

## THE UNIVERSITY OF LEEDS

## MEMORANDUM

**FROM:** Ms C F Neave, Manager Postgraduate Research and Operations (Postgraduate Scholarships)

**TO:** Heads of Schools, Taught Postgraduate Secretaries – Please forward to relevant Taught Postgraduate Course Tutors in your Schools, Postgraduate Research Tutors, Postgraduate Research Secretaries; Graduate School Co-Ordinators; (in Arts and PVAC, School of Law, School of Geography and POLIS)

**CC:** Members of the Group on Scholarships, Studentships and Prizes; Faculty Representatives on the Taught Student Education Board; Deans of Postgraduate Studies; Educational Engagement; Directors of Postgraduate Studies; Pro-Deans for Research and Innovation; (Faculties of Arts and PVAC, and, Schools of Law, Geography and POLIS)

**DATE:** 8 March 2016

**WRoCAH AHRC Research Preparation Masters Studentships 2016/17  
FOR UK AND EU STUDENTS (2 Studentships are available)  
(One year full-time or two year part-time taught Masters Degrees, Masters of Research (MRes) and Masters by Research degrees)**

**Timetable 2016**

- Application forms are available on the Scholarships website <http://scholarships.leeds.ac.uk>
- **6 May 2016** – Closing date for receipt of all applications in the Postgraduate Studentships Office.
- **3 June 2016** – Date for all School nominations for awards (**maximum 2 nominations per School**) to be received in the Postgraduate Scholarships Office (One original copy of the required documentation and **4 copies** (see Annex III).
- **30 July 2016** – Meeting of Selection Panel to determine the award of up to 2 Scholarships and reserves.
- **Beginning July 2016** – Publication of names of Award Holders and Reserve lists

For ease of reference, this circular is divided into Annexes:

- Annex I* - *Basic Information and Eligibility of Applicants*  
*Annex II* - *School Procedures and Timetable*  
*Annex III* - *Documentation to Accompany School Nominations*

## WRoCAH AHRC Research Preparation Masters Studentships 2016/17 FOR UK AND EU STUDENTS

### Basic Information

1. Up to 2 fully funded Studentships are available for award to **new** applicants wishing to commence **full-time or part-time** mastership study from September 2016. The Studentships are available for students who are assessed as liable for academic fees at the University of Leeds standard UK/EU rate.
2. The competition is open to those wishing to commence **full-time** (one year taught Masters, MRes degrees and Masters by Research) **or part-time** (two year) mastership study. Awards for taught Masters and Masters by Research provide fees at RCUK rates and a maintenance grant of £14,296. Awards for Masters by Research part-time awards will be pro-rata.
3. There is a limit of 2 nominations per School<sup>1</sup> that can be sent forward by Schools.
4. Value of Studentships

The WRoCAH AHRC Research Preparation Masters Studentships will cover academic fees at the RCUK rate. The University of Leeds academic fee rate for some taught masters programmes may be higher than the RCUK fee rate provided by the Studentship. An Alumni Bursary can be awarded in conjunction with other University of Leeds Studentships and awards; the 10% bursary is calculated based on the net fee remaining, ie after other Studentships and awards have been deducted. It may therefore be possible for successful applicants to receive an Alumni Bursary to cover the remainder of the fees, if they are above the RCUK rate. **It is the School's responsibility to make arrangements for this.**

### Eligibility Criteria

- Applicants MUST first submit the relevant study application form and be in receipt of a Student ID Number<sup>2</sup> to be eligible for an AHRC WRoCAH Research Preparation Masters Studentship. **Applications without a valid Student ID Number will be rejected.**  
To apply for a place on a taught postgraduate programme, please visit:  
[http://www.leeds.ac.uk/info/101040/applying/86/how\\_to\\_apply\\_for\\_masters\\_courses](http://www.leeds.ac.uk/info/101040/applying/86/how_to_apply_for_masters_courses).  
To apply for a place on a research postgraduate programme please visit  
[http://www.leeds.ac.uk/info/130206/applying/91/applying\\_for\\_research\\_degrees](http://www.leeds.ac.uk/info/130206/applying/91/applying_for_research_degrees).
- These awards are only available to nationals from the UK and EU and are not open to applicants who are liable to pay academic fees at the international fee rate. Applications cannot be accepted from students liable to pay fees at the international rate. Normally UK students will be eligible for a full award which pays fees and a maintenance grant if they meet the residency criteria. EU students will be eligible for a fees-only award, unless they have been resident in the UK for 3 years immediately prior to taking up the award. Please refer to page 13 of the RCUK Terms and Conditions of Training Grants:  
<http://www.rcuk.ac.uk/RCUK-prod/assets/documents/documents/TermsConditionsTrainingGrants.pdf>
- Applicants whose first language is not English must meet the University's English language requirements. Some Schools require a standard of English higher than the University minimum. You should have a valid test result which is no more than two years old, by your official start date at the University of Leeds. [Examples of an acceptable English language standard can be found at: http://www.leeds.ac.uk/info/123100/admissions/143/entry\\_requirements](http://www.leeds.ac.uk/info/123100/admissions/143/entry_requirements).
- These awards are not open to individuals who have already been awarded a Masters or Doctoral degree or equivalent;
- Applicants must hold a First Degree at undergraduate level equivalent to at least a UK Upper Second Class Honours degree. Applicants should either have graduated with the appropriate First Degree or be in their final year of study.

<sup>1</sup> School = Registration Unit/Parent Department where successful students will be registered

<sup>2</sup> On-line applicants automatically receive their Student ID Number by email.

## WROCAH AHRC Research Preparation Masters Studentships 2016/17 FOR UK AND EU STUDENTS

### SCHOOL PROCEDURES AND TIMETABLE

#### School Procedures and Timetable

1. Applicants will only be considered for an AHRC WROCAH Studentship if they have applied for a study place and are in receipt of a Student ID number. **Nominations from Schools/Faculties will only be accepted if the applicant is in receipt of an offer of a place to study in Session 2016/17 and a copy of the formal study offer letter is included in the paperwork sent to the Postgraduate Studentships Office by the deadline of 3 June 2016.**
2. The closing date for applications from applicants in the Postgraduate Scholarships Office is **6 May 2016**. The applications are then sent by the Postgraduate Scholarships Office to Schools by email for assessment. Schools then have a short period to seek references, collect transcripts and make appropriate enquiries.
3. An Excel spreadsheet containing the list of applicants for the AHRC WROCAH Masters Studentships will be forwarded to Schools/Faculties within 5 working days of the Studentship deadline.
4. All School nominations for the award of Studentships should then be submitted to the Postgraduate Scholarships Office by no later than **3 June 2016**. Schools are asked to put forward only applicants who have a realistic chance of success in the competition, bearing in mind the competitive nature of the Studentship competition.
5. Schools are asked to ensure that all applicants sent forward for consideration have already received an offer of an academic place from the University for the Programme of study concerned and are commencing Mastership study in September 2016 or Research Mastership study in October 2016.
6. Schools must send forward the original documents and 4 copies of the papers for each recommended applicant to the Postgraduate Scholarships Office by no later than **3 June 2016**.
7. The competition is organised by the University of Leeds and the decision about successful applicants will be made by the relevant Scholarships Selection Panel. Awards are made on the basis of:
  - **The academic track-record and doctoral potential of the candidate**
  - **Importance of the relevant programme to the Postgraduate and Research strategies of the School (case to be made on School Supporting Statement)**
  - **School's proposed wider provision for postgraduate taught funding (case to be made on School Supporting Statement)**
  - **The benefit of the applicant's participation in WROCAH.**
8. The Studentships will be open equally to applicants from the UK and the European Community with UK/EU fee status.
9. The Studentships are for students wishing to commence full-time or part-time mastership study in September 2016 or Research study in October 2016. Deferment of take-up of the Studentship is not possible.
10. The list of successful applicants (and reserves) will be issued beginning July 2016.

## WRoCAH AHRC Research Preparation Masters Studentships 2016/17 FOR UK AND EU STUDENTS

### Papers to Accompany School Nominations

The following paperwork should be forwarded by **3 June 2016** to the Postgraduate Scholarships Office:

The original papers and four good quality photocopies (**in the following order**) for each **recommended applicant**:

- ◆ *School Supporting Statement Form* (original)  
This should be completed by the Postgraduate Admissions Tutor and countersigned by the Head of School or Deputy or by an academic of similar standing<sup>3</sup>. Schools should provide a clear explanation of the standard of foreign qualifications and equivalence to UK degrees and complete the compulsory fields. Please complete a Supporting Statement Form for each recommendation. Forms will be available in electronic format from the Student Education Service Staff website (from April 2016):  
[http://ses.leeds.ac.uk/info/22200/postgraduate\\_scholarships\\_and\\_studentships/857/postgraduates-university\\_scholarships](http://ses.leeds.ac.uk/info/22200/postgraduate_scholarships_and_studentships/857/postgraduates-university_scholarships)
  
- IMPORTANT:** Please note that the School Supporting Statement forms a crucial part of the application and should be completed fully. **If the School Supporting Statement is not completed in full or supporting evidence is missing (eg only one reference supplied or missing undergraduate/postgraduate transcripts) or unreadable, then the paperwork will be returned to the School as unacceptable and the applicant will not be considered further in the competition. NO APPEALS will be permitted.**
  
- ◆ *Studentship Application Form*
  
- ◆ *Two Academic References (copies)*  
Two academic references should be provided. Examples of acceptable formats are available from the Student Education Service Staff website (from April 2016):  
[http://ses.leeds.ac.uk/info/22200/postgraduate\\_scholarships\\_and\\_studentships/857/postgraduates-university\\_scholarships](http://ses.leeds.ac.uk/info/22200/postgraduate_scholarships_and_studentships/857/postgraduates-university_scholarships)
  
- ◆ *Transcripts including Grading System* (copies)  
Full details of the marks obtained by the applicant for their undergraduate study should be forwarded together with a copy of the accompanying Grading Systems used. Where applicants have not yet graduated, Schools should provide details of marks to date.
  
- ◆ *NARIC Page (copy)*  
Please attach a copy of the relevant NARIC pages providing information on the Qualification Equivalence and the Grading System – see  
[http://ses.leeds.ac.uk/info/22200/postgraduate\\_scholarships\\_and\\_studentships/857/postgraduates-university\\_scholarships](http://ses.leeds.ac.uk/info/22200/postgraduate_scholarships_and_studentships/857/postgraduates-university_scholarships) for an example. There is also guidance here on the different highest banding comparisons.
  
- ◆ *Application for Postgraduate Study (copy)*  
Please attach a copy of the 'Application for Taught Postgraduate Study' form or application for postgraduate research study. The original should have been forwarded to Taught Postgraduate Admissions or PGR Admissions well before any nominations for Studentships are made.
  
- ◆ *Formal Acceptance Letter (copy)*  
A copy of the formal University acceptance letter sent to the applicant to confirm they have been accepted on the programme of study they have selected. Please ensure that the correct start date is given ie September 2016 for Taught Masters and Masters of Research study and October 2016 for Masters by Research study.
  
- ◆ *IELTS/TOEFL Certificate (copy)*  
Please attach a copy of the original or certified copy of the IELTS/TOEFL Certificate if applicable.

<sup>3</sup> Where signatures are difficult to obtain, an email from the appropriate member of staff would be accepted instead confirming their approval of the nominated candidate.