

Guide for the Applicants for AHRC Block Grants Partnership (BGP) Postgraduate Awards at the University of Manchester

Updated December 2009

1. INTRODUCTION

These Notes of Guidance are intended for those who wish 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 in arts and humanities from October 2010. It sets out the types of awards provided and the procedures for application. **All information on the AHRC's rules of eligibility for awards can be found on the AHRC's website at:**

<http://www.ahrc.ac.uk/FundingOpportunities/Documents/Guide%20to%20Student%20Eligibility.pdf>

It is therefore crucial that you read these carefully before making your application.

AHRC Block Grant Partnerships

The AHRC has recently changed the way it runs its postgraduate competition for students. The new Block Grant Partnership (BGP) requires eligible institutions to submit bids for five years' worth of award allocations. The University of Manchester submitted a bid to the AHRC last year for a fixed numbers of masters and doctoral awards in the eligible subject areas and we were successful in securing a high number of awards in a variety of subject areas. For a full list of these areas, please refer to Appendix 2.

The Three Funding Schemes

The Council provides funding to enable students to study at Higher Education Institutions (HEIs) in the UK at both master's and doctoral level and their postgraduate awards programme is administered in three separate 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:

i. 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 full-time study or two years part-time.

ii. 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.

iii. 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, on a programme leading to the award of a doctoral degree.

Further sources of AHRC funding for postgraduate students

i. AHRC

In addition to the BGP studentships the AHRC also makes funding available for postgraduate students studying at Manchester 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/ChangestoPostgraduatefundingopportunitiesfrom2009.aspx

ii. Other

For information on other internal funding opportunities, you are advised to contact the School Postgraduate Office in which you intend to register. See Appendix 3 for contact details.

2. THE FINANCIAL BASIS OF THE AWARD

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

a. The payment of approved fees to the institution.

Tuition fees are paid directly on your behalf each year and do not include the costs of residence, which must be paid for from students' own funds.

b. A maintenance grant plus additional allowances for disabled students, where appropriate.

All rates for the academic year 2010-11 will be published on the AHRC's website in spring/summer 2010. (www.ahrc.ac.uk). However, for your reference, last years figures were:

Doctoral	£13,290
Research Preparation Masters	£9,280
Professional Preparation Masters	£8,650

Students opting to study part time will receive 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.

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, but may be eligible for additional support towards the costs of fieldwork or study visits and for disabled students' allowances.

c. Additional support towards the costs of fieldwork or study visits for students pursuing doctoral research (full or part-time) or research-based Master's courses.

Please see the following link for further information on this:

<http://www.ahrc.ac.uk/FundingOpportunities/Documents/PG%20guide%202009-10.pdf>

d. Research Training Fund for Doctoral Awards

Research Training Funds of £850 per award-holder is 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 to all doctoral award holders. This is paid pro rata for part time students.

3. THE APPLICATION PROCESS

University Application Form and Transcripts

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

www.manchester.ac.uk/postgraduate/howtoapply/

Transcripts and references included in your application will also be required for your AHRC application.

Supporting Documentation and References

We ask that as well as the University Application Form and transcripts, applicants submit an additional supporting statement (1000 word Research Proposal for doctoral scheme, 500 word Case for Support for the masters schemes) and 2 references that provide information on your previous experience or preparation that is relevant to your application. Each scheme has its own set of guidelines for this which can found on page 4 for masters applicants and page 7 for doctorate applicants. **References that do not provide a detailed appraisal of your academic development and suitability for your proposed study, but are simply a general statement of support, may disadvantage even the strongest applicant.**

Closing Date

You should apply to the University for admission onto your chosen postgraduate programme using the online application form (<http://www.manchester.ac.uk/postgraduate/howtoapply/>). Your transcripts and references will be included in this. In addition, you must then submit your AHRC Research Proposal or Case for Support to the School Postgraduate Office in which you intend to register by **5.00pm on 15th March 2010**. There is only one closing date for applications each year and there is no flexibility in this date. **Please note, you are advised to submit your admission application before the 1st March to ensure that your application is received by the school office well in advance of the 15th March deadline.**

Acknowledgement of Application

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.

4. ASSESSMENT OF APPLICATIONS

a. The Subject Panels

Your application will be assessed by one of the University's Subject Panels. The panel consists of senior academics from within each subject area and an external academic. Each application is judged on its own merits based on the information provided in the University Application Form and your Research Proposal/Case for Support.

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.

b. Outcome of Application

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 2010, and failure to meet this deadline could result in you losing the offer of award.

Successful applicants will then be nominated to the AHRC for an award. Note: although it is possible for candidates to apply to more than one institution for an AHRC 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.

Upon receiving the nominations, the AHRC is then ultimately responsible for making the final decision in the offer of an award and will write to you in August/September to confirm this. This letter will be sent to your correspondence address provided on your University 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 2010. **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 over the summer) 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.

c. Taking up an Award

Award holders are normally expected to begin their programme of study on, or around, **1 October 2010** 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 and will need to have approval from the AHRC. You should write to the school, in advance, including supporting letters from your potential supervisor. 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. You will need to inform us of your decision at the earliest possible stage, in writing, by letter or e-mail.

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 and school's standard monitoring and progression processes.

d. Change in circumstances/Transfer of Awards

Studentships are awarded for a particular programme of study at the University of Manchester. Therefore all requests to make changes to the awards, including transferring to another institution, are only considered by the AHRC in very exceptional circumstances and the 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 without prejudice, providing you continue to meet the eligibility criteria for the scheme. You are advised to check the details of this on the AHRC website.

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.

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/

5. ADDITIONAL INFORMATION FOR APPLICATIONS FOR AHRC MASTERS' AWARDS

For applications for either of the master's schemes we require the following additional information:

a. Case for Support

Please give details of your intended programme of study. You should indicate which subject area your application will fall into and this will determine which Subject Panel will be responsible for considering your application. The list of subject areas is listed in Appendix 2. The arrangement of these panels reflects the allocation of studentships the University has received from the AHRC.

We ask that you provide a written Case for Support of no more than 500 words. Within your case for support, you should give a brief indication of any previous experience or preparation that is relevant to your proposed study. For example, any course units you have taken as part of your undergraduate degree that are particularly relevant. This should not be an exhaustive list, but a summary which demonstrates to the assessors that you are appropriately prepared to undertake your proposed course. You should also include preparation that is additional to the formal undergraduate qualifications you have mentioned on your University Application Form. For example, if you have additional degrees or qualifications and these are relevant training and preparation, please include them, e.g. a PGCE.

If you have had a career change, it would be helpful to the assessors to say why you wish to pursue this new direction. If you are aware of further training you will require to enable you to complete your studies, e.g. language skills or ICT training, please include it in this statement. The fact that you need further training will not be regarded by the assessors as a sign of weakness.

The detail provided in your case for support will depend upon which masters (i.e. either a Research Preparation or a Professional Preparation) you chose to apply for. The following sections i and ii provide specific advice on the information to be included for each of these schemes:

i. Research Preparation (RP) Masters

Please give details of your intended programme of study.

For the RP Masters, you should describe how this programme will prepare you for doctoral study or, in the creative and performing arts, provide a foundation for a career in research in the higher education sector. You should state briefly why you wish to study this programme. What are the intellectual problems that interest you and how will this programme address these interests? How will this prepare you for doctoral study? How does it relate to your eventual career aims? Whilst we recommend that you discuss this with the proposed Programme Director, **it is crucial that the detail provided here is your own work.**

The expectation is that you will proceed to a course of doctoral study. You should therefore say why you wish to proceed to doctoral study and include an indication of the likely focus of your doctoral studies. For creative and performing arts subjects, including practice-led study, if you are not intending to continue to doctoral study, you should say how the course will act as a foundation for your career in research in the higher education sector. You should include an indication of the likely focus of your research beyond your Master's degree.

Where there is a significant overlap between your undergraduate dissertation (if you completed one) and your proposed dissertation or research programme, you should demonstrate clearly how the project goes beyond your undergraduate work. The added value of continuing research in the area needs to be demonstrated.

For practice-led research subjects (including creative writing), the AHRC will not support proposals that aim to produce only a creative outcome or a piece of work; there must be a research basis and outcome to the project and this must be clearly explained your proposal. You should also include details of your professional experience, e.g. any studio work or exhibitions. The assessors will be looking at your track record and at how your research will build on your previous experience.

ii. Professional Preparation (PP) Masters

Please give details of your intended programme of study.

For the PP Masters, you should describe how this programme will contribute to your long term career aims and how taking this course is a pre-requisite for meeting your long-term career aims. Whilst we recommend that you discuss this with the proposed Programme Director, **it is crucial that the detail provided here is your own work.**

Give a brief description of the subject area in which you plan to do your dissertation. Where there is a significant overlap between your undergraduate dissertation (if you completed one) and your proposed dissertation work, you should demonstrate clearly how the project goes beyond your undergraduate work.

If your course includes an assessed practical element, please give a brief description of the work you intend to pursue. You should say how your proposed work relates to what you have studied already, and any relevant professional experience you have had. It is important to include details of your professional or work experience in your field of study (including relevant voluntary work), as the panel will be looking at your track record. For example, if you are undertaking a creative writing course, please describe the kind of writing (published and unpublished) you have undertaken. If your work experience was completed over several short periods, it would be helpful to give an overall number of weeks or months, e.g. 3 months' gallery experience. If you have additional degrees or qualifications that you have not mentioned elsewhere on the University Application form, e.g. a PGCE, and these are relevant training and preparation, please include them here. If you already have a postgraduate qualification, you should say how this relates to your proposed studies.

b. References

You should provide two references along with your application. These may be the same references you submit with the standard University Application form. **However, as the competition for these awards is so fierce, you are strongly advised to ask your referees to consider the following specific notes.**

The University assessors are seeking information and evidence that will help them distinguish between the many very high calibre students who apply for awards. **References that do not provide a detailed appraisal of the applicant's academic development and suitability for the proposed study, but are simply a general statement of support, may disadvantage even the strongest applicant.** It is helpful to the panel if referees provide evidence both of the skills you possess and, importantly, how they relate to the proposed study.

Please note that:

- referees' assessments are of vital importance. The fairness of the competition for awards depends to a significant extent on the accuracy and completeness of the comments you provide;
- professional referees should state how long you have worked with them and in what capacity. They should detail the type and range of duties that were performed, and how this may have prepared you for the proposed study.

Referees should comment under the following headings:

- Quality of Work

Provide a realistic appraisal of your abilities, based on the quality of your academic performance to date. Include comments on your overall performance in your degree and your performance on individual modules or courses. Examples should be given to illustrate comments.

- Undergraduate performance

If you are currently undertaking an undergraduate degree, details of marks received to date should be provided. Where you have a joint degree performance in both disciplines should be detailed. For assessment purposes, it is important that all marks are given and not only the ones relating to the subject applied for.

- Potential for postgraduate study

Referees should provide an assessment of your aptitude and preparedness for the proposed course and for continuing to doctoral study. In the creative and performing arts, an assessment of your aptitude and preparedness for the proposed programme and for continuing to doctoral study or to a career in research in the higher education sector should be given.

Referees should provide an assessment of the suitability of the programme, your potential to complete the studies successfully, your motivation and commitment, and any relevant intellectual skills you possess. They should say how the proposed programme or programme of work relates to your experience to date, and to your future plans. Comments should be made in the context of your proposed programme of study. Referees may wish to address questions such as how you have developed and improved during your undergraduate or postgraduate career and should comment on factors such as your conceptual ability, problem-solving skills, capacity for independent thought, potential for innovation; organisational skills, communication skills, and your ability compared to other relevant groups or individuals.

- Professional referees should draw on their experience of your work to give an appraisal of your professional performance to date, highlighting your strengths in the area in which you plan to study and work, and noting any weaknesses you may have. Examples should be given to illustrate comments.

Again, references should be tailored to the masters programme you are applying for. The following sections i and ii provide specific advice on the information to be included for each of these schemes which we recommend you provide to your chosen referees.

i Research Preparation (RP) Masters

The Research Preparation Master's (RP) Scheme aims to provide support for students on a masters programme that focuses on advanced study and research training explicitly intended to provide a foundation for **further research at doctoral level**. For creative and performing arts students, including practice-led study, the advanced study and research training should explicitly be intended to provide either a foundation for doctoral study, or for a career in research in the higher education sector. We ask referees to bear these aims in mind when completing their report, both in terms of the course or programme of study you plan to pursue, and in respect of your future plans.

Referees should be able to comment in detail, and impartially, on your recent work and your aptitude and preparedness to undertake the proposed course of study and for continuing to doctoral study.

Referees should provide an assessment of the suitability of the programme, your potential to complete the studies successfully, your motivation and commitment, and any relevant intellectual skills you possess. They should say how the proposed programme or programme of work relates to your experience to date, and to your future plans. Comments should be made in the context of your proposed programme of study. Referees may wish to address questions such as how you have developed and improved during your undergraduate or postgraduate career and should comment on factors such as your conceptual ability, problem-solving skills, capacity for independent thought, potential for innovation; organisational skills, communication skills, and your ability compared to other relevant groups or individuals.

ii. Professional Preparation (PP) Masters

The Professional Preparation Master's Scheme (PPM) aims to provide support for students undertaking Master's programmes that focus on developing high-level skills and competencies for **professional practice** in a field relevant to the content of the course. Referees should bear these aims in mind when completing reports, both in terms of the programme of study you plan to pursue, and in respect of your future plans.

An assessment of the your aptitude, ability and preparedness for the proposed study and to continue in professional practice should be given, as well as an assessment of your suitability of the programme, your potential to complete the course successfully, your motivation or commitment, and any relevant intellectual and practical skills you possess. Referees should say how the proposed course relates to your academic and professional experience to date, and to your future plans. Comments should be made in the context of the programme of work, as the assessors will be looking at your preparedness for the course, not just at your abilities. References may wish to address questions such as how you have developed and improved during your undergraduate or postgraduate career.

Referees should comment on factors such as your professional, practical or technical ability; conceptual ability; problem-solving skills; capacity for independent thought; potential for innovation; organisational skills; communication skills, and your ability compared to other relevant groups or individuals.

6. ADDITIONAL INFORMATION FOR APPLICATIONS FOR AHRC DOCTORAL AWARDS

For applications for the doctoral awards scheme we require the following additional information:

a. Research proposal

You should indicate which subject area your research will fall into and this will determine which Subject Panel will be responsible for considering your application. This information is laid out in Appendix 2. The arrangement of these panels reflects the allocation of studentships the University has received from the AHRC.

We ask that you provide a written Research Proposal of no more than **1000** words that gives a brief synopsis of your research project. Please also provide the title of your proposed programme of research. If you exceed the word limit your application will be made ineligible, as this would be an unfair advantage over other applicants.

The Research Proposal plays a key part in the assessment of your application. Whilst we recommend that you discuss the content of this section with your proposed supervisor, **it is crucial that the detail of this section is your own work**. The assessors are looking for evidence of high quality and strong potential for postgraduate study. Enthusiasm and interest are important, but panel members are interested in:

- ❖ evidence of intellectual purpose and originality
- ❖ details about your reasons for, and approach towards undertaking your proposed study
- ❖ a good awareness of the research context

You need to present your case clearly and concisely. Use the subheadings below to set out as clearly as you can the work you intend to undertake. You do not have to address every point listed below; this is intended as a guide to help you structure your case.

• **Your reasons and purposes for undertaking this project:** state briefly what the key area or issues of your project will be and why you wish to pursue this research project. How does your proposed work relate to what you have studied already? Where there is a significant overlap between your Master's dissertation (if you completed one) and your doctoral study, you should demonstrate clearly how the project goes beyond your Master's study and state clearly the added value of continuing to research in this area. This does not mean that the assessors expect your research programme to be in the same area as your previous study, but they will need to know that you have sufficient experience to complete your project. Finally, you should say how your doctoral study relates to your eventual career aims.

• **Your research project:** In a competition as fierce as this, your Research Proposal is crucial, so you should use clear and concise language, avoiding jargon. Bear in mind that the assessors might not be experts in your particular specialist field. You should identify the research problems or questions you intend to address in your doctoral study. These should be clearly defined in your proposal. You should describe:

- ❖ the research problems or questions you intend to address;
- ❖ the research context (background) in which those problems or questions are located. In describing the context, you should refer to the current state of knowledge and any recent debate on the subject;
- ❖ the particular contribution to knowledge and understanding in this area that you hope to make. You should explain why the work is important. The fact that an area has not been studied previously is not, in itself, a case for the work to be supported. We are also seeking a description of relevance beyond the development of your own skills or experience, though this is important too;
- ❖ the methods and critical approaches that you plan to use to address the problems or questions you have set. We don't just need to know what you are going to work on;
- ❖ we need to know how you plan to go about it;
- ❖ the sources that you will use, if appropriate. You will need to state where these sources and materials are located and how these will be accessed. For example, if you are undertaking an archaeological project, do you need a permit to access a particular site, and how will this be obtained? It is sometimes helpful to put forward alternative strategies or approaches if you are aware that problems might arise;
- ❖ you should say, as far as you can, how the project will develop or how you will structure the work over the period of the award;
- ❖ you should identify and address any ethical issues relating to the research project;
- ❖ if you have already begun your doctoral study, it is important that you give some indication of the work you have undertaken to date, e.g. information on any chapters or major pieces of work you have completed;
- ❖ preparation and previous experience: you should give a brief indication of any previous experience or preparation that is relevant to your proposed doctoral study. For example, you may wish to highlight key areas of your Master's study. Where applicable, you should also include training and preparation, additional to the formal undergraduate and postgraduate qualifications already listed, which is relevant to your proposed study and,
- ❖ for practice-led subjects, you should include details of your professional or work experience (including relevant voluntary work or exhibitions), as the panel will be looking at your track record. For example, if your application is for doctoral study in creative writing, please describe the kind of writing (published or unpublished) you have undertaken. If your work experience was completed over several short periods, it would be helpful to give an overall number of weeks or months, e.g. 3 months' gallery experience.

b. References

You should provide two references along with your application. These may be the same references you submit with the standard University application form. However, as the competition for these awards is so fierce, you are strongly advised to ask your referees to consider the following notes.

• Referees should be able to comment in detail, and impartially, on your recent work and your preparedness for doctoral study. The University's assessors are seeking information that will help them distinguish between the many very high calibre students who apply for doctoral awards. **References that do not provide a detailed appraisal of your academic development and suitability for your proposed study, but are simply a general statement of support, may disadvantage even the strongest applicant.** It is helpful to the panel if your referees provide evidence both of your skills and, importantly, how they relate to the proposed study, (as described in your case for support).

• Professional referees should state how long you have worked with them and in what capacity. They should detail the type and range of duties that were performed, and how this may have prepared you for the proposed study.

Referees should comment under the following headings:

Previous performance

- Provide a realistic appraisal of your abilities based on their assessment of your academic and, where relevant, professional performance to date. Include comments on the overall performance in your degree (s) and your performance on individual modules or courses. Where appropriate, they should draw on the comments of external examiners or other external contacts. Where you have a joint degree, performance in both disciplines should be included. For assessment purposes, it is important that all marks are given and not only the ones related to the subject applied for.
- The assessors are interested in such qualities as your conceptual ability, ability to solve problems, independence of mind, potential to develop innovative methods, communication skills, organisational abilities and, where relevant, your practical or technical capabilities.
- Professional Referees should draw on their experience of your work to give an appraisal of your professional performance to date. They should highlight your strengths in the area in which you plan to study and note any weaknesses you may have. Examples should be given to illustrate their comments.

Preparedness for doctoral study

- The assessors need to know how well prepared you are for doctoral study and whether you can bring it to completion and so would expect to see an assessment of your motivation and commitment, capacity for working independently on the project throughout, and the likelihood of you completing the project successfully. Any relevant intellectual, practical, technical or professional skills should also be mentioned here. References should state how the proposed research project relates to your experience to date, and to your future plans. Referees may wish to address questions such as how you have developed and improved during your undergraduate or postgraduate career.
- If you are currently undertaking a Master's degree, details of any formal assessments of your Master's work should be provided.
- If you have already commenced your doctoral study, references should include details of your progress to date. Formal monitoring assessments or reviews of your work to date should be included here.
- If it is likely that the assessors will be unfamiliar with your research or professional environment referees should provide sufficient background to enable the panel to place their comments in context.
- If you have already studied at postgraduate level referees should give examples of how this study has prepared you to undertake doctoral research. If you have no experience at postgraduate level preparedness to move directly to doctoral research without an initial year of Master's-level training should be commented on.
- Referees should also give their opinion on any additional training that you may need in order to successfully complete your doctoral studies. Are there particular aspects of the proposed study of which you have no, or little, experience (e.g. language training in order to work on original source material, or IT training to access particular datasets). Constructive observations about training needs will not disadvantage the candidate since the acquisition of new skills is an important part of a doctoral student's training and development.

Appendix 1: AHRC 2010 Competition Internal and External Timetable

January	Faculty to advertise the scheme and ensure that the application forms and notes of guidance are available to download.
February	Internal information sessions for potential applicants, supervisors and administrators, to be organised by the relevant Schools and Faculty.
February	Subject Panel Boards and membership to be established
March	Briefing session for Subject Board Panel members Dissemination of guidance notes
15 March	Internal deadline for schools to receive AHRC applications.
22 March	PGR Directors to 'batch up' applications according to the subject panels
24 March	Batched applications to be <u>collected</u> by panel members from School PGR Offices
9 April	Internal deadline for panel members to submit grading of applications to School PGR / PGT Administrator
12-14 April	School PGR/PGT Administrators to prepare spreadsheet of all grades submitted. Shortlisted applications to be forwarded to External panel member.
19-30 April	All panels to meet and agree successful and reserve candidates
w/c 3 May	Faculty Nomination Panel to meet to make final selection of successful applicants <i>and consider non-standard/interdisciplinary applications??</i>
w/c 10 May	Offer letters sent to successful students
31 May	Deadline for students to accept the offer of an award
(14 June)	Deadline for reserve students to accept offer of an award
June	Nomination of successful candidates via the Je-S.
1 July	Closing of Je-S
August	Confirmation of nominations by the AHRC
September	Payment of the studentships from the AHRC to the University
September	Students' registration and allocation of fees and maintenance payments.

Appendix 2: Subject Areas Eligible to Receive AHRC studentships in each of the Three Schemes

AHRC Subjects– DOCTORATE SCHEME

- Archaeology
- Classics and Ancient History
- English Language and Literature
- Film Studies and Television studies (Cosmopolitan Cultures)
- French Language and Culture (French studies)
- 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)
- Law
- Linguistics
- Museum Studies
- Music
- Philosophy
- Religious Studies

AHRC Subjects – RPM SCHEME

- Archaeology
- Dance, Drama and performing arts
- English Language and Literature
- French Language and Culture (French studies)
- History
- History of Art, Architecture and Design
- Iberian and Latin American Language and Culture (Spanish, Portuguese and Latin American Studies)
- Linguistics
- Religious Studies
- Middle Eastern and African Language and Culture

AHRC Subjects – PPM SCHEME

- Film, Digital and Media Production (Visual Anthropology)
- Interpreting and Translation (Translation Studies)
- Museum Studies
- Dance, Drama and Performing Arts

Appendix 3: List of Key Administrative Contacts

The University of Manchester

School Postgraduate Research Administrators

School of Arts, Histories and Cultures

Lynsey McVey Tel: 0161 275 2603

School of Languages, Linguistics and Cultures

Amanda Mathews 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

Amanda Mathews Tel: 0161 275 3062

School of Social Sciences

Bernadette O'Connor Tel: 0161 275 4627

School of Law

Stephen Wadsworth Tel: 0161 275 7554

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