

## Study Abroad Studentships Application Help Notes 2019

*Please consult these help notes when completing the application form. These are also accessible via the Help button on each relevant section of the online application form.*

### Applicant details

These are the details that we have stored for you. To amend them, please click the Manage My Details link. This will open a new tab for you to make any required changes in. Once completed, please save your changes, close the tab and return to editing your application form.

### Additional applicant details

- **Nationality:** Enter your nationality.
- **Family commitments/dependants:** Enter details of these, if applicable.
- **Justification for dependant partner allowance:** If you wish to request this please give details of why the allowance is required.
- **Number of years' resident in the UK on 7 January 2019:** This must not be less than three.

### Education details

- Please enter the grade you received for each of your degrees.
- The following details are those we have stored for you. To amend them, please click the [Manage My Details](#) link. This will open a new tab for you to make any required changes in. Please ensure you enter the class of degree you were awarded for each of your degrees. Once completed, please save your changes, close the tab and return to editing your application form.

### Occupation details

- **Present occupation/status:** Details of your current occupation and/or status.
- **Who funds your present position:** Details of how you are currently funded.
- **What period do you have funding for:** Enter details if applicable.

- **I am or will be a research student:** Tick the box if applicable and complete the further details requested (type of qualification, institution where registered, title of thesis, name of supervisor, month and year from, month and year of expected completion, source of funding).

## Studentship details

- **Proposed overseas institution and country:** Enter the name of the overseas host institution and the country. If you are applying for a Studentship in more than one country enter details of the second institution and country.
- **Details of contact made with the place of tenure:** Give details of what contact you have had with your proposed host institution/s.
- **Why must the proposed work be conducted by residence overseas:** Explain why you need to undertake the proposed work overseas rather than in the UK.
- **Award duration (months):** Duration must be between 12 and 24 months.
- **Fees payable abroad:** If overseas fees are due please state the cost in local currency.
- **Level of knowledge of the language spoken in the proposed country of tenure: Details** of your knowledge of the language spoken in the overseas country.
- **Details of research already undertaken – list any publications:** If you have already undertaken research give brief details of this and the titles of any published work.

## Proposed project

- **Title of proposed course of study or research project:** No more than 80 characters including spaces.
- **Fields of study:** Select the fields of study which most closely reflect the area of research of the current application.
- **Abstract:** This account should be given in non-technical terms so as to be easily comprehensible to a non-expert and should be no longer than 100 words.
- **Detailed statement of proposed course of study or research:** This should be a detailed account of your proposed course of study and/or research and should enable the Committee to form an estimate of its scope and importance. Where relevant it should include aims, objectives and methodology. Include bibliographic references in full if appropriate. You should either upload a Word or PDF document that is no longer than two sides of A4 or cut and paste into the text entry box where there is a word limit of 1,600 words. Please use Arial font size 11 in your document.
- **Practising artists:** Practising artists should provide online access to up to 12 photographs or images, or a short example of film or music, as appropriate. Please include the link to these examples of your work in your 'Detailed statement of proposed course of study or research'.

## Referees

- Provide the details of **three people** who have agreed to act as referees. They should be well acquainted with you and able to comment on your research or study proposal. **It is crucial that you provide the correct email addresses.** You must provide full details for your

referees. If they do not have a department or institution, please enter 'n/a' in these fields. Referees must be available to comment during **February 2019**. Applicants seeking to undertake postdoctoral research overseas, who plan to be affiliated with, or embedded in, a particular institution, will be required to nominate a referee from that overseas institution as part of their application.

- Referees will be asked comment on (a) your proposed course of study or research proposal and (b) your academic and personal qualities for successfully completing this.
- References are subject to a word limit of 500 words.

#### Previous and current applications

- List any other awards for which an application has been/is being made: Details of awards you have applied for. Give details of the funding body, nature and amount of funding requested.
- Give the value and duration of any other awards currently held: Details of awards you currently hold. Give details of the funding body, nature and amount of funding awarded.
- Any other matters you wish to bring to the notice of the Committee: Any issues which you feel that the Committee should be aware of which you have not addressed elsewhere in the application.

#### End

- To submit your application, please click the 'Validation' link in the left-hand menu. Any mandatory/required fields will be indicated, as will any errors. Once you have resolved any validation issues please click 'Save and close' and then from the application summary screen click 'Submit'.
- Once the application is submitted it will not be possible for you to edit it, so please print out a copy of the application and proof-read it before you submit it.