

GUIDE FOR APPLICANTS FOR AHRC BLOCK GRANTS PARTNERSHIP (BGP) POSTGRADUATE AWARDS AT THE UNIVERSITY OF MANCHESTER

2009/10 COMPETITION

CONTENTS

Section 1: Introduction

- The BGP
- The Three Funding Schemes:
 - Research Preparation Masters Scheme (RPM)
 - Professional Preparation Masters Scheme (PPM)
 - Doctoral Award Scheme

Section 2: Frequently Asked Questions

Section 3: Eligibility Criteria

- Academic Eligibility
- Residency Eligibility
- Programme Eligibility

Section 4: Assessing Applications

Section 5: Financial Basis of Awards

Section 6: Results of the Competition

Section 7: Taking up an Award

Section 8: Appendices

Appendix 1: AHRC Timetable

Appendix 2: List of Key contacts

Appendix 3: AHRC Subject Areas at the University of Manchester.

SECTION 1: INTRODUCTION

These Notes of Guidance are intended for those who want to apply to the University of Manchester for an AHRC award under the AHRC Block Grant Partnership (BGP) scheme to support either doctoral or masters study from October 2009. It sets out the rules of eligibility for awards, the types of awards provided, the procedures for application and assessment, and the financial value of awards.

AHRC Block Grant Partnerships

AHRC have now changed the way it runs its postgraduate competition for students who will commence study in the academic year 2009/10. The new Block Grant Partnership (BGP) requires eligible institutions to submit bids for five years' worth of award allocations. The University of Manchester was successful in its bid to the AHRC for a fixed number of masters and doctoral awards in various subject areas. Candidates are now invited to submit an application to one of the three funding schemes.

The Three Funding Schemes

The Council provides funding to enable students to study at Higher Education Institutions (HEIs) in the UK at Master's and doctoral level. The Council's postgraduate awards programme is administered in three schemes. Applicants must determine, on the basis of the guidance provided on each scheme, which is the most appropriate for the course of study they wish to pursue.

The three schemes, all of which operate across the whole of the AHRC's subject domain, are:

1. Research Preparation Masters (RPM) Scheme

This scheme will provide support for students undertaking Master's courses that focus on advanced study and research training explicitly intended to provide a foundation for further research at doctoral level in the creative and performing arts, including practice-led study. Awards will be for one year's full-time study or two years' part-time.

For an application form and further guidance on this scheme, please visit:

www.humanities.manchester.ac.uk/postgraduate/ahrc/

2. Professional Preparation Masters (PPM) Scheme

This scheme will provide support for students undertaking Master's courses that focus on developing high-level skills and competencies for professional practice in a field relevant to the content of the course. Awards will be for one year's full time study or two years' part-time study

For an application form and further guidance on this scheme, please visit:

www.humanities.manchester.ac.uk/postgraduate/ahrc/

3. Doctoral Awards Scheme

This scheme will provide support for a minimum of one year and up to three years of full-time study, or between twenty months and five years of part-time study, leading to a doctoral degree.

For an application form and further guidance on this scheme, please visit:

www.humanities.manchester.ac.uk/postgraduate/ahrc/

Further sources of AHRC funding for postgraduate students

In addition to the BGP studentships and the open competition, the AHRC also makes funding available for Postgraduate students through a number of other funding

initiatives, such as the AHRC research grant schemes, the AHRC collaborative Doctoral awards scheme and the Language Based Area studies centres (such as BICC and CASAW). Please refer to the AHRC website for further information on these schemes.

www.ahrc.ac.uk/FundingOpportunities/Pages/ChangePostgraduatefundingopportunitiesfrom2009.aspx

SECTION 2: FREQUENTLY ASKED QUESTIONS

1. What support does an AHRC award provide?

If you are studying full-time, and you are eligible for a full award (see Section 3 on eligibility), you can apply through these schemes to receive a full maintenance grant and the payment of the University tuition fees. The AHRC publish their annual stipends on their website in the spring of each year. For 2008-09 starters, the full-time stipend rates were as follows:

Doctoral Scheme: £12,940

RPM Scheme: £9,040

PPM Scheme: £8,420

If you are intending to study part-time, and you are eligible for a full award, you will receive a maintenance grant up to a maximum of 60% of a fulltime doctorate award and 50% of a master's award in support of your studies. Please note that the amount of maintenance grant a part-time award holder will receive each year will depend in the length of their award. The AHRC also provides fees-only awards for eligible students from the European Union. If you hold an award for full-time, you may be eligible for additional support and allowances. (See section 5 below) Awards usually start on or around 1 October.

2. Will the AHRC support me on my programme of study?

To apply to the Doctoral Awards Scheme you must be planning to undertake a PhD or MPhil within the University's AHRC subject areas. Details of this are provided in Appendix 3. You may apply if you have already commenced your doctoral study, but the minimum period of support is one year full-time or twenty months part-time.

To apply to the Research Preparation Master's or a Professional Preparation Master's Scheme you must be planning to undertake a Master's degree. The subject area of your study must fall within the AHRC's subject domain. Details of this are provided in Appendix 3. Qualifications such as the Postgraduate Certificate or Postgraduate Diploma are not eligible for support under this scheme.

3. Am I eligible to apply?

Eligibility depends on academic and residency criteria, and on whether your studies fit within the terms of the scheme and the AHRC's subject domain. To be eligible to apply for an award under the Doctoral Awards Scheme, you should normally have gained a first degree from a recognised HEI, and we normally expect you to have been awarded, or be studying for, a Master's degree or similar postgraduate qualification. To be eligible to apply for an award under one of the Masters' Schemes, you should normally have gained a first degree from a recognised HEI or be an undergraduate expecting to graduate by 31 July 2009.

To be eligible to apply for an AHRC award you must be ordinarily resident in the UK or European Union.

For full details on eligibility, please refer to Section 3 of this guide.

4. How do I apply?

To apply for a doctoral or master's award you must complete the University of Manchester standard postgraduate admissions application form. You can do this online at: www.manchester.ac.uk/postgraduate/howtoapply/

You should then complete the relevant AHRC application form which can be downloaded at: www.humanities.manchester.ac.uk/postgraduate/ahrc/

5. What is the closing date?

All applications must be received by the school in which you intend to register by **5.00pm on 1st April 2009**. Please see Appendix 2 for contact details. There is only one closing date for applications each year.

6. How will my application be assessed?

Your application will be assessed by one of the University's Subject Panels. The panel members are senior academics from each subject area. Each application is judged on its own merits. The panel agrees a mark for each application that reflects their assessment of the entire application, including the information and evidence provided about your ability, aptitude, commitment and preparedness for postgraduate study, and the quality of work you will produce.

7. What are my chances of gaining an award?

The competition each year is fierce and the quality of applications is always very high. Following the introduction of the BGP scheme it is understood that the number of applications may increase, however the University of Manchester has only a set number of studentships to offer in each subject area.

8. How will I know if I have been successful?

The outcome of the University panels will be known in early May. Successful candidates will then be informed. The panels will also agree a list of reserve candidates.

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. Prospective award-holders must confirm this by 31st May 2009, and failure to meet this deadline could result in you losing the award.

Although it is possible for candidates to apply to more than one institution for an award, it is strictly against the AHRC's regulations to be nominated (i.e. put forward to the AHRC) by more than one institution and in such cases any offer of an award will be withdrawn.

In August/September the AHRC will write to you to confirm your award should your application be fully approved by the Research Council.

9. What if I have already received funding for doctoral study?

If you have already completed one year or more of full-time doctoral study, however funded, your award will be reduced in length accordingly. If you have completed more than one year of part-time study, however funded, your award may be reduced in length, bearing in mind that 20 months of part-time study is equivalent to 12 months of full-time study.

SECTION 3 - ELIGIBILITY CRITERIA

WHO IS ELIGIBLE TO APPLY?

To be eligible for an AHRC postgraduate award, you must meet certain academic and residency criteria.

i.ACADEMIC CRITERIA

By the time you apply, you must have been **accepted**, either firmly or provisionally, at the University of Manchester to undertake the programme of postgraduate study for which you are seeking funding. In order to be eligible for an award from the AHRC, you must meet the following conditions:

A) For a Doctoral Award

You should have gained a first degree (usually an Honours degree, such as a BA, BMus, BSc, LLB or equivalent) from a recognised HEI, or be an undergraduate expecting to graduate before **31 July 2009**. Other qualifications may be considered only exceptionally. **If your undergraduate degree will not be awarded by 31 July, then you will not be eligible to apply in this year's competition.**

Candidates without a first degree may apply for an AHRC award only if they are able to demonstrate substantial equivalent and relevant experience that has prepared them to undertake their proposed course of study. This exception cannot be applied to candidates who are currently undertaking an undergraduate degree but who will not gain that degree by 31 July. You might wish to contact the University of Manchester to check your eligibility before applying.

In addition, you should normally have, or be studying for, a Master's degree or similar postgraduate qualification.

If you don't have a Master's qualification

If you do not have experience of formal postgraduate study, you may apply for an award **only** if you can show in your application evidence of sustained experience beyond first degree level that is specifically relevant to your proposed research topic, and could be considered equivalent to Master's study.

You will need to justify in your application why this experience qualifies you **exceptionally** as prepared for doctoral research without prior formal postgraduate training. Please note that the length of the degree is not, in itself, evidence for preparedness to undertake doctoral studies.

On their own, the following are not considered as 'exceptional' in terms of qualifying you for doctoral study:

- an undergraduate MA from Oxford or Cambridge
- a four-year undergraduate degree
- the completion of a dissertation as part of your undergraduate degree
- a first class undergraduate degree.

If you have an undergraduate MA from a Scottish University, or a degree from an overseas institution which is classed by NARIC as qualifying you for postgraduate study at the University of Manchester, you must make the case in your application as to why your course and, if applicable, other experience has prepared you for doctoral study.

If you do not have a formal Master's qualification but you have already commenced doctoral study, you should not assume that this will be considered as adequate preparation

for doctoral study. The assessors will still be seeking information as to how the training and development you have received is equivalent to that obtained through a Master's course and, therefore, prepares you to continue doctoral study. You and your institution must address these points in your application.

If you have already commenced doctoral study

You are eligible to apply if you have already commenced your doctoral study, providing you will be studying for at least one more year (excluding your writing up period). If, by the start of your award, you will have been studying for a year or more, the period of your award may be reduced accordingly. The AHRC will only provide support for students who are fully registered. They will not provide funding for students who are in their 'writing up' year. If you have been studying part-time, you may apply to the AHRC to continue your studies full-time.

If you have already undertaken doctoral study

If, by the start of your award, you will have already gained or completed the requirements for a doctoral degree in any subject, however funded, you are not eligible to apply for an award under this scheme.

If you are currently undertaking an MPhil

If you have been funded by the AHRC to undertake a Master's degree, you may not upgrade to doctoral study, as we expect you to gain a Master's qualification at the end of your Master's award. If you are intending to proceed to doctoral study, you will need to apply for doctoral funding through this scheme. Your application for doctoral study will be assessed alongside, and in the same way as, applicants who funded their Master's study by other means.

If your MPhil is supported by other means, you may apply for your further study at doctoral level.

If you plan to register as an MPhil student, to which scheme should you apply?

If you will be registering as an MPhil student with the intention of proceeding immediately to doctoral study, without gaining a Master's-level qualification, you should apply through the Doctoral Awards Scheme rather than the Research Preparation Master's Scheme. If you intend to undertake doctoral study, but you will gain an MPhil qualification at the end of your initial period of study, you should apply through the Research Preparation Master's Scheme.

If you have not completed your Master's degree

If you are currently undertaking a Master's course the registration of your doctoral award is likely to be conditional on your being awarded your Master's degree. You must contact us as soon as you have received this. Your award will commence as usual on 1 October 2009, but it will be terminated on 31 March 2010 if we have not received written confirmation from the institution (Graduate Office or equivalent) by **29 February 2010** that you have successfully completed your degree.

Degrees from institutions outside the UK

You are eligible to apply for an award if you have gained, or are studying for, your undergraduate and/or Master's-level degrees at an HEI outside the UK that is equivalent to a relevant UK degree.

You will have to submit a copy of your degree certificates (if you have completed your degrees) and transcripts of your grades to the School at which you intend to study your doctoral programme. This will enable us to make an assessment of your academic qualifications and their relationship to UK degree qualifications.

The AHRC and the University of Manchester use information supplied by the National Academic Recognition Information Centre for the UK (UK NARIC) to ascertain the type of UK degree to which your overseas degree is equivalent. This information is important in determining whether you are eligible for the Scheme.

Please refer to the AHRC website for up to date NARIC information.

B) For a Masters' Award

You should normally have gained a first degree (usually an Honours degree, such as a BA, BMus, BSc, LLB or equivalent) from a HEI, or be an undergraduate expecting to graduate before **31 July 2009**. Other qualifications may be considered only exceptionally. Information about your undergraduate study forms an important part of the assessment process. **If your undergraduate degree will not be awarded by 31 July, then you will not be eligible to apply in this year's competition.**

Candidates without a first degree may apply for an AHRC award only if they are able to demonstrate substantial equivalent and relevant experience that has prepared them to undertake their proposed course of study. This exception cannot be applied to candidates who are currently undertaking an undergraduate degree, but who will not gain that degree by 31 July. You might wish to contact the University of Manchester to check your eligibility before applying.

Degrees from institutions outside the UK

You are eligible to apply for an award if you have gained, or are studying for, a degree at an HEI outside the UK that is equivalent to a relevant UK degree (as mentioned above).

ACADEMIC ELIGIBILITY FREQUENTLY ASKED QUESTIONS

1. What if I already hold a postgraduate qualification?

If you have already gained a postgraduate qualification you will be eligible to apply for funding, as long as:

- the postgraduate degree you have already gained is not at the same level as, and in the same or a related subject area to, the current course
- the postgraduate degree already gained was not a doctoral degree
- you can demonstrate that the current course represents a coherent progression from your previous postgraduate study in the context of preparation for your future career
- your previous Master's-level study was not funded by the AHRC or its predecessor bodies.

This means that, for example, if you have already gained a Postgraduate Diploma in a subject, you are now eligible to apply for funding to gain a Master's degree in the same subject (provided the Postgraduate Diploma was not funded by the AHRC or its predecessors).

2. I plan to progress from masters to doctoral study. Which route should I take?

The aim of the RPM scheme is to support students who wish to gain a suitable grounding for doctoral research or, in the creative and performing arts, to gain a suitable grounding for doctoral research or to provide a foundation for a career in research in the higher education sector. **Applicants to the Research Preparation Master's Scheme will therefore be required to demonstrate an intention to proceed to doctoral study**, and should provide some indication of the likely focus of their doctoral thesis in their application for funding at Master's level.

The AHRC, in common with the other Research Councils, endorses the '1+3' model of postgraduate training. **Therefore, award holders in either masters' schemes who wish to pursue doctoral research must apply the following year** to the AHRC competition for doctoral awards. Those who received a Master's award from the AHRC will be assessed in the same way as, and alongside, applicants who funded their Master's study by other means.

ii. RESIDENCY CRITERIA

The AHRC offer two types of award:

- **A full award** - this covers the cost of approved tuition fees and provides a maintenance grant.
- **A fees-only award** - this covers the cost of approved tuition fees, but no maintenance grant is provided.

In order to be eligible for one of these awards, you must meet certain conditions relating to residence.

How is my residency status determined?

The University of Manchester will be responsible for determining your residency status, based on the information you provide in your University Application Form, and in accordance with the rules followed by the Research Councils. **Please refer to the AHRC website for detailed guidance on how this is determined.**

Am I eligible for a full award?

A full award covers both the cost of tuition fees and a

maintenance grant. To be eligible for a full award, you must show that you have a relevant connection with the UK. This is usually determined through residence. By this we mean a physical presence in the UK. British citizenship in itself does not satisfy the residential eligibility requirement. Please refer to the AHRC's website for further information on this or contact the University's Student Services Centre (see Appendix 2 for contact details).

iii. PROGRAMME ELIGIBILITY

Is my programme of study eligible?

You are eligible to apply for this scheme if you wish to undertake full-time or part-time study, leading to the award of a PhD or Masters and the subject in which you intend to carry out your research project is in receipt of an AHRC studentship. Appendix 3 provides details of the subject areas eligible to receive AHRC studentships.

If you are an academic member of staff employed at the University of Manchester you are not eligible to apply, unless you are paid on an hourly basis. In which case, you may be eligible for a part-time award.

SECTION 4 - ASSESSING THE APPLICATIONS

The Assessment Panels

The University of Manchester will appoint assessors from among senior academic staff within the subject area of your application to 'Subject Panels'. Your application will be assessed by one of these Subject Panels and the following process will occur:

The panel structure is based on the single disciplines that are, in some cases, grouped together. The panels established will consider applications for doctoral study that spans discipline boundaries.

The panel will agree a grade for each application that reflects their assessment of the entire application, including the information and evidence provided about your ability, aptitude, commitment and preparedness for either postgraduate research or a masters and the quality of the work you will produce. Each application is judged on its own merits, taking into account the following criteria:

- Evidence of the quality of the applicant: this will be based on the case you make in support of your application, and the evidence provided by the referees concerning your performance at undergraduate and postgraduate level, and in terms of any relevant professional experience. It is important to note that by performance we do not mean only the final degree results but also any marks received to date. These should be available in transcripts submitted along with the application
- For Doctoral Awards there must be evidence of an ability to articulate a research project: assessors will be looking for a coherent and well thought-out plan of study, and a good awareness of where your research lies within the current field. Assessors will also be seeking evidence of the quality and feasibility of the proposed project.
- For Masters Awards there must be evidence that you are well-prepared for your proposed study and future career: this will be based on your description of how your previous experience (academic and professional) has prepared you for postgraduate study, and your description of how the

programme of study will contribute to your long-term career aims. The assessors will also consider the supporting evidence provided by the referees, particularly in terms of your ability to complete the programme of study. For the RPM scheme, there must be evidence that you intend to proceed to doctoral study or, in the creative and performing arts, to proceed to doctoral study or a career in research in the higher education sector

Whilst we ask for information on your undergraduate and postgraduate performance, academic performance is only one of the factors that the assessors take into account. The majority of applicants have a first class degree and performed to a high level in their Master's study. Therefore, very high quality undergraduate or postgraduate qualification alone will not guarantee you an award. Conversely, if you performed less well at undergraduate level, you may still gain an award if you demonstrate strength in the other areas listed above.

The panel will agree a grade for your application and then place it in a ranked order. Once all the panels have met to determine their grades, the chair of the Panel will inform the relevant school of the candidates it wishes to put forward to the AHRC. In broad terms, a given grade will mean the same across all disciplines and panels.

Our institution will treat as confidential all information provided by you and will not use it or disclose it to any other person except to the AHRC.

If you are successful, details of your award, including your name, the institution at which you are studying, the dates and type of award, the funding provided by the AHRC and a description of your subject of study, may be published on the AHRC website and in other AHRC publications. If you do not wish your details to be made public please let us know.

Award holders must provide, on request, a description of their work that may be included in any of the Council's publications, such as its Annual Report.

SECTION 5 - ABOUT THE AHRC'S POSTGRADUATE AWARDS

WHAT IS THE FINANCIAL BASIS OF AWARDS?

A **full postgraduate award** for full-time study provides funds to meet:

- payment of approved fees to the institution.
- a maintenance grant plus additional allowances for disabled students, where appropriate.
- additional support towards the costs of fieldwork or study visits for students pursuing doctoral research or research-based Master's courses.

The AHRC also provides **fees-only** awards for eligible EU students. 'Fees-only' award holders are not eligible to receive a maintenance grant, but may be eligible for additional support towards the costs of fieldwork or study visits and for disabled students' allowances.

Awards for students who are studying on a **part-time** basis include:

- Payment of approved fees to the institution,

- a maintenance grant up to a maximum of 60% (doctoral) or 50% (masters) of the equivalent of a fulltime award, plus additional allowances for disabled students, where appropriate
- you may also be entitled to additional support towards the costs of fieldwork or study visits.

In 2007 the AHRC changed its finance processes relating to the payment of maintenance and fees. The University of Manchester now receives all payments directly from the AHRC. You will be advised on how this is administered when you receive confirmation of your award.

Payment of tuition fees

Approved fees do not include the costs of residence, which you must pay for from your own funds. No separate payment will be made towards fees for any examination, caution money, or any deposit ultimately repayable to you. Nor will we pay charges for typing or binding a thesis or any fees incurred for training courses.

The maintenance grant

Rates for the academic year 2009-10 will be published on the AHRC's website in spring/summer 2009. (www.ahrc.ac.uk).

Awards for PhD programmes are renewed on an annual basis, subject to satisfactory progress. If the award is for a period of less than 12 months in any year, your grant will be reduced pro-rata to reflect the number of days for which you will be fully registered.

Research Training Fund for Doctoral Awards

Research Training Funds of £850 will be paid to the University of Manchester in December. The funding is provided to help our institution develop and enhance our research training provision for all AHRC-funded doctoral students. The fund is paid annually for all doctoral award holders.

Additional AHRC allowances and grants

If you hold an award for full-time study, you may be eligible for certain additional funding, as follows:

- **Disabled Students' Allowance** - if you have a long-term disability and as a result of your disability you are obliged to incur additional expenditure in connection with your studies, you may be eligible for an extra allowance. This may cover costs relating to additional daily expenses, equipment, or non-medical help. The AHRC will consider meeting only those costs that are incurred directly and solely as a consequence of your taking up an AHRC award to pursue postgraduate study. This allowance is available to all award holders, full-time, part-time and fees-only.
- **Contributions toward fieldwork costs and study visits:**
 - UK study visits (an unlimited number during your award)
 - Overseas study visits (one during your award)
 - Overseas conferences (one during your award).

These allowances may be available to those with a part-time award.

Holding of other grants/paid work

AHRC awards are not means-tested and financial need is not a factor in the assessment process. It is not permissible to hold two awards concurrently that are intended for the same purpose, though it may be possible for you to hold additional

bursaries or grants where these are intended to supplement your AHRC award. If you are, or will be, in receipt of an additional grant, you should contact the University of Manchester for further advice.

It is not normally permissible for full-time award holders to undertake paid work amounting to more than six hours per week.

Applications for Studentships Attached to Research Grants

Funding for doctoral research is also available through the AHRC's Research Grants scheme administered by the AHRC Research Division. You may be nominated for a Research Grants Studentship to be attached to a Research Grant award for which your prospective supervisor has applied. You may apply through your supervisor for a Research Grant studentship and at the same time submit an application for a doctoral award in the postgraduate competition. **You should keep the University of Manchester, Faculty of Humanities Office informed of the progress of any such application.** If you are offered both a Research Grant studentship and a postgraduate doctoral award, you will be asked to accept one and decline the other, since you may not hold two such awards concurrently.

Collaborative Doctoral Awards scheme (CDA)

Awards for doctoral and masters study may also be offered by the University under the Collaborative Doctoral Awards scheme. You may be nominated for a CDA studentship and at the same time you may submit an application in the postgraduate competition. If you are offered a studentship through the BGP and through the CDA scheme, you will be asked to accept one and decline the other, since you may not hold two such awards concurrently.

Language Based Area Studies centres

Awards for doctoral and masters study may be offered by the BICC and CASAW at Manchester for the Language Based Area Studies. You may be nominated for a studentship through these centres and at the same time you may submit an application for the BGP competition. **You should keep the University, Faculty of Humanities office informed of the progress of your nomination since you may not hold two such awards concurrently.**

If you decide not to pursue your studies

If you no longer wish to undertake your studies, you will need to withdraw your application. You will need to inform us of your decision in writing, by letter or e-mail. It is your responsibility to inform us of the withdrawal at the earliest possible stage.

SECTION 6 - RESULTS OF THE COMPETITION

Please attach a stamped, self-addressed postcard to your application form. We will return this to you as soon as we receive your application. If you do not include a postcard, you will not receive acknowledgement that your application has arrived. If you have not received your postcard within a week of sending your application, we advise you to check with the school to see if this has been received. Please note that this postcard only confirms that your application form has been received by the deadline. It does not confirm the application is complete or that it is eligible.

After the meeting of the panels, applicants will be informed by the University if they are to be nominated to the AHRC for an award.

The AHRC will review the nominations made under the BGP scheme during the summer and will announce the final results to the candidates in August. The letter notifying you of this will be sent to your correspondence address provided on your AHRC application form. Therefore you must inform us immediately in writing if your address changes during the summer, so that we can be sure we can contact you at the correct address between May and October 2009.

Prospective award holders must confirm acceptance of this offer by the 31st May 2009 at the latest. If, for any reason, you are unable to deal personally with your mail at this time (e.g. if you are abroad for several weeks) you should arrange for someone act on your behalf during this period. In the event of a candidate being unable to take up an award, the University will offer the place to a reserve candidate. These will be offered in ranked order, following the outcome of the panels.

Maintenance Grants and Tuition fee payments

You will need to complete the Acceptance Form sent with your award letter. The University of Manchester will be required to confirm with the AHRC in October or November that you have formally registered for your programme of study. If you fail to register, any maintenance grant that has been paid to you will be reclaimed.

For full award holders, provided we have received your Acceptance Form, the first instalment of your maintenance grant will be paid directly into your bank account by 1 October assuming there are no delays in receiving your maintenance grant from the AHRC.

Tuition fees are paid directly on your behalf each year.

The Research Training Funds for doctoral awards will be paid directly to the University of Manchester.

Appeals Process

The University of Manchester has a complaints and appeals procedure, details of which can be found on our web site at: www.campus.manchester.ac.uk/ssc/appealsandpolicies/

Please bear in mind that 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 from other candidates.

You may wish to contact the school in which you would like

to register to receive advice on any other funding opportunities they may have to support your studies.

SECTION 7 - TAKING UP AN AWARD

Start dates of the award

Award holders are normally expected to begin their programme of study on, or around, **1 October 2009**. This is the 'start date' of your award 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. Any application for postponement must be made immediately through the University of Manchester. You should write to the school, in advance, including supporting letters from your potential supervisor. Please note that the agreement of your School or faculty to delay your start date does not necessarily mean the AHRC will agree to postpone your award.

Deferrals are not possible for masters' students. 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.

The continuation of doctoral awards is subject to the submission of a satisfactory annual report at the end of each year of the award and you are subject to the University's standard monitoring and progression processes.

Study outside the UK

Awards are given for study at a Higher Education Institution in the UK. You are expected to remain in the UK during the tenure of your award (with the exception of temporary trips abroad for essential fieldwork, study visits or attendance at conferences), and to live within a reasonable distance of the University of Manchester. You must notify us immediately if, for any reason, you are unable to meet these requirements.

Change in circumstances/Transfer of Awards

If you hold a full-time award and gain a salaried academic position at the institution at which you are studying during the period of your award, we will not be able to approve funding for part-time study and will be required to terminate your award.

It may be possible, in exceptional circumstances, to transfer from full-time to part-time study or vice versa. Once you have transferred, it is unlikely that you will be able to return to your original status. You should contact your school to discuss this.

Awards are made for a particular programme of study at a particular institution under the new BGP scheme, therefore you will not be able to transfer with your award from one institution to another.

APPENDIX 1: AHRC COMPETITION TIMETABLE

Mid February	University of Manchester information session for potential applicants, supervisors and administrators. Dates to be confirmed.
End of February	Outcome of the Universities BGP submissions announced by the AHRC. Information available on the AHRC and the University of Manchester's websites.
1 April	Deadline for Schools to receive AHRC applications. Eligible applications forwarded to the Subject Specific Panels.
April/early May	Selection process via the Subject Specific Panels
Early May	Outcome of the decisions made by the Subject Specific Panels. All successful candidates informed of the decision.
31 May	Deadline for successful applicants to confirm their acceptance of the award. Reserve candidates contacted where appropriate
May-July	Nomination of successful applications to the AHRC via the Je-S
August	Written confirmation of nominations to the candidates by the AHRC.
September	Payment of the studentships from the AHRC to the University
September	Students' registration and allocation of fees and maintenance payments.
October	First maintenance grants are paid.

APPENDIX 2: LIST OF KEY CONTACTS

The University of Manchester AHRC contacts

School Postgraduate Research Administrators

School of Arts, Histories and Cultures

Jo Marsh Tel: 0161 275 2603

School of Languages, Linguistics and Cultures

Sara Latham Tel: 0161 275 3602

School of Social Sciences

Bernadette O'Connor Tel: 0161 275 4627

School of Law

Stephen Wadsworth Tel: 0161 275 7554

School Postgraduate Taught Programmes Administrators

School of Arts, Histories and Cultures

Carly Bibby Tel: 0161 275 8980

School of Languages, Linguistics and Cultures

Sara Latham Tel: 0161 275 3062

School of Social Sciences

Bernadette O'Connor Tel: 0161 275 4627

School of Law

Stephen Wadsworth Tel: 0161 275 7554

Faculty of Humanities PGR Administrators

Nichola Ellis Tel: 0161 275 3038

Jo Kaiserman Tel: 0161 275 0287

Faculty of Humanities Taught Programmes Administrator

Lisa McAlesse Tel: 0161 275 0251

Student Services Centre

Tel: 0161 275 5000

Arts and Humanities Research Council (AHRC)

AHRC Whitefriars Lewins Mead Bristol BS1 2AE

Tel: 0117 987 6500

Fax: 0117 987 6600

<http://www.ahrc.ac.uk/Pages/default.aspx>
enquiries@ahrc.ac.uk

APPENDIX 3: SUBJECT AREAS ELIGIBLE TO RECEIVE AHRC STUDENTSHIPS IN EACH OF THE THREE SCHEMES

DOCTORATE SCHEME

Archaeology
Classics and Ancient History
Dance, Drama and performing arts
English Language and Literature
Film Studies and Television studies (Cosmopolitan Cultures)
German Language and Culture (German studies)
History
History of Art, Architecture and Design
Iberian and Latin American Language and Culture (Spanish, Portuguese and Latin American Studies)
Interpreting and Translation (Translation Studies)
Italian Language and Culture (Italian studies)
Law
Linguistics
Music
Philosophy
Religious Studies
Russian, Slavonic and Eastern European Language and Culture (Russian and East European Studies)

RESEARCH PREPARATION MASTERS SCHEME

Classics and Ancient History
English Language and Literature
French Language and Culture (French studies)
German Language and Culture (German studies)
History
Iberian and Latin American Language and Culture (Spanish, Portuguese and Latin American Studies)
Linguistics
Music
Philosophy

PROFESSIONAL PREPARATION MASTERS SCHEME

Film, Digital and Media Production (Visual Anthropology)
Museum Studies
Interpreting and Translation (Translation Studies)