

**INTERNATIONAL PROGRAMMES OFFICE
The University of Manchester**

**GUIDANCE NOTES FOR THE KOREA SUMMER PROGRAMME SCHOLARSHIP
APPLICATION**

The application form and process is intended to help us make informed decisions about who would best profit from the scholarship and from the time spent studying in South Korea. Some of the questions on the form require some specific information and a lot of thought on your part. Please refrain from making statements such as 'going abroad will be exciting, it'll be a great opportunity, and SNU is a fantastic university.' Whilst these statements may be true, they are also very generic and do not provide insight into your reasons for wanting to partake in the programme. The questions which need some reflection on your part are accompanied here by some guidance notes, so that you can answer them appropriately.

Treat this application as you would a job application!

The main focus of your answers should be how you would profit from the opportunities that the International Summer Institute presents. Please be aware that you are not expected to present yourself as a superhuman, we understand that diverse backgrounds and experiences mean that people have different strengths and weaknesses. A person who has held a part-time job may have gained as many skills and personal qualities as a person who has spent their gap year volunteering abroad. You are encouraged to draw on ALL of your life experiences to demonstrate your strengths, ambassadorial abilities and your personal motives and aims with regards to the study abroad experience.

THE APPLICATION

ONLINE APPLICATION

The online application is available via the following link:

<https://selectsurveys.humanities.manchester.ac.uk/TakeSurvey.aspx?SurveyID=72L18792>

The link, as well as the guidance notes and cover letter, and more information about the programme including the courses on offer, are available via our website here:
<http://www.studyabroad.manchester.ac.uk/destinations/korea-summer-scholarships/>

Questions 1-11 of the online application ask you to fill in your personal details. We will expect you to check your University e-mail address regularly, but if you mostly use an alternative e-mail address then please include this too where specified.

Questions 12-14 will require more thought and preparation from you. You may want to prepare these answers in a word document before filling in the online form to avoid any problems with the web page timing out. You don't get a large word count to play with here, so you will need to be concise and to the point with your answers.

Question 12: How do you propose to fund your flights and any additional expenses? (300 words max.)

Developing a financial plan is an essential step in preparing for your time abroad as you need to be fully aware of the potential costs involved. For this question you need to thoroughly research the costs involved and consider carefully how you are going to cover them.

Although the cost of living in Seoul is generally considered to be less than that of the UK, you should not underestimate the cost of an experience such as this. As you will not be in Korea for that long, you will probably want to do a fair amount of sightseeing and travelling and make the most of the opportunities available to you – which can result in a lot of money being spent! No additional funds are available from the University of Manchester should your own funds run out before your return. It is also worth bearing in mind that you may not be able to shop around for the best deals on flights as you are advised to wait until your place on the programme is confirmed by SNU to buy tickets.

To give you some guidance on the costs involved, here are some guidelines based on past students' experiences. Please note that these are subject to change and represent rough guidelines only.

Your scholarship will cover the cost of the tuition fees to SNU and also travel and emergency health insurance

- **Medical Certificate** (to include chest X-ray) : approx. £50
- **Flight** (*Finnair and Fly Emirates usual offer good deals*): approx. £700 - £800
- **Accommodation in SNU housing:** approx. £500 (US \$800)
- **Field trips** (*optional*): approx. £250 (US \$400)
- **Food:** food in the university canteens is very cheap – about £1.50 for 5 dishes which can be refilled. Outside the university it varies, but is still cheaper than the UK – about £3 for a decent meal.
- **Course Books:** varies from course to course – most courses require you to purchase a course pack for about £8. Some courses require extra books on top of this.
- **Local transport:** with a T-money card (*the Korean equivalent of an Oyster card*) you pay as you go. A bus ride is about 25-50p and the subway starts at 50p and goes up 50p every 6km after the first 12 km. The T-card costs about £1.
- **Other Travel:** ?? – please research carefully if you intend to do any extra travelling

One past student estimated that he spent £250 on living expenses during his 6 weeks in Korea, although obviously it will depend on your lifestyle.

Question 13: Please state the reasons why you wish to attend the International Summer School and how you feel you will benefit from the experience? (500 words max.)

For this question you need to consider the following:

- **What do you hope to get out of your experience at SNU?**

Think very carefully about your reasons for wanting to participate in the International Summer Institute. It is important to consider academic reasons, but you should also include personal and cultural reasons alongside any future plans that may be influenced by your time in Korea. Be

specific, enthusiastic and show evidence that you have thought about yourself, and your goals, and how studying in Korea could help you realise them.

Should you be successful, the University of Manchester will invest substantial resources into your international experience and we therefore want to be sure you will make the most of your time abroad.

- **What qualities do you think you will bring to the programme?**

Consider the qualities, both academic and personal, that you think the International Programmes Office will be looking for when selecting students for the scholarship.

Avoid generic claims about your personality or character; rather, give concrete examples that evidence you have such qualities. For example, rather than simply stating “I am organised”, give us a real-life example that demonstrates a situation in which you have used your organisational skills.

You are encouraged to identify any qualities you’d like to develop or improve and how you think an experience abroad could help you do this.

Question 14: Why do you think you would make a good ambassador? (300 words max.)

Successful students will be ambassadors for The University of Manchester whilst abroad on exchange, and will also be responsible for helping promote the exchange scheme to other Manchester students upon return from your time abroad. You should include evidence of any skills you think are relevant to an ambassadorial role. This could include, but is not limited to, any staff-student liaison roles whilst at University, roles within your school/college council, or any relevant experience undertaken as part of a sports team, society, or part-time job.

PAPER APPLICATION

As well as the online application form, you are also required to submit a cover letter, plus supporting documents on paper to the International Programmes Office in the Atrium by Wednesday 12th March 2014.

Cover Sheet

The Cover Sheet is available on our website via the following link:

<http://www.studyabroad.manchester.ac.uk/destinations/korea-summer-scholarships/>

Section B: Reference Form

References must be written on the Reference Form provided.

The person writing the reference (the referee) should be an academic member of staff within your subject area at The University of Manchester. This could be your Personal Tutor, or somebody who is teaching you

this year (or somebody who taught you last year if you are a 2nd or final year student). Whoever you feel knows you best within your subject area. The reference cannot come from somebody from your college or sixth form, an employer or a family friend.

You will need to provide your referee with a copy of your CV or your answers to questions 13 and 14 of the application in order to assist them in writing your reference.

Please ensure you request your reference in good time. If you leave your reference request until the last minute, you may find you cannot meet the deadline for submission.

An electronic copy of the reference form is available on the Study Abroad Website. However, you must ensure that SIGNED copies of the reference are returned to the International Programmes Office.

You can either collect your Reference Form from your referee, or you can arrange for the academic to forward the reference directly to the International Programmes Office. Please indicate on the application form which option you will be taking.

It is your responsibility to ensure references reach the International Programmes Office by the deadline.

Section C: Declaration and permission to distribute your contact details

By ticking the box in this section you will give your consent for the International Programmes Office to share your contact details with other students who will be taking part in the Programme at the same time as you. You will also be giving permission for us to pass your contact details onto future Korea Summer Scholarship students for information and guidance on the experience.

You are **not required to tick this box** but you **must sign the declaration** in order for us to be able to process your application. Applications that are not signed will not be accepted.

Checklist

Please ensure that all the items on the checklist are complete/attached before submitting your application. Incomplete applications will not be accepted.

DEADLINE:

Please submit your application to the Welcome Desk of the Atrium, 1st Floor, University Place.

DEADLINE: WEDNESDAY 12TH March 2014 (no later than 5.00pm)

NOTE: Incomplete or unsigned applications, or applications received after the deadline, will NOT be considered.