not this has been discussed with your supervisors/programme director.

6. Qualifications

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

7. Relevant Experience

The examiners will use this information to establish any experience you have gained that might contribute to the intended research topic. Please supply the kind and extent of any experience relevant to your proposed research.

8. Supervision

Please state who your prospective supervisors are. At this stage it is not necessary to have secured their agreement to supervise, but it is a good idea to discuss your project with one or more potential supervisors.

9. Additional applications

Please indicate whether you have already applied for other funding for this forthcoming year.

10. References and transcripts

Your Institution will need to provide copies of the references / transcripts you have submitted with the standard Institution's application form to complete this funding application (please note that some institutions do not request references as part of the admissions process and therefore please make sure you contact your referees in advance and attach two references specific for this funding application by the deadline).

11. Acknowledgment

Please sign and date the application form.

## **APPENDIX 1 –LIST OF PATHWAYS**

- Arabic, Chinese, Japanese, Hebrew and Persian
- Archaeology
- Arts History (incl. Architecture)
- Classics
- Creative Writing
- Cultural Studies
- Drama, Theatre and Dance
- English
- History
- Law
- Linguistics
- Media and Communication
- Modern Languages
- Museum Studies
- Music
- Philosophy
- Religions Studies
- Translation Studies
- Visual Arts: Arts and Design

## **APPENDIX 2**

### **List of contact for each institution (General queries / Submission of funding applications)**



**Keele University**

**Keele University:**

**all funding applications to be sent to:**

*Helen Farrell*  
*Postgraduate Research Administrator*  
[humanities.phd@keele.ac.uk](mailto:humanities.phd@keele.ac.uk)



**Lancaster University:**

**all funding applications to be sent to:**

*Sarah Purcell*  
[fass-pg@lancaster.ac.uk](mailto:fass-pg@lancaster.ac.uk)



**Manchester  
Metropolitan  
University**

**Manchester Metropolitan University:**

**all funding applications to be sent to:**

*Katherine Walthall*  
*Research Officer*  
[adh1sspgadmissions@mmu.ac.uk](mailto:adh1sspgadmissions@mmu.ac.uk)



**Royal Northern College of Music:**

**all funding applications to be sent to:**

*Rachel Ware*  
*Research and Enterprise Administrative Assistant*  
[research@rncm.ac.uk](mailto:research@rncm.ac.uk)





**University of Liverpool:**

**all funding applications to be sent to:**

*Hayley Meloy*  
*Faculty Research and KE Administrator*  
[hsspgr@liv.ac.uk](mailto:hsspgr@liv.ac.uk)



The University of Manchester

**University of Manchester:**

Funding applications for:

**School of Arts, Languages and Cultures:**

*Kevin Little*  
*SALC PGT Administrator*  
[pg-artsfunding@manchester.ac.uk](mailto:pg-artsfunding@manchester.ac.uk)

**School of Law:**

*Helen Davenport*  
*Law PGR Administrator*  
[Helen.davenport@manchester.ac.uk](mailto:Helen.davenport@manchester.ac.uk)

**School of Social Sciences:**

*Vicky Barnes*  
*SoSS Admissions Manager*  
[Vicky.barnes@manchester.ac.uk](mailto:Vicky.barnes@manchester.ac.uk)



**University of Salford:**

**all funding applications should be sent to:**

*College of Arts and Social Sciences*  
*PGR Office*  
[CASS-PGRSupport@salford.ac.uk](mailto:CASS-PGRSupport@salford.ac.uk)