**Faculty of Humanities Doctoral Academy** **Bicentenary Scholarship**

**Allocation Process 2025/26 Entry**

To support the Bicentenary Scholarship Programme, a step-by-step guide outlining the allocation process and the management approach that will be utilised is presented below. This guide is designed to ensure clarity and transparency in how scholarships are awarded, detailing each phase of the process to promote understanding among all involved parties.

**Submissions and Assessment of Project Proposals**

1. Completed project proposal forms should be submitted to the Doctoral Academy Admissions Team at hums.doctoralacademy.admissions@manchester.ac.uk indicating ‘Bicentenary project proposal’ in the subject line. Supervisors will receive an acknowledgement confirming receipt of their submission.
2. The Doctoral Academy Admissions Team will review all submissions to ensure completeness. Should any section of a proposal be found missing, the team will reach out to the main project supervisor for clarification.
3. All project proposals will be compiled and sent for simultaneous review, focusing on the following:
	1. Department and School Oversight: The Department PGR Directors/Division Coordinators and School PGR Directors will verify the eligibility of the supervisory team.
	2. Faculty Panel Assessment: The Faculty Panel will evaluate other critical criteria, including ensuring alignment with strategic themes and priority areas.

**Advertising of Shortlisted Projects**

1. Shortlisted projects will be showcased on the [Faculty](https://www.humanities.manchester.ac.uk/study/postgraduate-research/supervisor-led-projects/) website, FindAPhD, and social media platforms to maximise visibility and attract top candidates.
2. Interested candidates will be encouraged to reach out to the supervisory team before submitting their applications. Supervisors should respond promptly to enquiries and motivate qualified candidates to apply. The admissions team is available to assist with the review of qualifications and eligibility, if necessary, at this stage.
3. After the application deadline, all submissions will be processed. Supervisory teams will receive an email containing a link to the SharePoint folder, where they can access the applications for their projects. This email will also include a spreadsheet summarising the academic qualifications and, where applicable, equivalencies.
4. Candidates who do not meet eligibility criteria will be informed of their application status at this stage.

**Review and Selection of Nominated Candidate(s)**

1. The supervisory team will review applications and conduct informal interviews to identify suitable candidates. They will collectively confirm the candidate(s) for nomination.
2. Main supervisors must complete and submit a nomination form for their chosen candidate(s) to the Doctoral Academy Admissions Team at hums.doctoralacademy.admissions@manchester.ac.uk, using the subject line "Bicentenary candidate nomination." Supervisors will receive an acknowledgement of receipt.

**Formal Interview of Candidates**

1. The formal interviews will be conducted by a faculty panel chaired by the Vice Dean (Research). The panel will also include the Associate Dean (Research), the Associate Dean for Postgraduate Research, the Deputy Associate Dean for Postgraduate Research, and the Research Development and Innovation Manager.
2. Invited candidates will deliver a 10-minute presentation on their proposed project, followed by a series of related questions. Supervisors are encouraged to actively support and prepare their candidates for this interview process.
3. An algorithm will be utilised across panels to ensure uniformity in selecting which candidates receive offers.
4. The faculty panel will review and approve the final list of offers, including the identification of reserve candidates. Those not selected will be informed of their interview outcome status by the Doctoral Academy Admissions Team.

**Issuing of Formal Offer and Funding**

1. The Doctoral Academy Admissions Team will extend formal offers to the selected candidates following the standard process.
2. Since approval of supervisory teams was acquired at the outset, no further approval is necessary at this stage.
3. A formal funding letter will be issued alongside the academic offer for the PhD programme.
4. Offer holders will be provided with a deadline to formally accept their offer and funding.
5. A comprehensive summary of the awarded projects and candidates will be submitted to the Senior Leadership Team for their review.