

Guidance notes for Doctoral Award applicants for the 3D3 Centre for Doctoral Training (3D3 CDT)

Please note that applications received after the deadline will not be considered.

Do not attempt to complete the application form until you have read the the notes below, to ensure that you meet the scheme, subject, residency and academic eligibility requirements. There is a lot of information so it is important that you allow yourself sufficient time to read the guidance notes and to complete the form.

You must **not** submit the application directly to the AHRC. Applicants should submit their application to the 3D3 lead institution, UWE, at: 3D3@uwe.ac.uk

You will need to provide two references in order for your funding application to be considered. These need to be sent by your referees directly to UWE by the same deadline as your final application and to the same email address.

All sections of the form must be word-processed using Arial font no smaller than size 11. DO NOT LEAVE ANY SECTIONS BLANK; if the section is not applicable please write N/A.

It is imperative that you apply using the correct documentation and forms and that your referees do the same.

Applicants must either hold a Masters at the time of application or will have completed one by the time the PhD has started, or have equivalent, relevant professional/creative experience.

You should apply in the year you wish to study. Awards cannot be deferred other than in exceptional circumstances.

We expect most applicants to have been invited to apply after having submitted an Expression of Interest (Eoi). If you submitted an EOI and we have not invited you to submit a full application, you may still do so, although this is not recommended. You *may* apply for a studentship without having submitted an Eoi but you will not have the opportunity to receive feedback from the 3D3 consortium prior to submitting an application. (Individual research units and supervisors within the consortium may still be in a position to do so but we are unable to guarantee this.)

3D3 Doctoral Studentship Application Form

3D3 Home University

You must indicate which of the 3 Universities you are applying to here – this is the institution that will consider your application in the first instance and should have been agreed and negotiated at Expression of Interest stage. However, if you believe that your research could be supervised equally well at more than one of the 3D3 partners (or if you did not submit an Eoi), you may indicate this here (by noting your '2nd choice' institution in parentheses).

Question 1: Name of Applicant and Contact Details

Please ensure that your contact details are current, *especially the email address*.

Question 2: The Academic Unit and mode in which you intend to study

Please provide the name of the Academic Unit to which you intend to study. This will be the name of a Research Unit listed on the 3D3 website (www.3d3research.co.uk), where you are also able to read further details about each.

Please note that your preferred Academic Unit must be located in the Home Institution you named at the top of your application form. You may indicate a second choice of Academic Unit in this box if your research could be supervised equally well in more than one unit (if you indicated a 2nd choice of institution at the top of the form, you should indicate an Academic Unit at this University as a 2nd choice here).

If you know the names of your potential supervisors, please include them here. You do not need to have contacted this person in advance, nor will you be penalized if you do not include a name here.

Please indicate whether you intend to study full-time or part-time by ticking one of the boxes. If you will be studying full-time, the end date of your proposed study would normally be no more than three years (36 months) from the start of your studies, unless you intend to extend your study (see section 8). If you will be studying part-time, the end date should be no more than five years (60 months) from the start of your studies, unless you similarly intend to extend your study.

Question 3: Residency

This section must be completed fully because it will be used to confirm your residency eligibility for funding, *which is limited to UK and EU Citizens only*.

EU applicants will normally receive a 'Fees Only' award, and should indicate that they are a Fees Only applicant on the form. If it can be confirmed that you have been resident in the UK for a minimum of 3 years prior to applying for funding, you may be eligible for a full award. Please note that EU applicants *may* be considered for a stipend in addition to a Fees Only award through match-funding processes; we hope to award stipends to all successful candidates whenever possible.

Question 4: Your career in higher education to date

Please provide details of the institutions you have attended (or are attending), and the courses you have taken, at undergraduate and postgraduate level. You should enter **one** undergraduate and **one** Master's level degree, but elsewhere on the form and on your CV may list other qualifications at the same level or other relevant qualifications. Please give as much detail as possible including the title of any extended piece of writing (a dissertation or thesis) or research project.

If your qualification was completed outside the UK, please tell us the name of your qualification in the **original language** (e.g. Maîtrise, and **not the English equivalent**).

Question 5: Language Qualifications

You must fill in this section. Please include the relevant details.

ALL applications are expected to have a recognised English language qualification. For applicants who do not already have a degree from a UK institution or else one that was taught and examined in English, the minimum entry requirement is GCSE English at grade C or above or IELTS score 7.0 or TOEFL score 600. (A full list of acceptable English language qualifications is available on the UWE website:

<http://www1.uwe.ac.uk/comingtouw/internationalstudents/internationalstudyatuwe/englishlanguage/requirements.aspx>)

Question 6: Professional/Creative Experience that is relevant to this application

Please provide information about any employment, work or professional experience that is *relevant* to your proposed programme of study. This is of particular importance because all proposals for the 3D3 consortium must be *practice-led*, especially if you have had no previous postgraduate training. You should use this space to give details of any professional experience you wish the assessors to take into account that equips you to undertake the proposed research.

Question 7: Proposed Study – Project Details

Please give the title of your proposed *practice-led* programme of research, as an indication of the principal focus of your study.

This proposal and case for support plays a key part in the assessment of your application. The assessors are looking for evidence of strong potential for postgraduate study. Enthusiasm and interest are important but admissions tutors and interviewing panel members are more interested in:

- evidence of intellectual purpose and originality
- details about your reasons for, and approach towards, undertaking this specific research
- a solid awareness of the research context, i.e. the field/s in which you will be studying and to which your research will be making a contribution.

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

Space is limited so take care not to repeat information. You must keep to the character limit of **4000 characters including spaces and returns in Arial font not smaller than size 11**. You should include the number of words in your case for support in the box provided. **If you exceed the word limit, your application will be made ineligible** because this would be an unfair advantage over other applicants.

Section 1: About Your Proposed Project

Your research project: Provide a synopsis of your proposed research project. In describing your research, include your aims, research questions, context and methodology. How you make your case for support is crucial, so you should use clear and concise language, avoiding jargon. Bear in mind that the assessors may not be specialists in your particular field.

The main thrust of this section should be the research problems or questions you intend to address in your doctoral study. These should be clearly defined in your proposal. You should describe:

- the research problems or questions you intend to investigate
- the research context (background) in which those problems or questions are located. In describing the context, you should refer to the current state of knowledge, practice and recent debates on the subject in your chosen field(s)
- the particular contribution to knowledge and understanding in this area that you hope to make. You should explain why the research is important. The fact that an area has not been studied previously is not, in itself, a case for the work to be supported. Assessors are also seeking a description of the relevance of your research beyond the development of your own skills or experience, although these are important too
- the methods and critical approaches that you plan to use to address the problems or questions you have set. We don't just need to know what you are going to work on, we need to know how you plan to go about it. It is very important that you explain how you will address your research aims and questions *through practice*.
- you should say, as far as you can, how the project will develop or how you will structure the work over the period of the award

Section 2: About You

Your reasons and purposes for undertaking this project: How does your proposed work relate to what you have studied already? Where there is an overlap between your Master's dissertation (if you completed one) and your doctoral study, you should demonstrate clearly how the project extends your previous work and state clearly the added value of continuing to pursue research in this area. Where it is a new project entirely, make sure assessors can see that you have sufficient experience, knowledge and understanding to make a contribution to this field of study. Finally, you should say how your doctoral study relates to your career aims.

Preparation and previous experience: you should give a brief indication of any previous experience or preparation that is relevant to your proposed doctoral study. For example, you may wish to highlight key areas of your Masters study.

Where applicable, you should also include training and preparation, additional to the formal undergraduate and postgraduate qualifications already listed, that is relevant to your proposed study, e.g. if you have additional degrees, qualifications or relevant skills that you have not included elsewhere on the form. If you are aware of additional training (e.g. ICT training) that you will require in order to undertake your proposed project, please include it in this section. The fact that you require further training will not be regarded by the assessors as a sign of weakness. You may apply for extended funding (see Question 8) to undertake any significant and relevant training courses.

Question 8: Applying for Extended Funding

If you are applying for more than three years of full-time or five years of part-time funding you must provide a justification for the additional period of support you are requesting. You may request up to an additional 6 months if you are a full time applicant or 9 months if part time, normally taken in a single block.

For instance, you may apply for extended funding to undertake an international placement or a training course. If you envisage a work placement or internship as crucial to your project, use this space to say why. If you already know where you would like to do your work placement – because it is with one of the identified partners on our website, or you have organised this in advance – please tell us; alternatively, you could tell us the nature of the work placement you would like to undertake and that you would like to work with the CDT to organize this once you have begun your programme of study.

This justification should be made in the relevant section of this application form and should not exceed 1000 characters (including spaces).

Question 9: Ethical and Intellectual Property Issues

You should identify and address any ethical issues relating to your research project. Do you foresee any difficulties? How will you try to resolve them? For instance, if you will be using interviews as part of your research, you need to obtain the interviewee's consent. If a work placement of internship is part of your proposed project, you will need to obtain the consent of the staff involved in using any material as part of your thesis. Will there be any confidential element in the project? What are the arrangements regarding disclosure of results? Will there be any delay in, or restrictions on, making the results public? Contractual arrangements with external organisations must be in place before the PhD research programme commences, covering financial, intellectual property and confidentiality arrangements.

Question 10: Previous Funding

Write N/A if this does not apply.

Question 11: Supplementary Material/Evidence

As all 3D3 doctoral projects must be practice-led, you should try to demonstrate how you are equipped to cope with these demands. You should submit additional material to demonstrate the practical/creative skills that you possess – for instance, a portfolio of visual evidence or show reel (on DVD or CD or memory stick) or links to websites or reviews of your work by other people. Videos should be no longer than 30 minutes. *Please do not send original or hard to replace material as we cannot guarantee that it will be returned.*

In this box you should explain how this supplementary evidence demonstrates your ability to undertake sustained practice-led doctoral study.

Other supplementary material:

We would like you to send an example of any form of critical writing (1000-3000 words) along with your application. This will enable the assessors to have a clear idea of your ability to articulate ideas and arguments. This can be drawn from your previous academic training but does not have to be. It could take the form of a report that you were asked to produce.

Please also submit a CV (Curriculum Vitae). This must be no longer than 3 pages, using a font no smaller than 11 point.

Please also submit an Equal Opportunities Monitoring form, which can be downloaded from: <http://3d3research.co.uk/information/applying-for-a-phd-studentship/>

Do not submit any additional material with your application (e.g. a covering letter, an extended project proposal or personal statement, or critical writing that is longer than 3000 words). The studentship panel will not consider this.

14: References

Your application must be supported by two references.

References may be provided on either the 3D3 CDT Application Reference Sheets available on the 3D3 website (<http://3d3research.co.uk/information/applying-for-a-phd-studentship/> under 'Downloads') or on headed paper from your referees' respective institutions.

Your referees must submit their references directly to us either by post (see address on the Application Reference Sheet) or by email (3d3@uwe.ac.uk). Email references must originate from the referee's institutional email address.

You should select referees who have the detailed knowledge required to appraise your recent intellectual development and preparedness for the programme of study you will be undertaking. To ensure that your references are satisfactory you should ensure that referees have all the information required (e.g. a copy of your project proposal, and all your marks from both undergraduate and Masters level if you have them.) They need to write in detail about your previous high performance, with evidence. **Please make sure that your referees understand that the references they write will be used as part of your funding application, and will not just be used to apply for a place to study.**

If your potential PhD supervisor has already taught you (at Masters or undergraduate levels), knows your academic record and can comment on the proposed PhD research, then that potential supervisor can and should act as a referee.

If your potential PhD supervisor has not previously taught you, cannot comment on your academic record, and can only comment on the PhD research proposal, then that potential supervisor *should not* be a referee.

Applicants who have not been in education for a period of time may choose to select a referee who is an employer, or a partner in the creative industries, for example, and should also ensure that referees are apprised that they will need to comment in detail *on the proposal* as well as the person.

Please ensure that you provide your referees with the required Reference Sheet. They should indicate on the reference that it is in regard to a 3D3 application. It is imperative that you apply using the correct documentation and that your referees do the same.

Studentship Selection Criteria

Evidence of the quality of the student:

This will be based on the case made by the student in support of his/her application, and evidence provided by the referees about the student's performance at undergraduate and postgraduate level, and in terms of any relevant professional experience. It is important to note that performance does not refer only to final degree results but also to any marks received to date. These should be made available to assessors via referees. Assessors are looking for evidence of the ability to articulate a research project, a coherent and well thought-out plan for doctoral study, and an awareness of the place of his/her research within its field of study.

Evidence that the student is well prepared for his/her proposed study and future career:

This will be based on the student's description of how previous experience (academic and professional) has prepared him/her for postgraduate study, and the student's description of how the programme of study will contribute to long-term career aims. The assessors will also consider supporting evidence provided by the referees particularly with regard to the student's ability to complete the programme of study, and to time.

Evidence of the quality and feasibility of the proposed study:

This will be based on the student's account including reasons for pursuing the proposed programme of study, as well as the potential supervisors' experience and knowledge of the field.

Checklist

Please ensure that you have:

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| Completed all the sections of the application form as fully as possible | |
| Enclosed English Language certificates (if relevant) | |
| Enclosed an up-to-date CV (no longer than 3 pages) | |
| Enclosed a sample of critical writing (between 1000-3000 words) | |
| Provided evidence of your ability to undertake practice-led research | |
| Completed and enclosed the Equal Opportunities Monitoring Form | |
| Contacted your referees with the required form and a request to send their references by the deadline | |