

ESRC POSTGRADUATE STUDENTSHIPS IN THE SOCIAL SCIENCES AVAILABLE IN 2005

GUIDANCE NOTES FOR APPLICANTS

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Section 1

INTRODUCTION TO ESRC STUDENTSHIPS, COVERING BOTH 1+3 AND +3 APPLICATIONS

The Economic and Social Research Council is an independent, government funded body set up by Royal Charter.

The mission of the Economic and Social Research Council (ESRC) is:

- a) to promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training in the Social Sciences;
- b) to advance knowledge and provide trained social scientists which meet the needs of users and beneficiaries, thereby contributing to the economic competitiveness of the United Kingdom, the effectiveness of public services and policy, and the quality of life;
- c) to provide advice on, and disseminate knowledge and promote public understanding of, the Social Sciences.

1.1 The Economic and Social Research Council (ESRC) provides studentships on a competitive basis for the support of full-time or part-time postgraduate courses leading to Master's qualifications followed by research leading to DPhil/PhD qualifications (1+3 Studentships) in Social Science subjects and disciplines. Through these studentships, the ESRC aims to respond to the needs of the academic community, government, business and industry and to contribute to good quality research through the development of professional social scientists trained in state-of-the-art social science methodologies and methods.

1.2 These *Guidance Notes* describe the different ESRC postgraduate training schemes for candidates wishing to apply for a studentship and pursue research training full-time or part-time in the social sciences at postgraduate level. They cover:

- what the schemes entail
- who is eligible and how they should apply
- what is required of institutions, supervisors and candidates
- details of the financial value of the studentships and other allowances

The ESRC accepts applications on the understanding that institutions, Course Organisers, Head of Departments and students agree to observe the rules and procedures set out in these *Guidance Notes*.

WHERE THE STUDENTSHIPS MAY BE HELD

1.3 Postgraduate studies in higher education institutions (HEIs) tend to be organised in units that may be called departments, schools, faculties or centres. For convenience these *Guidance Notes* refer to all units of organisation as **department**.

1.4 Studentships are given to successful candidates who will pursue their studies in departments or on Master's Courses as part of a 1+3 programme of study that the ESRC has recognised for the quality and relevance of the training provided.

WHAT THE STUDENTSHIPS MAY COVER

- 1.5 ESRC studentships can cover fees, maintenance, dependants' allowances and other expenses, depending on the student's situation, circumstances and type of award. For details see Section 11.
- 1.6 Where ESRC studentships cover the cost of maintenance and approved tuition fees, the studentship may cover the whole cost, or it may supplement scholarships or grants from other sources if that income is clearly inadequate.

APPLICATION INFORMATION

- 1.7 Forms and information about ESRC are available on the ESRC Postgraduate Training website at: <http://www.esrc.ac.uk>
- 1.8 Institutions will find issues of relevance in all Sections of these *Guidance Notes* but departments, supervisors and testimonial writers nominating or sponsoring candidates in the studentship competition are asked to pay attention particularly to Sections 5 and 6. Section 7 contains information on 1+3 quota studentships. For information on Collaborative (CASE), joint ESRC/NERC studentships, studentships linked to ESRC Research Centres and other schemes see Sections 8 and 10.
- 1.9 **The closing date for applications for standard competition 1+3 or +3 studentships is 3 May 2005.** This deadline is strictly enforced. Each year the number of good applications outnumbers the studentships that the ESRC can make available. To avoid unnecessary disappointment, candidates and their prospective supervisors should read carefully the sections on *How to apply* in Sections 5 and 6. **The deadline for 1+3 quota nominations is 3 May 2005.** Candidates and their prospective supervisors should read carefully Section 7
- 1.10 Graduates from any subject or discipline may apply, so long as they meet the ESRC's requirements for academic and residential eligibility described in Section 3.
- 1.11 The ESRC reserves the right to deal as it thinks fit with applications of an unusual character.
- 1.12 The ESRC reserves the right to refuse the application of any previous ESRC studentship holder whose studies, while supported by that studentship, were not completed satisfactorily.
- 1.13 No studentship may be considered as definite until the ESRC has sent the candidate formal confirmation of the offer and it has been signed and returned by the student.
- 1.14 Appeals against a decision should be made to the ESRC Studentship Allocation Appeals Officer through the student's institution. The ESRC will first satisfy itself that the correct procedures have been strictly followed. In any matter of discretion, the ruling of the Council is final. (Please also refer to paragraph 4.24).

RESPONSIBILITIES OF STUDENTSHIP HOLDERS

- 1.15 1+3 studentships will be awarded on the assumption that the master's course has adequate facilities for the proposed research training as set out in the *ESRC Postgraduate Training Guidelines*.
- 1.16 +3 studentships will be awarded on the assumption that the institution has adequate facilities for the research as set out in the *ESRC Postgraduate Training Guidelines*, and that the policies, procedures and facilities specified in the department's submission to the ESRC for the purposes of recognition will be applied in relation to each studentship holder.
- 1.17 It is essential to maintain a high standard of training and supervision, and for this the ESRC relies on the co-operation of officers of the institutions, course organisers, heads of departments and others who make or support applications.

- 1.18 Those receiving ESRC studentships and those responsible for supervising and organising their postgraduate studies are expected to abide by the ESRC rules and regulations from the date of acceptance of the offer of a studentship. Full details are available to successful applicants in the *ESRC Studentship Handbook*.
- 1.19 The ESRC accepts no liability for the manner in which the work in connection with the studentship is undertaken. The studentship holder and the institution in which the studentship is held are responsible in all respects for the work and its consequences.

ENQUIRIES

- 1.20 The ESRC circulates information on studentship applications to UK universities. Any enquiries should be made directly to university Registries, Careers Advisory Services or departments. Detailed information, including a copy of the *ESRC Postgraduate Training Guidelines*, application forms and guidance notes, is also available on the Internet, signposted at:

<http://www.esrc.ac.uk>

If an enquiry cannot be dealt with through these channels it should be made by e-mail to ptdenquiries@esrc.ac.uk

Disputes arising from queries directed to ESRC can only be considered if they have been received in writing. Emails are acceptable.

ESRC STUDENTSHIPS COMPETITION TIMETABLE 2005

3 May 2005	Closing Date for standard competition applications
June 2005	Applications assessed by external markers
July 2005	Marks received and final decisions made by the Chair of the Board of Examiners
31 July 2005	Offers made to successful applicants
16 September 2005	Offers to reserves candidates
October 2005	New awards start

ESRC QUOTA TIMETABLE 2005

Feb – April 2005	Applications for studentships direct to Departments
3 May 2005	Closing Date for Quota 1+3 nominations
30 June 2005	Offers made to successful 1+3 nominees
October 2005	New awards start
31 October 2005	Department can re-nominate candidate

Section 2

WHAT SUBJECTS DO THE STUDENTSHIPS COVER?

2.1 There are seven main organisations that provide support for postgraduate studies in Great Britain. Each of these bodies is responsible for providing postgraduate studentships only for its own range of subject areas. The seven award-making bodies are:

- The [Arts and Humanities Research Board](#) (AHRB)
- [Biotechnology and Biological Sciences Research Council](#) (BBSRC)
- [Economic and Social Research Council](#) (ESRC)
- [Engineering and Physical Sciences Research Council](#) (EPSRC)
- [Medical Research Council](#) (MRC)
- [Natural Environment Research Council](#) (NERC)
- [Particle Physics and Astronomy Research Council](#) (PPARC)

NB Support for postgraduate studies in Northern Ireland is provided by the <http://www.delni.gov.uk> Department for Employment and Learning, Northern Ireland.

2.2 You are allowed to apply to only **one** award-giving body for support to undertake a particular PhD. It is up to you, the candidate, to find out which is the most appropriate body.

2.3 The main disciplines and subjects covered by **ESRC** studentships are listed below. Some subjects may or may not be the responsibility of the ESRC.

2.4 **The main disciplines and subject areas covered by the ESRC for studentships in 2005 are as follows:** (*SHORT CODE in brackets*)

- AREA STUDIES AND DEVELOPMENT STUDIES (AST)
- ECONOMICS (ECN)
- ECONOMIC AND SOCIAL HISTORY (ESH)
- EDUCATION (EDU)
- HUMAN GEOGRAPHY (HUG)
- LINGUISTICS (LIN)
- MANAGEMENT AND BUSINESS STUDIES (MBS)
- PLANNING, ENVIRONMENTAL STUDIES AND HOUSING STUDIES (PLA)
- POLITICAL SCIENCE, INTERNATIONAL STUDIES AND INTERNATIONAL RELATIONS (PIR)
- PSYCHOLOGY AND COGNITIVE SCIENCE (PSY)
- INTERDISCIPLINARY STUDIES IN SCIENCE, TECHNOLOGY AND INNOVATION (STI)
- SOCIAL ANTHROPOLOGY (SAP)
- SOCIAL POLICY, SOCIAL WORK AND HEALTH STUDIES (SOP)
- SOCIO-LEGAL STUDIES AND CRIMINOLOGY (SOS)
- SOCIOLOGY (SOY)
- SOCIAL STATISTICS, RESEARCH METHODS AND COMPUTING (SSR)

Some social science areas fall between the ESRC and other award making bodies' funding responsibilities depending on the exact nature of the proposed research. This will be particularly, but not exclusively relevant to those seeking +3 awards. An explanation of common areas of overlap follows.

2.5 **AREA STUDIES AND DEVELOPMENT STUDIES**

If the emphasis is on language and literature, e.g. a study of Latin American novelists, you should apply to the Arts and Humanities Research Board. If the emphasis is on Socio-Economic or Geographical aspects of the area to be studied, e.g. a study of patterns of land ownership, you should approach the ESRC.

2.6 **CULTURAL STUDIES AND MEDIA STUDIES**

If the emphasis of the proposed programme of study is on texts and/or images, e.g. a study of the depiction of women in films, you should apply to the AHRB. If the emphasis is on the social impact of texts and images, using social science methodology, e.g. a study of the make-up of cinema audiences, you should approach the ESRC.

2.7 **ECONOMIC AND SOCIAL HISTORY**

The borderline between the AHRB's and the ESRC's subject remit is not defined by the period to be studied but by the content and/or methodology of the proposed course of study. If the emphasis is on Biography, or on Administrative, Legal, Military, Political or Religious History, the History of Science or of Ideas, or on Historiography, applicants should approach the AHRB. If the emphasis is on Social or Economic History, or the History of Education or of Technology, the ESRC should be approached.

If the proposed field of study is History of Art or Architecture, and if the emphasis is on socio-economic Aspects of Art and Design, or of Planning, you should approach the ESRC. If the emphasis is on the study of artists, designers or architects and their work, you should approach the AHRB.

2.8 **EDUCATION**

The ESRC provides studentships in the areas of Educational Psychology, Anthropology and Sociology, and Education Administration, including the study of the curriculum, classroom organisation and practice, and the profession of teaching. If the emphasis is on the History of Education, you should approach the ESRC. The ESRC does not provide studentships for teacher education.

2.9 **LEGAL AND SOCIO-LEGAL STUDIES, AND CRIMINOLOGY**

If the emphasis is on either the content or the procedure of the law, you should approach the AHRB. If the emphasis is on the impact of the law using social science methodology, you should approach the ESRC.

2.10 **LINGUISTICS**

Both the ESRC and AHRB in principle support Linguistics research in the core areas of Syntax, Semantics, Morphology, Phonology and Phonetics, but they divide their commitments as follows:

The AHRB has the major responsibility for purely theoretical research, pure language research, Philosophy of Language, Semantics, Pragmatics, Textual Analysis, Language Description, Typology, Comparative and Historical Linguistics and Philology.

The ESRC has the major responsibility for Linguistics research in the applied areas of Psycho-Linguistics, Computational Linguistics, Socio-Linguistics and Applied Linguistics, for interdisciplinary research spanning Linguistics and for example Psychology, Computer Science or Sociology; and for research which involves Advanced Statistical Methods, Psychological Testing, use of experimental data, survey collections and computational applications.

2.11 **POLITICAL SCIENCE, INTERNATIONAL STUDIES AND INTERNATIONAL RELATIONS**

If the emphasis is on the study of political ideas (e.g. analysis of the writings of Thomas Hobbes), you should approach the AHRB. If the research is empirical and uses social science research methods the ESRC should be approached.

2.12 **PSYCHOLOGY AND COGNITIVE SCIENCE**

Studentships for postgraduate training in Psychology are made by four different bodies, depending on the area you wish to study:

ESRC: Cognitive Psychology (topics in areas such as perception may be borderline, so check first with the ESRC Postgraduate Training Division), Developmental Psychology, Occupational Psychology, Social Psychology, certain aspects of Delinquency, certain aspects of Educational Psychology

BBSRC: Aspects of Psychology closely related to fundamental Biology and Animal Behaviour

EPSRC: Psychology closely related to Engineering aspects of Ergonomics and Cybernetics

MRC: Clinical Psychology

2.13 **SOCIAL STATISTICS, RESEARCH METHODS AND COMPUTING**

This area can include the demography and quantitative analysis of large and/or complex datasets in any social science subject area.

2.14 **WOMEN'S STUDIES**

Where the subject is the literary or artistic representation of women, the AHRB is responsible. Where it is concerned with women in society, using social science methodology, the ESRC is responsible.

SEEKING ADVICE

2.15 The distinction between some of the fields of study covered by the AHRB and the ESRC is in some cases a fine one. There is a joint AHRB/ESRC statement on our WebPages at <http://www.esrc.ac.uk/esrccontent/aboutesrc/ahrb.asp>. If your proposed field of study falls on the borderline between the Humanities and the Social Sciences, you should, as early as possible, consult the body that seems to be most appropriate. To help the AHRB and us with this process you should submit to either ESRC or the AHRB a brief synopsis of your thesis topic, and the proposed method if that is relevant to the issue, by no later than 1 April 2005. We should then be able to resolve borderline cases before the 3 May closing date for the competition. You will be informed of the decision reached.

2.16 Regrettably, neither the ESRC nor the AHRB can guarantee to reallocate any application if a synopsis is not submitted by 1 April. No competition application will be reallocated after 3 May. You may therefore find your application is deemed to be ineligible, on remit grounds, if you submit your application to the wrong body and if you have not consulted either ESRC or the AHRB before 1 April.

You should not, under any circumstances, fail to submit a completed application by the 3 May deadline to either the Arts and Humanities Research Board or the ESRC.

Section 3

WHO CAN APPLY?

- 3.1 Anyone who can meet ESRC requirements for both **academic qualifications** and **residential eligibility** may apply for an ESRC studentship. Eligibility is explained below.

ACADEMIC QUALIFICATIONS

Introduction

- 3.2 Candidates must have qualifications **of the standard of** a good honours degree at first or upper second class level, from a UK academic institution. In the majority of cases, candidates will have undertaken an undergraduate course at a recognised UK higher education institution. However, some may have qualifications from outside the UK, or be able to offer a combination of qualifications and/or experience. In both cases, it will be necessary to ascertain whether these qualifications can be equated to an honours degree, and at what level.

Enhancement

- 3.3 A less than sufficient first degree may be enhanced by the attainment of a Master's degree. In exceptional circumstances, the ESRC may also accept candidates for Doctoral study who have never undertaken an undergraduate degree but have achieved a Master's degree. However, you should note the additional requirements for +3 only awards.
- 3.4 In addition, the ESRC **may** accept a candidate who has enhanced a less than sufficient undergraduate degree by at least one, satisfactorily completed academic year of full-time study or its part-time equivalent (i.e. two years), towards a UK higher degree. However, you should note the additional requirements for +3 only awards.

+3 awards only

- 3.5 Students applying for a +3 only award must also demonstrate that they will have completed, by 30 September 2005, the full research training requirements contained in the *Postgraduate Training Guidelines*. This would normally be through the '1' of an ESRC recognised 1+3 programme. Course organisers and/or departmental heads will be able to advise if your qualifications meet the criteria. Students with other qualifications will need to demonstrate how their qualifications equate with the *Postgraduate Training Guidelines* criteria. Where prior training takes the form of an 'RT' Master's course or the first year of a Mode A programme previously recognised by the ESRC, the institution must state how this training will be augmented in the first year of PhD study to bring it to the level currently required by the *Guidelines*. If the qualifications are more than 5 years old, then it will be expected that further professional experience and/or training in the relevant subject area would have been maintained.

Professional Qualifications

- 3.6 Membership of professional bodies or learned societies usually requires the candidate to have achieved, through formal training or work experience, a level of expertise which can be equated to that achieved by an honours degree student. The ESRC will accept such a professional qualification providing the candidate has also undertaken three years' subsequent full-time relevant professional work experience. The work experience would be calculated from the 1 July (i.e. to be eligible for a studentship from September/October 2005, the work experience will be calculated from 1 July 2002). However, you should note the additional requirements for +3 only awards.

Non-UK Qualifications

- 3.7 Qualifications which have been attained outside the UK will need to be equated to the UK honours degree standard. The ESRC bases its assessments on the British Council's NARIC guide. Candidates should be aware that whilst a higher education institution may accept a non-UK qualification for entry to the degree course at the institution, the ESRC does not necessarily accept the qualification as being of sufficient standard for an ESRC award. Where a student with non-British qualifications is applying for a +3 only award, examiners will need evidence that they have acquired the necessary research training **at postgraduate level** as outlined in the *Postgraduate Training Guidelines*. For non-UK qualifications transcripts in English as well as details in the original language must be provided with the application form.

RESIDENTIAL ELIGIBILITY

Introduction

- 3.8 Part IV, Regulation 12 of the Education (Fees and Awards) Regulations 1983, and subsequent amendments, require that candidates for awards have a relevant connection with the United Kingdom. A relevant connection may be established if, at the date of application/nomination:
- a) the candidate has been ordinarily resident in the UK throughout the 3-year period preceding the date of application for an award, and
 - b) has not been resident in the UK, during any part of that 3-year period, wholly or mainly for the purposes of full time education, and
 - c) has settled status in the UK within the meaning of the Immigration Act 1971 (i.e. is not subject to any restriction on the period for which he/she may stay).
- 3.9 British citizens are not subject to immigration control but only those other nationals who have been granted written permission to stay in the UK permanently are considered to have settled status.
- 3.10 It is important to note that residential eligibility is based on a physical presence in the UK. British citizenship in itself does not satisfy the residential eligibility requirement.

Temporary Absence

- 3.11 A UK citizen may have spent an extended period living outside the UK, either for study or employment. Most candidates in these circumstances will be able to show that they have maintained a relevant connection with their home country and therefore claim that the absence was temporary. "Temporary" does not depend solely on the length of absence.
- 3.12 For the purposes of eligibility, a period of ordinary residence will not be treated as being interrupted by an absence which is caused by:
- a) the temporary absence abroad, by reasons of training or employment, of the candidate, the candidate's spouse or parents, or
 - b) the temporary full time education abroad of the candidate or spouse.
- 3.13 You may be asked to provide copies of temporary contracts of employment and/or other documentary evidence to prove temporary absence.

3.14 An expatriate, or the child of an expatriate, who may have been born in the UK or abroad, and appears to have returned to the UK for full time education, is required to establish temporary absence. In order to be eligible, it must be shown that:

- the absence abroad was involuntary, and attempts were made to remedy the breach with the UK at the earliest opportunity,
- there was no individual intention to sever links with the UK, and
- links have been maintained through visits and vacation work.

3.15 It should be noted that anyone who is resident in a country, is normally subject to the residence and tax conditions of that country. A resident may or may not acquire other rights by virtue of living there, but birth or long-term residence does not automatically confer similar rights to those of the citizens of that country. If a candidate has opted for full citizenship of a country other than the UK, then the candidate will be ineligible.

Refugees and Asylum Seekers

3.16 A candidate who has been granted full refugee status by the Home Office, or is the child or spouse of a refugee, has settled status and is eligible on residence grounds, provided that he/she has not ceased to be resident since being granted asylum or refugee status. Such candidates must provide documentary evidence of their status, usually in the form of a letter from the Immigration and Nationality Department of the Home Office.

3.17 Candidates who are 'asylum seekers' are required to demonstrate settled status to be eligible.

Indefinite Leave to Remain

3.18 Candidates who have been granted Indefinite Leave to Remain (ILTR) by the Home Office have been given the right to reside in the UK, and thus have settled status. ILTR is usually given to those who have already spent a period in the UK, and are looking to take up British Citizenship. A candidate who holds ILTR must nevertheless, establish a relevant connection as set out in the Introduction above. Documentary evidence will be required.

Exceptional Leave to Remain or Exceptional Leave to Enter

3.19 Candidates who have not been recognised by the Home Office as meeting the terms of the 1951 United Nations Convention on Refugees, may be granted Exceptional Leave to Remain (ELR) or Exceptional Leave to Enter (ELE). The granting of ELR recognises that the current situation in the candidate's country of origin makes it impossible for him/her to return home. Thus, the holder of ELR may be allowed to settle in the UK if the home situation does not improve. Also, he/she is entitled to work in the UK and claim unemployment benefit and, after a certain period in residence, may be able to apply for ILTR, and subsequently British citizenship.

3.20 Candidates who have been granted ELR/ELE do not have the same entitlements as refugees. They will however, be eligible on residence grounds if they have spent the previous three years in the UK, not wholly or mainly for the purpose of receiving full-time education.

Visas, work permits, etc.

3.21 Candidates who are resident in the UK on a student visa, work permit or dependant visa, have restrictions on the time they may stay in the UK and cannot demonstrate a relevant connection or settled status, will not be eligible on residence grounds.

'Tuition Fees only' Studentships for EU Nationals to Study in Great Britain

3.22 Candidates from EU countries other than the UK, are generally eligible (subject to their eligibility on grounds of academic qualifications) for awards restricted to the payment of tuition fees only; no maintenance award will be payable. In order to be eligible for a 'fees only' award, a candidate must be ordinarily resident in a member state of the EU, in the same way as UK candidates must be ordinarily resident in the UK.

3.23 Currently, the member states of the European Union (EU) are as follows:

Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, The Irish Republic (Eire), Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, The Slovak Republic, Slovenia, Spain and Sweden and the United Kingdom.

Migrant Workers (EU Nationals)

3.24 Articles 7 (2) and Article 12 of Council Regulations (EEC) No. 1612/68 allow for candidates who have established a relevant connection with the EU to be eligible for a full award to include maintenance, as 'migrant workers'. A migrant worker can be defined as an EU citizen who is employed in a member state of the EU who should be treated as a national of that member state. Similarly, a child or spouse of a migrant worker is also eligible to be treated in the same way. However, the following conditions must be met:

- a) the employment should be full-time and of significant duration. Therefore, a candidate engaged in part-time or short-term casual employment, or who has been effectively unemployed, cannot be considered to hold migrant worker status. Additionally, the employment would be expected to be relevant to the candidate's previous or future course of study, although employment of a 'professional' nature will be considered on its merits,
- b) the employment should not be ancillary, i.e. taken up with a view towards engaging in subsequent studies, or subject to the candidate being accepted for the training for which he/she is to be nominated. An example of this would be a candidate who has been employed as a Research Assistant in a university department where a future award is to be held,
- c) with regard to the children of migrant workers, it must be shown that the candidate's residence is as a consequence of the parent's past or present employment. A child who has not been resident in the UK during the parent's employment, or departed with the parent at the cessation of that employment, will not be eligible to claim migrant worker status.

Candidates from European Economic Area (EEA) Member States

3.25 The arrangements for migrant workers are also extended to candidates who are nationals of the EEA member states of Iceland, Liechtenstein and Norway. Where such candidates meet the migrant worker requirements they will be eligible for full awards. However, as these countries are not member states of the EU, candidates will be ineligible for fees only awards.

Residents of Northern Ireland

3.26 If you are usually resident in Northern Ireland and can meet the eligibility requirements in the same way as described for residence in Great Britain, you can be considered for a studentship if you intend to study on an ESRC recognised Master's Course or in a recognised department in Great Britain.

- 3.27 If you are usually resident in Northern Ireland or Great Britain and wish to study in Northern Ireland, the Department for Employment and Learning, Northern Ireland is responsible for awarding postgraduate studentships. The address is: Department for Employment & Learning, Adelaide House, 39/49 Adelaide Street, Belfast. BT2 8FD. Telephone 028 9025 7777

Residents of the Channel Islands and The Isle of Man

- 3.28 If you are ordinarily resident in the Channel Islands or the Isle of Man, you should apply direct to the appropriate education authority. The addresses are:

State of Guernsey Education Council
The Grange
St Peter Port
Guernsey
GY1 1RQ
Tel: 01481 710821

The Isle of Man Department of Education
St George's Court,
Upper Church Street,
Douglas
Isle of Man IM1 7QF
Tel: 01624 685784

Jersey Department of Education, Sport and Culture
PO Box 142
St Saviour
Jersey
Channel Islands JE4 1QJ
Tel: 01534 509500

- 3.29 A candidate from the Channel Islands or the Isle of Man cannot establish eligibility for an award through any period of ordinary residence in England, Scotland or Wales during which they have been in full time education.

If You Are Not Sure About Your Residential Eligibility

- 3.30 If you have any doubts about your residential eligibility, or if the grounds on which you intend to establish residential eligibility are likely to be complicated, please request advice from the nominated person for eligibility enquiries in the Registry at the university through which you will be making an application.
- 3.31 The Registry at the university through which you will be making an application is responsible for checking your academic and residential eligibility, and for declaring that you meet all the appropriate criteria to receive an ESRC studentship.

PLEASE DO NOT CONTACT THE ESRC DIRECT. IT IS THE RESPONSIBILITY OF THE NOMINATED PERSON IN THE REGISTRY TO CONTACT THE ESRC IF ADVICE ON ELIGIBILITY IS REQUIRED.

Part-Time Studentships: Additional Notes On the Eligibility of Applications

- 3.32 The ESRC wishes to encourage applications for studentships from those who are studying, or intending to study, for **Research degrees** on a part-time basis.
- 3.33 You are **not eligible** to apply for a part-time studentship if your employer is a degree awarding body. In exceptional circumstances we may accept an application if you work at a degree awarding body providing this is not the same body as that where you will be undertaking your PhD.
- 3.34 Some important points to note right at the start are that:
- i) you must have been accepted, or provisionally accepted, at the time of application as a part-time student under the institution's rules and regulations for registration;

- ii) applications can only be made through departments recognised by the ESRC for receipt of **part-time** studentships (see the *List of ESRC Institutions, Departments/Outlets and Programmes*);
- iii) support will not include a maintenance grant. It will cover fees up to a given amount and may include a residual amount administered by your department to contribute to the costs of expenses such as fieldwork and photocopying; although
- iv) the Board will consider providing funding for fixed periods of study at full-time, where the demands of the work are such that the studentship would benefit from wholly dedicated working, for example, in carrying out major fieldwork; or intense data processing or analysis. Any such period of full-time work would be restricted to between a minimum of 3 months and a maximum of 12 months. You should indicate in your application if there may be a possibility of you applying, at a later date, for a period of full-time study. You will need to apply separately, and only once the award has started, but it is important to flag the possibility at this stage: full details of how to apply will be contained in the *Handbook*. However, raising the possibility of some full-time working in your application in no way commits the ESRC to approve any request which may subsequently be made: each case will be judged on its merits.
- v) All study undertaken as part of the ESRC award must be carried out within the UK, except for:
 - Overseas fieldwork which is an integral part of the study
 - Conference; or
 - Training, where an agreed part of a recognised advanced course takes place outside the UK, but within the EU

Students will be expected to be a resident close to the Institution at which they are registered.

- 3.35 If you are eligible for a studentship, you will be competing on an equal footing with full-time applicants, that is, your application will be assessed using the same criteria as for full-time applications and by the same assessors. Your status as a part-time student is not a factor in the assessment process. This applies to both competition and quota studentships.
- 3.36 If you wish to apply for an ESRC part-time Research studentship, **do** discuss your eligibility and application with your supervisor and employer. If you are applying for a 1+3 or +3 competition studentship **your supervisor must ensure that all sections of the application form are returned to the ESRC by, or postmarked, 3 May 2005. The three sections must not be submitted separately.**

LENGTH OF FUNDING ELIGIBILITY

- 3.37 New studentships cannot be used to extend existing studentships. The ESRC would not make or continue a studentship if you:
 - have already had three years of full-time or, if funded by the ESRC, five years of part-time postgraduate training in a university or college; *or*
 - have been engaged on work which, in the opinion of the ESRC, is equivalent to such training; *or*
 - will have already completed two years of full-time study at PhD level by September 2005, *or*

- are seeking funding for the final year only of a PhD (i.e. year 3 of a full-time PhD or year 5 of a part-time PhD), or for writing up of research results. Where an outlet can demonstrate that their PhD programme is a four-year programme, then the ESRC may consider students eligible for funding in the third and fourth year of that programme, but not the fourth year alone. All such claims must be established *before* receipt of the studentship applications.

3.38 For the purpose of assessing length of funding, the ESRC will **not** take into account:

- previous part-time study **not** funded by the Research Councils (unless the conditions in para 3.37 above apply)
- up to one year's privately financed study. This applies to students who have undertaken postgraduate study at their own expense or with support from funds other than UK central government funds.

In completing the questions about your postgraduate experience you should fill out the form as completely as possible, including any period of study which was not completed, as this may affect the period for which the ESRC may offer support.

3.39 Where a candidate has previously received government funding for a Master's course, they will be eligible to apply for another Master's course under 1+3 regulations. However, their funding period will be restricted to ensure that the total length of funding regulations under paragraph 3.42 are not breached. This may for example, mean that a candidate needing to undertake research training under 1+3 terms, may only be allocated a 1+2 award. In calculating length of funding up to 2 years of self-funding can be disregarded.

3.40 If you have previous postgraduate training of less than three years full-time or five years part-time, the maximum length of support available from the ESRC will be reduced by one month for every month spent on such training unless any of paragraph 3.38 applies.

3.41 In determining length of support postgraduate certificates in education, and certificates and diplomas of qualification in social work, are regarded as undergraduate qualifications. Where a student progresses from the Diploma to a Masters degree within the same time frame as that for the Diploma, the first year of funding would be counted as undergraduate and only the second year of funding would need to be taken into consideration as postgraduate level. Certificates and diplomas below Master's level will also be excluded.

3.42 The ESRC will not normally support any full-time student for more than four years nor any part-time student for more than seven years. Students who transfer between full and part-time during their award will have their awards adjusted on a pro-rata basis.

Section 4

GENERAL INFORMATION FOR STUDENTSHIP COMPETITIONS

- 4.1 We recommend you type and/or paste on those parts of the application form which require a substantial amount of text. If you are completing the form by hand, please ensure that it is legible. Examiners have a substantial number of applications to process and your application will not be helped if the examiner finds it difficult to read. Remember that the examiners will be working from the photocopies of your application. If you are completing the form electronically, although not crucial, please attempt to retain section spacing and page numbering where possible.

1+3 and +3 Terminology

- 4.2 1+3 is a generic term used by ESRC to denote 1 year of Master's research training plus 3 years of study towards a PhD. (For part-time students this equates to a 2+5 programme). +3 means that a candidate has already completed the research training year and is only applying for a 3 year period to complete the PhD study. Besides 1+3, other combinations are acceptable to the ESRC **providing the University Department at which you wish to study has successfully applied for recognition on this basis**. For example, some Oxford students may undertake 2+2 awards to take account of the 2 year MPhil.

Quota and Competition Applications

- 4.3 For 1+3 studentships there is no restriction on the number of institutions to which you may apply for either quota or competition places. However, as a matter of courtesy you should ensure that each is aware that that you have made multiple applications. If selected by more than one institution for a competition place you must make a choice as only **one** application will be accepted in the 1+3 competition. If you are offered more than one quota nomination you will be able to choose which to accept. If you are offered a quota nomination and are successful in the competition you will be required to take the competition place as a quota award can be re-nominated.

You cannot apply for both a 1+3 and +3 studentship. The two are mutually exclusive as applying on a 1+3 basis indicates you have not undertaken a programme of research training necessary for +3 entry but applying on a +3 basis suggests you have. If the ESRC receives applications for both 1+3 and +3 entry the +3 application will automatically be withdrawn.

Marking scheme for Competitions

- 4.4 Marks will be given for the quality of candidates on the evidence of their initial qualifications (although the qualifications in themselves do not attract specific marks), their aptitude for research and the full description of their project for +3 or outline of the topic area for 1+3; the matching of the candidate's and his/her supervisor's interests for +3 or the possible supervisors for 1+3; and, the suitability of the specific training proposed or already undertaken.
- 4.5 Your application will be marked in three sections as follows:

- | | |
|--|---|
| Section 1
Personal details
& testimonials | - Part one is completed by yourself, part two by your testimonial writers. Examiners will allocate up to 40 marks in total for this section for 1+3 applications and 30 marks in the case of +3 applications. |
| Section 2
Proposed
research area | - This section is completed by you and the examiners will allocate up to 30 marks for 1+3 applications and 40 marks for +3 applications. |

- Section 3 Supervisors section** - Section 3 is completed by your prospective supervisor(s). Examiners will award up to 30 marks for (a) +3 applications based on your supervisor's analysis of your training requirements and the fit between your supervisor and your research topic, or (b) the coverage by prospective supervisors in the department for those undertaking 1+3 study. In both cases, consideration will be given to any research training in priority areas and/or linkage to an ongoing research project.

Notification of eligibility and degree results

- 4.6 Attached to the application form are forms DE (Declaration of Eligibility) and DR (Notification of Degree Result), which ask for official confirmation of your academic and residential eligibility. These must be completed and returned to the ESRC as follows:

a) DE (Declaration of Eligibility) form: the Registry must sign this form at the university through which you are making an application. **The DE form must not be detached from the application or nomination form.** For 1+3 or +3 competition and 1+3 Quota nominations applications, DE forms must be returned to the ESRC by 3 May 2005.

b) DR (Degree result) form: This form asks for official confirmation of your academic eligibility and can be detached from the application or nomination form and returned later. **It must be completed by the institution that awarded your first degree.** If you do not have your degree result when you apply, you should arrange for the DR form to be completed by the institution that will be awarding your degree. If the form is not completed and returned with the application or nomination form, then it must be returned to the ESRC Research and Training Directorate by 31 July 2005. **If the ESRC does not receive official notification of your undergraduate degree result by 31 July 2005 this will make your application invalid.** It is your responsibility to ensure that these forms are returned by their respective deadlines. **For +3 applicants the DR form for the Masters is a requirement (if this is the basis of +3 eligibility).**

Equal opportunities policy

- 4.7 ESRC takes seriously its commitment to equal opportunities. We ask you to complete this page for monitoring purposes. It will be detached from your application on arrival at the ESRC and will not be a factor in the assessment of your application. Please note that the final two questions on gender and disability have 'drop-down' boxes in Word format. If you are completing the form by hand, please answer Male or Female to the question on gender and Yes or No to the question on disability. There is also a question on the application where, if you wish, you may include any information concerning your disability you wish to bring to attention of the markers.

RETURNING THE APPLICATION IN TIME FOR STUDENTSHIP COMPETITIONS (For 1+3 Quota Nominations see Section 7)

- 4.8 Having completed all of the relevant questions in Section 1, part 1 and Section 2, you should turn to page 4 of Section 1 of the form, carefully read the declaration and sign it. Make sure you complete the details of your second testimonial writer and prospective supervisor at the foot of page 4. The whole form should then be sent to your first testimonial writer. On completing his/her section, he/she should then send the package to the second testimonial writer. The second testimonial writer sends the package to the prospective supervisor who should complete section 3 and forward three copies of the complete form (1 original + 2 copies) to the ESRC by the deadline of 3 May 2005. **You should make sure that your supervisor is aware of the return date for the application form.** You should ensure that the form has passed through the testimonial writer's hands and is with your supervisor in good time.
- 4.9 Please do not assume that when you have sent your form off to testimonial writers it will reach us in time. You must ensure they realise the importance of submitting on time and you should remind them as often as you feel necessary.

- 4.10 Every year the ESRC rejects a number of applications because Sections 1, part 2, or Section 3 are not submitted or are received after the deadline date. Prospective supervisors who are completing Section 3 are therefore asked to do everything they can to ensure they get applications in on time.

Candidate and prospective supervisor to note well

- 4.11 **The closing date for applications is 3 May 2005. This closing date is adhered to very strictly. NO FAXES WILL BE ACCEPTED.**
- 4.12 It is the supervisor's responsibility to make sure that all three sections of the application form reach the ESRC by or are postmarked on or before 3 May 2005.
- 4.13 **Incomplete applications are ineligible.**
- 4.14 Irrespective of when your application is sent to the ESRC it is also strongly advised that supervisors obtain proof of posting from the post office. This costs nothing but is essential in cases of loss or lateness, as **applications postmarked after the closing date will only be accepted if you can supply proof from the Post Office that your application was posted on or before 3 May 2005.**
- 4.15 **If you wish us to acknowledge receipt of your application you should enclose a stamped, self-addressed postcard or envelope. We strongly advise that you do so in view of the large number of applications, as we will not be able to respond to telephone requests for confirmation of receipt.**
- 4.16 As an applicant for an ESRC studentship you are responsible for ensuring that the ESRC receives notification of the certified results of undergraduate or postgraduate degree examinations no matter what year you obtained the qualification. The Declaration of Eligibility (DE) form should be used to provide that notification by 3 May 2005 *if possible*. However, if your degree result is not yet known, the Degree Result form (DR) should be detached and *kept in a safe place* until your degree result is known. You should then pass the form to your Academic Registry for completion and return to the ESRC as soon as possible and no later than 31 July 2005.
- 4.17 **Please note that the DE and DR forms are two separate forms. The DE form MUST be returned with the completed application. Only the DR form can be detached and returned by 31 July. It is your responsibility to ensure that these forms are returned by their respective deadlines. Candidates whose results will not be known by 31 July should notify the ESRC on the DE form at the time of application.**

THE ESRC WILL NOT BE ABLE TO OFFER YOU A STUDENTSHIP UNLESS WE KNOW YOUR DEGREE RESULT

WITHDRAWING AN APPLICATION

- 4.18 If you decide to withdraw your application for a studentship, you should **immediately** inform in writing both the ESRC and the department concerned. If you have applied for both a 1+3 quota and 1+3 competition studentship and are successful in both you must accept the competition. In such cases the ESRC will automatically withdraw the offer of a 1+3 Quota.

HOW THE APPLICATIONS ARE JUDGED

- 4.19 Applications for Research studentships will be assessed by senior academics who are experts in their subject areas, reporting to the ESRC Training Board. Wherever possible an application will be assessed by academics with direct research expertise in the area of the applicant's chosen area of research but this cannot be guaranteed. The system used for judging applications is designed to ensure that candidates' research interests are well matched with those of the departments in which they choose to study.

WHEN WILL YOU FIND OUT?

- 4.20 Most candidates for Research studentships will be notified of the results before the 31 July 2005. However, if you are on the reserve list, you may have to wait until September 2005 for a final decision. Applicants are asked to notify their prospective supervisor of the outcome of their application as soon as they are informed of the decision.
- 4.21 Applicants and institutions are asked **not** to contact ESRC to find out any decisions on individual applications prior to this date. Each year the ESRC receives a very large number of enquiries before the end of July to which we cannot respond. We will notify candidates of the results only by letter: we cannot provide information on results either by telephone calls or e-mails. Applicants on the reserve list will be notified of that status by the 31 July.
- 4.22 The ESRC will provide individual institutions with the overall marks of all applications received from that institution. This information will be made available to university registrars in late August, several weeks after results will have been sent to individual applicants. **Institutions are asked not to contact ESRC for this information prior to that date.**

UNSUCCESSFUL APPLICATIONS

- 4.23 Due to the very large number of applications received in the ESRC Research competition, the ESRC is unable to provide successful or unsuccessful applicants with individual feedback on the assessment of their applications. We will however provide the breakdown of the marks allocated to each section in your results letter.

APPEALS

- 4.24 The ESRC's academic decision on each application is final and there is no appeal against this decision. Institutions or applicants are only entitled to appeal where they believe the ESRC's published *procedures* have not been applied correctly. The ESRC does not accept appeals based on a difference in marks between a previous year's application and the current application. There will inevitably be differences in marks between years but each competition is unique and applications are being judged against a different cohort or candidates each year. Examiners will therefore allocate marks accordingly. Appeals must be made within 15 working days of the receipt of the letter from the ESRC to which the appeal refers. Appeals should be made in writing to the Appeals Officer, ESRC, Research, Training and Development Directorate, Polaris House, Swindon SN2 1UJ.

Section 5

MASTER'S COURSE PLUS RESEARCH STUDENTSHIP (COMPETITION) Guidance Notes for completion of '1+3 competition form'

WHAT THE STUDENTSHIPS ARE FOR

- 5.1 Research Studentships (1+3) are for students wishing to undertake a postgraduate degree and who need the full research training required by the ESRC before proceeding to their research. This usually applies to students applying after taking an undergraduate degree but also to students who may have undertaken a Master's degree that does not contain research training. These studentships provide a training programme for full and part-time students who have not previously completed a programme of substantive research training. **Students are funded for a one-year research-training master's (2 years part-time), followed by a further 3 years (5 years part-time) funding for a PhD, subject to annual satisfactory progress reports.** The aim is to provide continuity of support, allowing progress and training to be planned with more certainty to free up more time within the PhD for work on the thesis research itself and for submission of the thesis within a maximum of 4 years (full time) or 7 years (part time) from the beginning of the PhD (or the +3).
- 5.2 The studentships may only be held for master's courses linked with HEI departments/outlets which have successfully applied for ESRC 1+3 'recognition'. (See *List of Recognised /Institutions, Courses & Departments/ Outlets, Programmes*). These will be described as *1+3 programmes* within the Recognition List.
- 5.4 The studentships are tenable for up to four years of full-time study or seven years of part-time study. Therefore candidates must be prepared to commit to at least four years of continuous funded study firstly to undertake a recognised master's and then to complete a doctoral training programme within the department/outlet to which the course is linked. Continuation of these studentships for the second and subsequent years is dependent on the demonstration of satisfactory progress by the student.
- 5.5 1+3 Studentships will be awarded on a conditional basis, until the master's result confirming satisfactory completion of the research training is received, expected to be in December of year two (full time study).

Who should apply for an Master's Course plus Research Studentship (1+3) ?

- 5.6 Candidates who fulfil the ESRC's academic and residential requirements (see Section 3) but who have not completed a programme of research training which meets the generic and subject training required by the *Guidelines* should apply on a 1+3 basis.
- 5.7 Candidates who are or have completed a master's which is part of a currently recognised ESRC 1+3 programme or are able to make a case that they have completed an equivalent programme are able to apply on a +3 basis. If for example you are currently undertaking a Master's not recognised by the ESRC and wish to carry on with your research studies towards a PhD you must decide whether the training completed will meet the requirements detailed in the *Guidelines*. If you feel a case could be made, a '+3' application should be submitted (see section 6), if not a '1+3' application should be made to ensure the required research training is completed. Before making a +3 application in these circumstances, you should take advice from your prospective supervisors and consider very carefully how strong a case you have. If, for example, you are undertaking a master's course which applied for, but did not receive, ESRC recognition, your case for +3 eligibility is unlikely to be accepted unless you can clearly demonstrate that you have received additional training that meets the *Guidelines*.

HOW TO APPLY

- 5.8 The original plus two copies of all sections of the application form '1+3' must be received in an envelope postmarked on or before the closing date of 3 May 2005. Please refer to sections 4.8 to 4.17 for full details.

Documentation

- 5.9 The 1+3 application form can be downloaded in Word from the following web address; <http://www.esrc.ac.uk/>. You should also refer to the *List of Recognised /Institutions, Courses & Departments/ Outlets, Programmes*.
- 5.10 Although similar in structure to previous application forms, the proposed project for the +3 part of the award will not need to be fully 'worked up' at the initial application stage. A more detailed research proposal will however be required before progressing beyond the first year.
- 5.11 The form is available for downloading and completion electronically in 'Word' format. **The ESRC will not currently accept electronic versions sent as e-mail attachments.** An application can only be considered as eligible if original signatures are included, from all parties involved in the application. Therefore typed or copied signatures will not be accepted.

Finding a department

- 5.12 Applications can only be made for research in departments contained in the list referred to above. Departments eligible to receive ESRC studentships on a full-time basis are indicated on the list by the letters 'FT'. Eligibility to receive part-time studentships is indicated by the letters 'PT'.
- 5.13 When you have chosen the department in which you wish to study you should apply for acceptance and discuss with the appropriate person your interests in further postgraduate research.

Am I eligible to apply for a 1+3 Master's plus Research Studentship?

- 5.14 You must have the minimum of a 2:1 undergraduate degree and comply with the other eligibility requirements contained in Section 3 of these notes.
- 5.15 If you have taken other qualifications at postgraduate level, or have professional qualifications, you may still apply for a 1+3 studentship. However, if you were in receipt of any prior public funding for postgraduate qualifications, this may be taken into consideration in determining the length of funding. Please see notes on Length of Funding in Section 3.
- 5.16 Departments/outlets have been recognised by ESRC in accordance with criteria laid down in the *ESRC Postgraduate Training Guidelines (Third Edition 2001)*. All recognised departments will have a copy and they can also be viewed on the ESRC website. It is therefore essential that candidates discuss with their chosen department their proposed topic, the training they have already received and any specific training that the chosen department will be giving to them.

- NB
- i) **Applications will be marked on the basis that such a discussion has taken place;**
 - ii) **You do not have to have been formally accepted by the department at this stage, and you should not delay your application for this reason. However, your department must complete Section 3 of the application form.**

How many applications can be made?

- 5.17 There is no restriction on the number of institutions to which you may apply for selection for an ESRC competition place. However, if selected by more than one institution you must make a choice as only **one** application will be accepted in the 1+3 studentship competition. You should not therefore submit an application for a particular department unless you would be willing to take up

- your studentship there. Similarly, an application cannot be transferred between institutions either whilst the application is being considered or within the first year of an award.
- 5.18 If you also apply for an ESRC/NERC award (see Section 9) or are submitted as a nominated candidate to undertake a CASE or Centre's studentship (see Section 8), these would take priority over a standard research award.
- 5.19 It will not be possible to submit both a 1+3 and a +3 application into the competition. The expectation will be that the applicant will know if he/she has obtained the necessary research training to be entered on a +3 basis.

NB If both a 1+3 and +3 studentship application are submitted by the same applicant, the +3 application will be deemed to be ineligible and will be withdrawn from the competition. It will be considered that the submission of two applications will demonstrate that the appropriate research training has not been achieved and therefore only the 1+3 application will be considered.

APPLICATION FORM (1+3): NOTES ON COMPLETION

Section 1, Part 1

(The applicant's details, together with the testimonials, attract up to a maximum of 40 marks)

Applicant's details

- 5.20 Most of the questions in this section are self-explanatory but the following points should be noted.

Questions 2 and 3

- 5.21 Your gender and date of birth are essential 'identifiers'. We receive hundreds of applications and to ensure that we can correctly identify each application, the date of birth is a requirement. There is no age limit for ESRC studentships and we monitor this information carefully every year to ensure that there is no discrimination.

Question 4

- 5.22 This is the address that we will use to notify you of the results of the competition in July or August. We may also need to contact you at this address during May and/or June to resolve any queries regarding your application. If you are offered a studentship, you will be expected to reply to this letter within 10 working days of the date of the letter and if you do not do so you may forfeit the studentship. It is therefore vital that you provide an address at which you can definitely be contacted during this time, or, if you will be away, the address of someone who will be able to act on your behalf. Similarly, you must inform us immediately of any change to this address, or discuss with us whether any other arrangements could be put in place. **ESRC will not accept responsibility if you forfeit your studentship because the address or contact you have provided is incorrect or out of date.** Question 13 should be completed if your correspondence address is different from your permanent address. This may assist us in contacting you at a later date.

Question 7

- 5.23 If you wish your studentship to start on any date **other** than 1 October 2005, for example because of a work contract, you will be required to give your reasons in writing at the time the studentship is offered. If you do not require the full four years of funding full-time, seven years part-time please give reasons briefly.
- 5.24 Part-time students may register at different times during the year, but the starting date for payments in connection with a studentship will normally be 1 October as for full-time students.

Question 8

- 5.25 Please note that there is a YES/NO box to this question when completing in Word format. If completing the form by hand, please simply write YES or NO next to the question.

Question 9

Earmarked Studentships for the Secondary Analysis of Large-Scale Datasets

- 5.26 The ESRC wishes to improve the UK's capacity to carry out quantitative social science and is concerned about the extent to which the nations large-scale social science datasets are fully used. In an effort to increase capacity generally, and the use of these datasets specifically, the Training Board has decided to set aside funding for 20 studentships specifically for the secondary analysis of large-scale datasets.
- 5.27 Applications to this pool of funding will be considered at the same time as the main studentship competition, using the same application form, and the closing date for applications is 3 May. Applications will be allocated through the studentship competition mechanism and they will be marked in the normal way by examiners within the appropriate subject pools. The top 20 applications applying to the scheme across all subjects will then be funded from a separate allocation of funds. Those applications which are not funded through this pool may subsequently be awarded studentships through the main competition if the quality of application is sufficiently high.
- 5.28 A suitable programme of work could for example be based on data funded and held by government, such as the British Crime Survey or by ESRC, such as the British Election Survey, the National Child Development Survey or even a sample of the Census. A clear explanation of why secondary analysis will be undertaken should be included. In addition to the normal training provided under the auspices of the *Guidelines*, those receiving an award under this scheme will be entitled to a free place on an ESRC supported summer school. During the summer school students will have unrivalled opportunities to work with leading experts in the field of secondary analysis of large and/or complex data sets and to hear about the very latest developments in the field.
- 5.29 If you wish your application to be considered under this scheme, please indicate by ticking the YES/NO box.

Question 9a

Councils Identified Priority Areas

- 5.30 The Council has identified the following priority areas in which it wishes to encourage studentship applications: Social Statistics and Demography; Socio-Legal Studies including Criminology; Social Work; Economics; and Management and Business Studies.

Question 10

- 5.31 Please note there is a YES/NO box to this question when completing in Word format. If completing the form by hand, please simply write YES or NO next to the question.

Question 11

- 5.32 You should record here any significant previous correspondence with ESRC regarding this application, for example, regarding your academic or residential eligibility or the remit of your research topic.

Question 12 and 13

- 5.33 These questions are intended to establish whether you satisfy the residential eligibility criteria. See also section 3 of these Guidance Notes. Please note that there is a YES/NO box to question 12 when completing in Word format. If completing the form by hand, please simply write YES or NO next to the question.

Question 14

- 5.34 This question allows applicants to record any other information they consider relevant to their application and that they wish the markers to take into account when making their assessment.

Questions 15, 16 and 17

- 5.35 The examiners will use these questions to establish any experience you have gained that might contribute to your intended research topic. However, there is no need to give full details of the modules covered in your **undergraduate** degree. For example, BA/BSc in Sociology (or whatever the degree title is) will be sufficient, together with the dates and name of the HEI at which you took your undergraduate degree. You should however, give fuller details of any postgraduate course undertaken. It is not expected that complete past employment details are recorded here, only work that may be relevant to the area of your application, including any teaching experiences. Please also include the last 3 years you worked even if you consider it not relevant at this point. This information may be taken into account by markers when considering your suitability in undertaking research within the subject area proposed. **Please note that you can explain the relevance more fully in your answer under Section 2 and only the basic details are required for question 16. However if you have answered NO in Q12 you should give full details of all periods of employment and unemployment. This will assist in checking your residential eligibility.**

PLEASE ENSURE THAT YOU COMPLETE SECTION 2 OF THE APPLICATION FORM BEFORE SENDING IT ON TO YOUR TESTIMONIAL WRITERS.

Section 1, Part 2:

Testimonials

- 5.36 Your application must be supported by two testimonials from people able to comment on your academic ability and potential, e.g. previous undergraduate study.
- 5.37 It is strongly recommended that your undergraduate tutors complete your testimonials where possible. However, the ESRC accepts that university staff expected to be involved with your subsequent studies can sometimes be appropriate where they have tutored you previously. It is also accepted that some students may have undertaken some relevant professional work where the testimonial writer would be able to comment on their suitability for undertaking research. If this is the case then the circumstances should be fully explained.
- 5.38 **It is your responsibility to ensure that both your testimonial writers (and your Head of Department/Course Organiser or Dean of Graduate Studies) provide their comments in time for your application to be received by us by the closing date of 3 May.** Your testimonial writers have been asked on the form to let you know when they have completed and forwarded your form. **If you do not provide two testimonials your application will be ineligible.**
- 5.39 Applicants should not write anything on either testimonial.

GUIDANCE NOTES

Section 2

(Your interests and proposed research attracts up to a maximum of 30 marks).

- 5.40 **The description of the proposed research should essentially be your own work but we strongly suggest that you talk to your prospective supervisor(s) before completing this Section.**
- 5.41 Your answer to section 2 will enable the examiners to assess your suitability to undertake the proposed research following the completion of the master's course.
- 5.42 You will note that there is only one question in this section which concerns the area of your proposed research. Although a definitive research proposal is not required at this stage, you should include sufficient information for the examiners to assess your suitability for an award. Please, therefore indicate the theoretical background to your area of interest, why you consider it important and how you see it fits with your previous experience and possible future research work. If you have preliminary hypotheses please indicate them as well as any indication of your likely methodological approach. Your answers here will help the examiners to judge your preparedness for research training and doctoral study.
- 5.43 You will not be bound by initial indications of your research proposal. However, you should note that ESRC support may be withdrawn if the research topic and approaches are significantly different from those initially proposed, and there is no justification of this.
- 5.44 Two A4 sides should be sufficient to provide the required level of information.
- 5.45 If awarded a 1+3 studentship, a fully detailed research proposal will be required at the beginning of the PhD phase of your studentship.

Section 3

(The University section carries up to a maximum of 30 marks).

To be completed by an appropriate member of university staff

- 5.46 This section must be filled out and signed by the member of staff responsible and most knowledgeable about your application. It is not a requirement that a supervisor will have been allocated but examiners will wish to establish that there is a prospective supervisor within the outlet to ensure that a supervisor can be allocated to the student's proposed area of research. Brief details of those potential supervisors should be provided plus any supervisory experience giving information about their research expertise in students proposed topic area and their experience in supervising doctoral students.
- 5.47 The declaration signed by either the Course Organiser, Head of Department or Dean of Graduate Studies will confirm that the information you have entered on page 1, relating to the details and duration of study are correct as far as university registration is concerned.

Section 6

3-YEAR RESEARCH STUDENTSHIPS (COMPETITION)

Guidance Notes for completion of '+3 competition form'

WHAT THE STUDENTSHIPS ARE FOR

- 6.1 Research studentships (+3) are for students wishing to undertake a postgraduate degree by research who have already completed appropriate research training (usually through an ESRC recognised Master's course).
- 6.2 ESRC studentships may only be held in HEI departments/outlets which have been recognised for the receipt of studentships by the ESRC. (See *List of Recognised Institutions, Departments/Outlets, Programmes*)
- 6.3 Research studentships (+3) are tenable for up to three years of full-time study or five years of part-time study. Continuation of these studentships for the second and subsequent years is dependent on the demonstration of satisfactory progress by the student.

HOW TO APPLY

- 6.4 **The original, plus two copies, of all sections of the application form '+3' must be received in an envelope postmarked on or before the closing date of 3 May 2005. Please refer to Sections 4.8 to 4.17 for full details.**

Documentation

- 6.5 In order to apply for a 3-year ESRC Research Studentship you will need to download the Application form '+3' from our Web address at <http://www.esrc.ac.uk>; and refer to the *List of Institutions, Departments/Outlets and Programmes approved for the receipt of ESRC Research studentships 2004/2005*.
- 6.6 **The ESRC can not currently accept electronic versions sent as e-mail attachments.** An application can only be considered as eligible if original signatures are included, from all parties involved in the application. Therefore typed or copied signatures will not be accepted.

Finding a department and supervisor

- 6.7 Applications can only be made for research in departments contained in the list referred to in 6.5 above. You may apply for a +3 studentship through any department which has either 1+3 or +3 recognition. Departments eligible to receive ESRC studentships on a full-time basis are indicated on the list by the letters "FT". Eligibility to receive part-time studentships is indicated by the letters "PT".
- 6.8 When you have chosen the department in which you wish to study, you should apply for acceptance, get a prospective supervisor allocated to you and discuss how your proposed research will be carried out and the kind of further training the department will need to provide to aid your research.

Am I eligible to apply for a 3-Year Research Studentship (+3) ?

- 6.9 Applications will only be considered from candidates who can demonstrate that they have already undertaken a programme of research training at postgraduate level in accordance with Sections D, E and F of the *ESRC Postgraduate Training Guidelines (Third Edition 2001)*. This is defined as follows:

- *If you have already completed a Masters degree gained from a course which forms part of a currently recognised 1+3 programme, you are automatically eligible for +3 entry* **or**

- *If you have already completed an 'RT' Master's course or the first year of a Mode A programme previously recognised by the ESRC, you may make a case for +3 entry. Your application must give details of how the knowledge and skills from this training would be augmented in the first year of PhD study to bring it up to the level currently required by the *Guidelines* (subject to 6.10 below) **or***
- *If you have a Master's degree which was gained in the UK from a course (including previously recognised 'S' courses) which is not part of a current 1+3 programme or past 'RT' course **or** was gained overseas **or** have completed the first year of a PhD programme elsewhere, to be eligible you will need to demonstrate in the application form that this programme contained substantial training in research methods which would enable you to undertake an independent research project in a particular subject or interdisciplinary field. Furthermore, it must be demonstrated in detail on the application form that the programme of training already received was equivalent to both the generic and subject specific requirements set out in Sections D, E and F of the *ESRC Postgraduate Training Guidelines*.*

WHERE YOU ARE MAKING A CASE FOR +3 ENTRY IT IS IMPORTANT THAT YOU PROVIDE A FULL DESCRIPTION OF THE RESEARCH TRAINING YOU HAVE UNDERTAKEN AND HOW THIS MAPS ONTO THE SPECIFIC GENERIC AND SUBJECT REQUIREMENTS OF THE *GUIDELINES*. DETAILS OF FURTHER ADVANCED TRAINING TO BE UNDERTAKEN DURING YOUR PhD SHOULD ALSO BE PROVIDED. IT IS IMPORTANT THAT YOU COMPLETE THIS SECTION OF THE FORM IN CONJUNCTION WITH YOUR PROPOSED SUPERVISOR. PLEASE NOTE THAT WHERE THE MARKERS JUDGE THAT A CASE FOR +3 ENTRY HAS NOT BEEN MADE THE APPLICATION WILL BE WITHDRAWN ON ELIGIBILITY GROUNDS.

- 6.10 It should be noted that where you have taken a Master's degree five years or more prior to your application for an ESRC research studentship, the training obtained in that degree will not be considered sufficient for a +3 award unless further relevant research training qualifications and/or experience and training has been gained subsequently.
- 6.11 Departments/outlets have been recognised by ESRC in accordance with criteria laid down in the *ESRC Postgraduate Training Guidelines (Third Edition 2001)*. All recognised departments will have a copy and they can also be viewed on the ESRC website. It is therefore essential that candidates discuss with the chosen department their proposed topics, the training they have already received and any specific training that the chosen departments will be giving to them.
- NB
- Applications will be marked on the basis that such a discussion has taken place;**
 - Although you must have been allocated a supervisor in order to submit an application, you do not have to have been formally accepted by the department at this stage, and you should not delay your application for this reason. However, your department must complete Section 3 of the application form.**

How many applications can be made?

- 6.12 Only **one** application for a +3 studentship is allowed in the studentship competition. You should not therefore submit an application for a particular department unless you would be willing to take up your studentship there. Similarly, an application cannot be transferred between institutions either whilst the application is being considered or within the first year of an award.
- 6.13 If you also apply for an ESRC/NERC studentship (see Section 9) or are submitted as a nominated candidate to undertake a CASE or Centre's studentship (see Section 8), these would take priority over a standard research award.
- 6.14 It will not be possible to submit both a 1+3 and a +3 application into the competition. The expectation will be that the applicant will know if he/she has obtained the necessary research training to be entered on a +3 basis.

NB If both a 1+3 and +3 studentship application are submitted by the same applicant, the +3 application will be deemed to be ineligible and will be withdrawn from the competition. It will be considered that the submission of two applications will demonstrate doubt that the appropriate research training has been achieved and therefore only the 1+3 application will be considered.

APPLICATION FORM (+3): NOTES ON COMPLETION

Application form

Section 1, Part 1: Applicant's details

(The applicant's details, together with the testimonials, attract up to a maximum of 30 marks).

- 6.15 Most of the questions in this section are self-explanatory but the following points should be noted.

Questions 2 and 3

- 6.16 Your gender and date of birth are essential 'identifiers'. We receive hundreds of applications and to ensure that we can correctly identify each application, the date of birth is a requirement. There is no age limit for ESRC studentships and we monitor this information carefully every year to ensure that there is no discrimination.

Question 4

- 6.17 This is the address that we will use to notify you of the results of the competition in July or August. We may also need to contact you at this address during May and/or June to resolve any queries regarding your application. If you are offered a studentship, you will be expected to reply within 10 working days of the date of the letter and if you do not do so you may forfeit the studentship. It is therefore vital that you provide an address at which you can definitely be contacted during this time, or, if you will be away, the address of someone who will be able to act on your behalf. Similarly, you must inform us immediately of any change to this address, or discuss with us whether any other arrangements could be put in place. **ESRC will not accept responsibility if you forfeit your studentship because the address or contact you have provided is incorrect or out of date.**

Question 7

- 6.18 If you are awarded an ESRC studentship, it will commence from 1 October irrespective of your term dates. Normally it would run for 3 years for a full time student from that date and five years for a part time student. However, if you have already been in receipt of central government funding for postgraduate study, this could restrict the length of the award. Equally you may have already completed some part of your study and not require the full three or five years. Please indicate your proposed end date and, if it is less than the standard 3 years full time or 5 years part-time duration, please explain the reasons briefly.
- 6.19 If you wish your studentship to start on any date other than 1 October 2005, for example because of a work contract, you will be required to give your reasons in writing at the time the studentship is offered.
- 6.20 Part-time students may register at different times during the year, but the starting date for payments in connection with a studentship will normally be 1 October as for full-time students.

Question 8

- 6.21 Please note that this question has a YES/NO box when completing in Word format. If completing the form by hand, please simply write YES or NO next to the question.

Question 9

Earmarked Studentships for the Secondary Analysis of Large-Scale Datasets

- 6.22 The ESRC wishes to improve the UK's capacity to carry out quantitative social science and is concerned about the extent to which the nations large scale social science datasets are fully used. In an effort to increase capacity generally, and the use of these datasets specifically, the Training Board has decided to set aside funding for 20 studentships specifically for the secondary analysis of large-scale datasets.
- 6.23 Applications to this pool of funding will be considered at the same time as the main studentship competition, using the same application form, and the closing date for applications is 3 May. Applications will be allocated through the studentship competition mechanism and they will be marked in the normal way by examiners within the appropriate subject pools. The top 20 applications applying to the scheme across all subjects will then be funded from a separate allocation of funds. Those applications which are not funded through this pool may subsequently be awarded studentships through the main competition if the quality of application is sufficiently high.
- 6.24 A suitable programme of work could for example be based on data funded and held by government, such as the British Crime Survey or by ESRC, such as the British Election Survey, the National Child Development Survey or even a sample of the Census. A clear explanation of why secondary analysis will be undertaken should be included. In addition to the normal training provided under the auspices of the *Guidelines*, those receiving an award under this scheme will be entitled to a free place on an ESRC supported summer school. During the summer school students will have unrivalled opportunities to work with leading experts in the field of secondary analysis of large and/or complex data sets and to hear about the very latest developments in the field.
- 6.25 If you wish your application to be considered under this scheme, please indicate by ticking the YES/NO box.

Question 10

- 6.26 Research studentships are normally granted to candidates who will be or are currently following a programme leading to the award of a PhD/DPhil. Please be clear in your response to this Question how you will be initially registered and, if this is not for a PhD or DPhil, how your registration will progress, i.e. MPhil leading to DPhil, should be written as MPhil to DPhil, or MPhil to PhD.

Question 11

- 6.27 Please note that this question has a YES/NO box when completing in Word format. If completing the form by hand, please simply write YES or NO next to the question.

Question 12

- 6.28 You should record here any significant previous correspondence with ESRC regarding this application, for example, regarding your academic or residential eligibility or the remit of your research topic.

Question 13 and 14

- 6.29 These questions are intended to establish whether you satisfy the residential eligibility criteria. See also section 3 of these Guidance Notes. Please note that question 13 has a YES/NO box when completing in Word format. If completing the form by hand, please simply write YES or NO next to the question.

Question 15

This question allows applicants to record any other information they consider relevant to their application and that they wish the markers to take into account when making their assessment.

Questions 16, 17 and 18

- 6.30 The examiners will use these questions to establish any experience you have gained that might contribute to your intended research topic. However, there is no need to give full details of the modules covered in your **undergraduate** degree. For example, BA/BSc in Sociology (or whatever the degree title is) will be sufficient, together with the dates and name of the HEI at which you took your undergraduate degree. You should however, give fuller details of any postgraduate course undertaken and the responsibilities of any relevant work experience. **However if you have answered NO in Q12 you should give full details of all periods of employment and unemployment. This will assist in checking your residential eligibility.**

PLEASE ENSURE THAT YOU COMPLETE SECTION 2 OF THE APPLICATION FORM BEFORE SENDING IT ON TO YOUR TESTIMONIAL WRITERS.

Section 1, Part 2: Testimonials

- 6.31 Your application must be supported by two testimonials from people able to comment on your academic ability and potential, i.e. previous undergraduate or postgraduate study.
- 6.32 It is strongly recommended that neither of your testimonials should normally be written by your prospective supervisor. However, the ESRC accepts that prospective supervisors can sometimes be the most logical choice of testimonial writer where they have tutored you previously. If this is the case then the circumstances must be fully explained.
- 6.33 Occasionally the first testimonial writer will pass on the form to the second testimonial writer who happens to be away on leave or business at the critical time. The testimonial writers have been asked to notify you when they forward the application, but it is you and your supervisor's responsibility to ensure that each section of the form has been completed and finally forwarded to ESRC with the appropriate number of copies.
- 6.34 If you think your intended testimonial writer may not be available to complete Section 1, part 2, or your prospective supervisor Section 3, you should make suitable arrangements so that these Sections are still submitted on time. For example, an alternative testimonial writer may be asked to complete Section 1, part 2, or someone else in the receiving department to complete Section 3.
- 6.35 **It is your responsibility to ensure that both your testimonial writers (and your supervisor) provide their comments in time for your application to be received by us by the closing date of 3 May.** Your testimonial writers have been asked on the form to let you know when they have completed and forwarded your form. **If you do not provide two testimonials your application will be ineligible.**
- 6.36 Applicants should not write anything on either testimonial.

Section 2 - Proposed Research

(The proposed research section attracts up to a maximum of 40 marks)

- 6.37 **The description of your proposed research topic should essentially be your own work but we strongly suggest that you talk to your prospective supervisor before completing this Section.**

6.38 Your answer to section 2 will enable the examiners to assess the coherence, justification and feasibility of your project and your abilities to carry out this research. These criteria may be as, or more, important than the actual class of honours degree you obtain (providing you achieve a 2:1 or above). No specific marks are allocated for class of undergraduate degree (or Master's degree) for research studentships. However, markers do take account of first degree results and especially of relevant Master's degrees.

6.39 The ESRC encourages cross-disciplinary interaction. If your proposed research is interdisciplinary and will involve both social science and either the natural, physical or life sciences or the arts and humanities you should demonstrate in your proposal that at least 50% of the work will be social science oriented.

Ethical considerations

6.40 Your answer to section 2 must also address any ethical issues arising from the design or conduct of your proposed research.

6.41 As an important source of public funds for social science research and as a body charged with encouraging, supporting, undertaking and advising on such research, the ESRC recognises that it has a special obligation towards the general public and academic community to ensure that such research will not give rise to distress or annoyance to individuals. It therefore attaches considerable importance to the maintenance of high ethical standards in the research it supports.

6.42 Ethical considerations are taken to include, as a minimum:

- honesty to research staff and subjects about the purpose, methods and intended and possible uses of the research, and any risks involved
- confidentiality of information supplied by research subjects and anonymity of respondents
- independence and impartiality of researchers to the subject of the research

6.43 You should demonstrate that full consideration has been given to all the ethical implications of your research and justify your means of resolving the ethical issues arising. If you are proposing to refer to a professional code of ethics governing research in your area this should be clearly specified.

6.44 The ESRC reserves the right to impose special conditions on any studentship involving particular ethical issues.

Research data and other material

6.45 Any potential problems, for example with access, obtaining reasonable response rates, the availability of records, material or other data, should be clearly stated and you should explain how these problems will be resolved. In particular, you should demonstrate what steps you will be taking to secure access where this may appear to be problematical.

6.46 If you intend to conduct overseas fieldwork, you should mention this in Section 2 if possible giving details of where the fieldwork is to be, when it will start and how long it is likely to take. This will be taken as evidence of preplanning and is essential later on when you may apply for the ESRC contribution towards fieldwork expenses. A fully justified case for funding will need to be made to, and agreed by, the ESRC at the appropriate time before any ESRC funding is committed for fieldwork expenses. Candidates should note that the award of a Research studentship does not mean automatic acceptance by the ESRC of these fieldwork plans, so students should not commit themselves to any expenditure prior to receiving specific ESRC approval for the fieldwork.

Section 3: Supervisor's details

(The supervisor's section carries up to a maximum of 30 marks. Please refer to Annex 1 of these notes).

SUPERVISOR PLEASE NOTE: if you do not fill in this section accurately and fully, providing sufficient information for examiners to come to an informed judgement, you stand the risk of disadvantaging the student.

- 6.49 Your supervisor details are critical to the success of your application. Applications cannot be considered unless this section is fully completed.
- 6.50 Your supervisor should be aware that this section carries up to a maximum of 30 marks and that their comments will consequently have a large impact on the success of your application.
- 6.51 **The information provided about your prior research training is critical to the success of the case you are making for +3 eligibility.** This should give full details of the research training you have completed, which should be a postgraduate level, in the context of that detailed in sections D, E and F of the *Guidelines* together with any outstanding training needs to be addressed during your PhD training. Failure to connect the training undertaken to that required will seriously weaken the case and make it difficult for markers to establish that an equivalent programme of training has been completed. Where markers judge that a case for +3 entry has not been made the application will be excluded on eligibility grounds irrespective of its overall quality. This section should also explain what supervisory arrangements you had in place previously, whether in the prospective department or elsewhere.
- 6.52 You should note that question 7 asks you to indicate the ESRC recognition status of the Masters course taken. These options are as follows:

Currently recognised Master's courses	
RT (pre-2002)	Master's courses with RT status, recognised by ESRC prior to 2002. <i>Please see the list of previously recognised courses on our Web pages.</i> If a student has completed such a course, or completed research training in a previously recognised Mode A department, then advise the title of the course and indicate the type of recognition in the drop-down box, or in writing if you are completing the form by hand. Please state how this training will be augmented in the first year of PhD study to bring it up to the level currently required by the guidelines.
Mode A	A programme of study which formed the first year of a Mode A ESRC doctoral programme prior to 2002. If a student has completed such a programme please indicate the outlet and institution. Please state how this training will be augmented in the first year of PhD study to bring it up to the level currently required by the guidelines.
S recognised (pre-2002)	Master's courses that may have been recognised by ESRC but not given RT status. <i>Please see the list of previously recognised courses on our Web pages.</i> If a candidate has completed this type of course then it will need to be demonstrated that other training was, or will be, received before the commencement of the +3 award in October 2005. The total of such training must meet the criteria of the <i>Postgraduate Training Guidelines</i> .
Not recognised.	These will either be UK courses not recognised by ESRC or degrees from overseas institutions. If the candidate has undertaken one of these then it will need to be demonstrated that the candidate has completed other research training to the level of that required in the <i>Postgraduate Training Guidelines</i> . Prospective supervisors should note that the ESRC does not recognise any courses outside of the UK. Therefore, a candidate with an overseas qualifications will need to demonstrate that the

	qualification is not only the equivalent to a UK Master's degree (see guidance given by NARIC) but also that it meets the requirements of the <i>Postgraduate Training Guidelines</i> and that the research training received was delivered at postgraduate level.
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- 6.53 **Question 8** provides an opportunity to detail any other training being undertaken, for example direct experience of using research techniques and skills in a working environment.
- 6.54 **Question 9** asks for a brief description of the appropriateness of the training to the candidates thesis research and what additional advanced training will be required during the PhD. In addition where there are gaps in the training described in Section 7b or 7c in relation to the requirements of the Guidelines you should indicate how and when this training will be completed.

Section 7

HOW TO APPLY FOR A ESRC 1+3 STUDENTSHIP QUOTA

- 7.1 The great majority of 1+3 awards have been allocated to outlets which currently have ESRC 1+3 recognition. These outlets are guaranteed a fixed number of awards by the ESRC and they then have responsibility for selecting a nominee for each quota place and informing the ESRC of their chosen student. **For quota awards you should apply direct to course of your choice and not to the ESRC.** Departments in receipt of quota awards are required to comply with the *Postgraduate Training Guidelines* and the other regulations and requirements which currently apply to ESRC studentships. Nomination forms (form 1+3Q) will only be available through outlets with ESRC quota awards, although you may be asked to complete a university application form as part of its selection process.

Closing date for applications

- 7.2 **Nominations for quota studentships must be submitted by the departments holding quota awards to the ESRC by 3 May 2005 though it is advisable for applicants to approach the institution well before this date.**

How many applications can be made ?

- 7.3 There is no restriction on the number of institutions to which you may apply for a 1+3 quota place. However, as a matter of courtesy you should ensure that each is aware that you have made multiple applications. If selected by more than one institution for a quota nomination you can of course only accept **one** nomination but will be able to choose which to accept. If you are offered a quota nomination and are successful in the competition you will be required to withdraw from the quota as the institution can re-nominate their quota.
- 7.4 You should therefore not submit an application for a particular department unless you would be willing to take up your studentship there. Similarly an application cannot be transferred between institutions either whilst the application is being considered or within the first year of an award.

How the applications are judged

- 7.5 The ESRC approves nominations on the basis of a declaration from the university Administrative Authority, usually the Registry, that selected candidates meet the appropriate academic and residential eligibility requirements (see Section 4). Course organisers at the institutions concerned make the final selection of students.
- 7.6 Attached to the 1+3Q application form (which is available from the institution) are forms DE (Declaration of Eligibility) and DR (Notification of Degree Result), which ask for official confirmation of your academic and residential eligibility. These must be completed and returned to the ESRC as described in paragraph 4.6 (a & b).
- 7.6 Any student whose expected undergraduate degree result proves unacceptable to the ESRC will be automatically withdrawn when the degree result is made known. If the Institution wishes to withdraw a student's nomination because that student has not reached the Institution's criteria for an award, the Institution must inform the ESRC by 30 July 2005 at the latest. Once the ESRC has offered an award to a candidate and the offer has been accepted by the candidate, the offer is binding. Institutions which do not inform the ESRC by 30 July 2005, that they have withdrawn their nomination, risk losing the award altogether.

When will you find out?

- 7.7 Students will receive confirmation of ESRC support by 30 June 2005

Withdrawing

- 7.8 If you decide to withdraw your application for a quota studentship, you should immediately inform both the ESRC and the course organiser/director concerned in writing.

Substitutions

- 7.11 Substitute nominations for ESRC 1+3 quota studentships who withdraw before taking up their award will be allowed up to 31 October 2005 only.

Replacements

- 7.12 Replacements for ESRC 1+3 quota studentships who do not take up their quota award, or drop out, after 31 October are not allowed. **Department heads are advised to contact ESRC immediately in the event of a student withdrawing in exceptional circumstances.**

Section 8

COLLABORATIVE (CASE) RESEARCH STUDENTSHIPS AND ESRC CENTRES' STUDENTSHIPS

CASE STUDENTSHIPS

- 8.1 These are awards for research students to carry out projects in the Social Sciences in collaboration with non-academic organisations. They are usually known as CASE (Collaborative Awards in Science and Engineering). A total of 69 new CASE awards were made in 2004.
- 8.2 **Candidates must be nominated by the award holder, i.e. the collaborating partnership of academic department and non-academic organisation, to undertake the agreed research project.**
- 8.3 These awards are made directly to university departments. Successful partners will then advertise for and select students to take up the awards to carry out the projects approved by ESRC. By July the students will have been selected and their eligibility checked by ESRC.
- 8.4 A list of approved projects for 2005 will be posted on the ESRC website by 11 March. Interested students are advised to watch for advertisements in the press or on the Internet.
- 8.5 Further information is available on the relevant part of the ESRC Website.

CENTRES' STUDENTSHIPS

- 8.6 These awards are for research students to carry out projects in the social sciences linked to ESRC funded Research or Resource Centres and Research Groups. Up to 17 new awards will be available in 2005.
- 8.7 **Candidates must be nominated by the award holder, i.e. the ESRC funded Research Centre, to undertake the agreed research project.**
- 8.8 Centres will select students to take up the awards to carry out the projects approved by ESRC. Studentship nominations must be received by the end of July and they will be confirmed by the ESRC in August. Students will then take up their awards in October.
- 8.9 ESRC funded Research Centres are listed on our Website under 'Research Funding'. A list of those projects approved for funding will be placed on the Postgraduate Funding page in April 2005. Interested students are advised to contact the Centre directly.

Section 9

JOINT ESRC / NERC RESEARCH STUDENTSHIPS

- 9.1 Research Studentship awards will again be available in 2005 under a scheme jointly funded by the ESRC and NERC (the Natural Environment Research Council). These studentships must be genuinely interdisciplinary in approach and must straddle the remits and interests of both the ESRC and the NERC. Further details are available on the ESRC Website, <http://www.esrc.ac.uk/esrccontent/postgradfunding/nerc.asp>. If you wish to find further information about NERC's research interest, you can access the NERC Website through the ESRC Website by clicking on UK Research Councils and then on the NERC logo.
- 9.2 The Joint studentships will be awarded through competitive procedures by a specially constituted panel, with up to 20 awards being available. The application form EN1 and guidance notes are available on our Website. The **closing date** for students to apply to the joint competition is **22 April 2005**, and it will be administered separately from the 'standard' ESRC competition.
- 9.3 The competition is being promoted separately and interested students are advised to contact the Department they may wish to study in to discuss developing a bid to the joint competition. Further information is also available on the ESRC website.

Section 10

JOINT STUDENTSHIPS: ESRC/OFFICE OF THE DEPUTY PRIME MINISTER (ODPM) ESRC/WELSH ASSEMBLY GOVERNMENT (WAG) ESRC/DEPARTMENT FOR TRANSPORT (DfT)

- 10.1 The ESRC in collaboration with ODPM, WAG and DfT are supporting studentships through this jointly funded scheme. For 2005 a further cohort of up to 16 "+3" doctoral awards will be available. Candidates will be funded on a 50:50 basis by ESRC on the one hand and either ODPM, WAG or DfT.

ABOUT THE STUDENTSHIPS

- 10.2 On behalf of the Office of the Deputy Prime Minister, the Welsh Assembly Government and the Department for Transport the ESRC administers a total of 16 jointly funded postgraduate studentships for candidates. Awards will be available for up to three years of funding. Students under this scheme will normally receive an enhanced stipend of £2,000 in excess of the standard ESRC studentship award, with additional funding available to facilitate links with the ODPM, WAG and DfT based associate supervisor and visits to ODPM, WAG or DfT.
- 10.3 Full time ESRC/ODPM, WAG or DfT PhD Studentships will normally be for three years duration subject to the 'length of funding' eligibility rules, leading to the submission by the student of a PhD thesis based on the work carried out within the project. Part-time studentships are also permitted with the award extending to five years.
- 10.4 Studentships will be held in the normal way at participating University departments. Where eligible, ESRC/ODPM, WAG or DfT students will receive an enhanced stipend, and will be assigned an additional associate supervisor in a relevant field based at ODPM, WAG or DfT. Arrangements will be made for good contact with this associate supervisor and sponsoring Department to be maintained.
- 10.5 In addition to a good first degree (minimum 2.1), applicants will be expected to have a suitable Masters degree with a strong research training element. **Please note that unless otherwise stated all ESRC student eligibility rules apply.**

SPECIAL ARRANGEMENTS FOR STUDENTSHIP APPLICATIONS

- 10.6 **Studentships are only available at ESRC recognised academic outlets which which have been successful in bidding for funds for selected topics of interest to the sponsors.** Information on where studentships are available will be made known on ESRC's website in April/May 2005. (<http://www.esrc.ac.uk/esrccontent/postgradfunding/foindex.asp>) Full details will be provided there on how and when to apply.
- 10.7 Departments will aim to nominate students to the ESRC by July 2005.

Section 11

STUDENTSHIP FINANCIAL INFORMATION

- 11.1 Postgraduate studentship rates and allowances are reviewed each year. The information given in these *Guidance Notes* focus on fees and maintenance payments and quotes current figures (i.e. for the academic year 2004/2005). There will be some changes to these for the 2005/2006 academic year. Any changes, once agreed, will also be announced on our Website. Full details will be made available to successful applicants in the *ESRC Studentship Handbook*. All successful candidates will be sent a letter detailing maintenance grants and allowances in August or September 2005.
- 11.2 ESRC Research studentships can consist of four parts:
- payment of approved fees;
 - maintenance grant for the student including basic maintenance grant. Dependents' allowance, and disabled student's allowances are available if appropriate;
 - expenses for fieldwork overseas where appropriate (not granted whilst undertaking a Master's degree);
 - Research Training Support Grant, including support for fieldwork in the UK and conference attendance (not granted whilst undertaking a Master's degree).

PAYMENT OF APPROVED FEES

FULL-TIME STUDENTSHIPS

- 11.3 The ESRC will normally pay, direct to the institution, all sessional fees including tuition, registration, validation/examination fees, bench fees and student union subscriptions, **up to an annual maximum** of £3010 for 2004/2005. (This is the fee recommended by the Department for Education and Skills (DfES) for full-time postgraduate students and may be increased in 2005.) The ESRC will also pay college fees for the Universities of Oxford and Cambridge as approved by the Department for Education and Skills.
- 11.4 Approved fees for full-time students do not include residence in college. (This is paid out of the student's maintenance grant.)

PART-TIME STUDENTSHIPS

- 11.5 For part-time students, the ESRC will pay a flat rate amount to the institution (£2,030 for 2004/2005) from which fees will be deducted by their institution. The remainder will be transferred to the department where the student is registered to be disbursed by the department in direct support of the individual student's work.

MAINTENANCE GRANT FOR THE STUDENT

- 11.6 The basic annual rates of maintenance grant (if eligible, see 3.22) for full time ESRC studentship holders in 2004/2005 are as follows:
- If you are a student attending an institution within the City of London or the London Metropolitan Police District £12,500 per year
 - If you are a student attending any other institution £10,500 per year

- 11.7 The basic annual rates of maintenance grants for 2004/2005 will be increased in 2005 and will be published on the web site shortly. Payments for periods of less than 12 months will be reduced pro rata.
- 11.8 Part-time studentship holders are not eligible for maintenance grant.

YOUNG DEPENDANTS ALLOWANCES

- 11.9 These will be available for dependants up to the age of 18 where the student has sole financial responsibility for the young dependant. Where a student is residing with a partner, then benefit in kind is deemed to exist and the Young Dependants' Allowance cannot be claimed. This allowance is not applicable for part-time students.
- 11.10 In the 2004/2005 academic year, £2,090 per year was payable for the first dependant with a further £1,200 payable for a second and all other dependants collectively. The maximum receivable by any student would therefore be £3,290 per year.

DISABLED STUDENTS ALLOWANCE

- 11.11 Students who because of disability are obliged to incur additional expenditure in connection with their studies may apply for this allowance. This may include expenditure in relation: to daily expenses; to equipment, or to non-medical help. You should not commit yourself to any expenditure for which you will be making a request, prior to receiving ESRC's formal approval: to do so may render any request for that expenditure ineligible.
- 11.12 The ESRC will only consider meeting costs that are incurred directly and solely as a consequence of taking up an ESRC studentship award. The amount of the allowance varies according to individual needs. A very clear and fully justified case must be made to and agreed by ESRC, usually in September or October of the first year. This case will require documentary support by the student's GP and ESRC would advise students to ensure the GP's letter is as full as possible to avoid any misunderstandings over the nature and extent of the disability (and, thus, over what we may fund). Prospective students who are disabled should contact the ESRC for more information. You might find it helpful to view the Website for Skill: National Bureau for Students with Disabilities on:

<http://www.skill.org.uk>

RESEARCH TRAINING SUPPORT GRANT/FIELDWORK EXPENSES

- 11.13 The ESRC currently pays a Research Training Support Grant (RTSG) of £750 a year for each full-time Research studentship holder and £450 for Part Time Research Students. In the case of the joint ESRC/NERC studentships NERC's higher rate for RTSG of £1000 is awarded. These grants are to cover support costs, for example, for buying equipment and materials, survey costs, UK fieldwork expenses, essential visits, conferences and summer schools. Payments are made direct to the student's institution.
- 11.14 Daily travel expenses must be met from the student's maintenance grant.
- 11.15 For those students undertaking overseas fieldwork as an integral part of their research, separate allowances are available.

COLLABORATIVE RESEARCH (CASE) STUDENTS

11.16 CASE studentship holders are eligible for an additional allowance from their collaborating organisation. The allowance is a minimum of £2,000 in 2005/2006.

INCOME TAX

11.17 Payment under an ESRC studentship is not regarded as income for tax purposes.

NATIONAL INSURANCE

11.18 For information about your position in relation to National Insurance contributions and benefits, please contact your local Social Security Offices.

Annex 1

ESRC STANDARD STUDENTSHIP COMPETITION 2005

Notes for Supervisors on completion of Form +3

1. These guidance notes for supervisors have been prepared to assist in completion of Section 3 of the +3 form and should be read in conjunction with the rest of this document.

Subject Area (+3 form, Section 3, Questions 1, 2 and 3)

2. New Research studentships are distributed between subject area pools with regard to workforce needs in higher education and research sectors and the historical level of student demand for particular subject areas. A small pool of studentships is reserved for students who have not received a studentship within the subject pool allocation but whose proposals are judged by examiners to be of sufficient quality to merit an award. See web link:
<http://www.esrc.ac.uk/ESRCContent/postgradfunding/studentshipallocations2004.asp>
3. Studentships within any subject area will only be awarded if there are sufficient applicants judged to merit these awards. Otherwise they will be returned to the reserve pool for redistribution.
4. ESRC recognised outlets have been placed in one of 16 subject areas in consultation with the outlets concerned. Departments have the opportunity to nominate an alternative subject area if this is appropriate for a specific thesis proposal.
5. Supervisors should check with their heads of department/outlet on the subject area which has been agreed with the ESRC before completing Section 3, of the Competition +3 form. Please note that it will be helpful to indicate the specialist area within a discipline (e.g. international relations or British government within the Politics and International Relations pool). In a limited number of cases recognition will only have been given to a specified sub-category within the broader subject area, or the recognition status may vary within the same broader subject area (for example, an International Relations rather than Politics Department more generally may have 1+3 recognition for International Relations and +3 only for Politics). Where this is the case it is clearly indicated on the ESRC list of recognised outlets.
6. Applicants will normally compete for studentships within the subject area in which the outlet gained recognition. Please refer to paragraph 2.4 for the subject areas. In exceptional cases, the applicant's supervisor, in consultation with the head of department/outlet and the student, may nominate an alternative subject area (on the application form itself) which better reflects the nature of the applicant's proposed project. The prime determinant in selecting a different subject area pool should be the main subject of the thesis.
7. The category of Management and Business Studies is also intended to cover subject areas in Banking, Accounting, Financial Studies, Administration and Industrial Relations.
8. Where an application is cross-disciplinary please indicate this in question 2. The application will then be marked by an examiner within the subject area indicated in question 1 and an examiner within the area indicated in question 2.

Supervision (+3 form Section 3 Questions 4, 5 and 6)

9. Question 6(b). Please note that supervision of at least three doctoral students is not a criterion used by the ESRC in making decisions regarding receipt of ESRC studentships. The requirement is rather that all supervisors without such experience should receive formal and informal support from their institutions and departments. You should describe here what form this support takes in your institution/department.

Priorities and Linkages (+3 form Section 3, Questions 11 and 13)

10. The markers for this year's competition will take into account the extent to which applications address the areas of training priority or research linkage particularly where international or comparative research is involved, although additional marks will not be specifically allocated.

Training Priority Areas

11. According to the strength of the case that is made, the examiners may particularly note research training where there is a particular academic, technical or vocational skills shortage within the subject area. It is for the supervisors, in consultation with heads of department/outlet, to make this case.

Research Linkage Priority

12. Further consideration may be made where it can be shown that one or more of the following apply:
- i) the project is part of an international collaborative programme and, as part of the training or study, the student will be involved directly in this collaboration including undertaking part of their training outside the UK with supervision provided by the collaborating partners or other international links.
 - ii) the research training and proposal are closely linked to a substantive funded research project within the department in which the primary supervisor is involved. This project should be broadly on the same time scale (at least 1 of the 3 years overlapping) as the studentship. There should be additional research personnel connected with the project to enhance the research environment within which the student is being trained;
 - iii) the studentship is linked to an established research programme or Centre for research in the social sciences funded by the ESRC, a research foundation, a government department/body or a cognate business or voluntary organisation;
 - iv) the project involves close collaboration with external organisations in business, government or the voluntary sector, in which the student is involved as part of his/her training. Student participation would normally mean having access, co-operation and additional support, financially or in kind, from the collaborating body;

Training (+3 form Section 3 Question 7)

13. In specifying the connection between your applicant's training requirements and the training to be provided by your department you should note that the competition markers carefully scrutinise the suitability of training provided for each individual student, not just that provided under the *ESRC Postgraduate Training Guidelines* recognition criteria.
14. This section of the application form should be completed following a full discussion with the candidate about the needs for research training arising from their proposals in Section 2. Careful consideration should be given as to whether the candidate should enter the ESRC Studentship

Competition on a +3 basis or whether a 1+3 route is more appropriate (see Sections 5 and 6 of these guidelines). To qualify for +3 entry, students will have already completed, or will expect to complete, a programme of research training which meets the requirements of the *ESRC Postgraduate Training Guidelines* (e.g. through having completed a Master's degree course which forms part of a 1+3 programme or one that provides equivalent training). In any other circumstances, students should enter the competition as a 1+3 student.

- 15 **From 2005 only students who have completed a master's degree which forms part of a recognised 1+3 programme have automatic entry on a +3 basis. In all other cases a case must be made in the application that appropriate training has been undertaken.** Where a student has completed an 'RT' Master's course or the first year of a Mode A programme previously recognised by the ESRC, it would be sufficient to indicate the name of the course and department giving details of how the knowledge and skills from this training would be uprated to a level equivalent to that now required in the *Guidelines* through appropriate courses in the first year of your PhD. Where a student has a Master's degree which was gained in the UK from a course (including previously recognised 'S' courses) which is not part of a current 1+3 programme or past 'RT' course **or** was gained overseas **or** they have completed the first year of a PhD programme elsewhere, a full explanation of all the research training undertaken and how this meets the generic and subject requirements in sections D, E and F of the *Guidelines*.

WHERE A CASE FOR +3 ENTRY MADE IT IS IMPORTANT THAT A FULL DESCRIPTION OF THE RESEARCH TRAINING UNDERTAKEN BY THE STUDENT IS PROVIDED AND HOW THIS MAPS ONTO THE SPECIFIC GENERIC AND SUBJECT REQUIREMENTS OF THE *GUIDELINES*. DETAILS OF FURTHER ADVANCED TRAINING TO BE UNDERTAKEN DURING THE PhD SHOULD ALSO BE PROVIDED. PLEASE NOTE THAT WHERE THE MARKERS JUDGE THAT A CASE FOR +3 ENTRY HAS NOT BEEN MADE THE APPLICATION WILL BE WITHDRAWN ON ELIGIBILITY GROUNDS.

16. In responding to question 9, there is normally no need for departments to repeat the information provided in their ESRC Research Recognition applications. There is a need, however, for supervisors and students to show in their responses that the research training requirements arising from i) ESRC recognition of the department for a substantial formal research training, ii) the particular situation of individual students and iii) the nature of the proposed thesis topic, have been discussed and the implications noted by the student/supervisor/department. These implications should be noted in the application form. Some assurance is also sought that advanced or specialised training needs identified in the student's proposal in Section 2 (which might be over and above what can be provided by the department) will be met. Students should be clear about the research training requirements they will be expected to meet and there should be an unambiguous statement in question 10 from the supervisor to that effect.
17. Equally important in response to question 9 is some assurance that student claims for exemptions are critically assessed. Supervisors should describe and explain what this assessment might involve and how decisions about exemptions are taken (especially where students come from another department or institution). ESRC Examiners will look for a clear statement on departmental policy and practice in these respects. Such a policy might be exemplified with specific reference to the candidate's situation and circumstances.

Returning the form

18. You should note the requirement that all sections of the application form must be returned together to the ESRC and that it is the **prospective supervisor's responsibility to ensure that the completed form is returned to the ESRC by or are postmarked on or before 3 May 2005.** (Please see paragraphs 4.8 to 4.17). **The three sections must not be submitted separately.**

Annex 2

ESRC STUDENTSHIP COMPETITION AND QUOTAS 2005

Notes for Employers of Part-Time Students

Part-time applicants for an ESRC standard Research studentship who are in employment should ensure that their employers read these notes.

1. The Economic and Social Research Council (ESRC) is an independent government funded body set up to promote Social Science research. One way it does this is through its support for Research studentships, usually for study towards a doctorate.
2. These studentships are administered by the ESRC's Research, Training and Development Directorate which is advised by the ESRC Training Board whose members represent the Social Science research interests of higher education institutions (HEIs), government, business, industry and the voluntary sector.
3. ESRC studentships are highly regarded in the academic community and the competition for them is intense. They are awarded annually on a competitive basis with a closing date for applications of 3 May.
4. Only those departments in HEIs which have been formally recognised by the ESRC for the strengths of their research training may receive Research studentships. This research training must be formal with an emphasis on general and transferable skills.
5. Students may apply on a full-time or part-time basis. The studentship for a successful full-time applicant may include the full award of fees, maintenance and a contribution to other expenses such as fieldwork or study visits. Part-time students receive fees, but not maintenance and contributions to other expenses to students' work, e.g. for photocopying, survey expenses, and conference fees, this is known as the RTSG allowance. However, in order to provide more flexibility for students, particularly at times in the studentship when the workload is most demanding, for example, during fieldwork, or if there are very large datasets to be compiled, processed or analysed, the Board is prepared to consider requests for a fixed period of full-time working of between 3 months and a year. In this period they will receive most of the allowances received by a full-time student. Clearly, any such full-time working will affect their ability to work on their 'normal' job, and the student would thus need the approval of their employer. However, ESRC would urge employers to consider very favourably any such request in the interests of the student, of the research and, we hope, of the employing organisation itself.
6. The ESRC is concerned that its support for part-time students should not replace or duplicate funding from other sources. For this reason, part-time students in employment are not eligible for ESRC support if they are employees of a degree awarding institution. This criteria **may** be waived if the employee is a registered student at a different degree awarding institution from that where s/he is employed.