

2019/20 Application Form Guidance Notes

Deadline: Please speak to the University at which you would like to study

The *technē* application form has sections to be completed by

- the student
- the lead supervisor
- the referees
- the university *technē* Administrator

This guidance covers all sections separately, and also gives an outline of the processes used to assess the application form.

The latest version of this guidance, together with a Microsoft Word version of the application form, is available on the [‘Applying to *technē*’](#) page of the *technē* website.

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Guidance for Students

Introduction

Studentships from *technē* are only available to students applying through one of the nine Universities in the *technē* consortium. Your University will want to review your application before it is formally submitted to *technē*. You will need to contact the University to find out about the early stages of the application process. Contacts are listed in the following table:

University	University <i>technē</i> Administrator	Email
Brighton	Fiona Sutton	f.j.sutton@brighton.ac.uk
Brunel	Emma Sigsworth	Emma.sigsworth@brunel.ac.uk
Kingston	Rachel Graham	rachel.graham@kingston.ac.uk
Loughborough London	Bryony Stewart-Seume	b.stewart-seume@lboro.ac.uk
Roehampton	Miles Purcell	techne@roehampton.ac.uk
Royal Holloway	Jane Gawthrope (<i>technē</i> Manager)	techne@rhul.ac.uk
	Carol Hughes (<i>technē</i> Administrator)	techne@rhul.ac.uk
Surrey	Shane Dowle	s.dowle@surrey.ac.uk
UAL	Jane Nobbs	researchdegrees@arts.ac.uk
Westminster	Richard McCormack	R.Mccormack@westminster.ac.uk

General Notes for Students

- Remember that it is your responsibility to complete the application. You should keep in regular contact with anyone providing information (supervisors, referees, administrators) to ensure that all parts are completed and submitted by the deadline specified by the University at which you wish to study. Incomplete applications will not be progressed.
- Wherever possible questions should be addressed to your University contact in the first instance; if this is not possible then please contact *technē* Administration at techne@rhul.ac.uk
- Note that if you are successful, certain information disclosed on the application form will be shared with the AHRC, and the AHRC will publish information drawn from the application form about you, the research project and supervisors on the 'Gateway to Research' web-based portal.
- Remember that you will also need to apply (separately) to your chosen University for a place on their PhD programme, using the relevant application process.

Preparing your application

- We recommend that you read the Application Assessment Criteria, which are provided at the end of these notes.
- You should seek advice from the University at which you would like to study, in order to identify a supervisory team, your future training needs, and how best to describe your proposed research.
- You will need scans of your Degree Transcripts or Certificates (as complete as are available) to attach to your application.
- You will need to ask two people if they will supply references for you. You should choose your two referees carefully. Together they should have a good knowledge of your academic record to date and your plans for the research project. They should be in a position to judge your suitability and preparedness for doctoral study. Only one of your two referees can be a member of your proposed (or actual) supervisory team. You may ask the supervisor of your Masters dissertation to be one of your referees. It is however not necessary for one of your referees to be a member of your supervisory team unless you have already started your PhD, in which case we would expect one of your references to be from your supervisor.

Using the Portal

- Please check with your University at what stage they wish you to complete an online application on the Portal.
- The Portal is available at <https://techne.flexigrant.com>. The Portal must be used to submit your application to *technē*, and *may* also be used for the University selection process that precedes formal submission to *technē*.
- You can save partially completed application forms on the Portal at any stage, and you can also print or create a PDF of your application at any stage.
- Only material submitted via the *technē* Portal will be considered. Additional items (such as a covering letter or a CV) will not be reviewed.

Guidance to the Application Form Questions for Students

01: Will your research be in one of the *technē* subject areas?

Describe your research area in terms of the AHRC classification system (use the drop-down lists on the online portal or see the embedded spreadsheet).



techne AHRC subject areas.xlsx

02: Do you have a Masters Degree?

To be eligible for a *technē* studentship, you must normally have a Masters or equivalent in a relevant discipline before you start your PhD. You may apply before you have completed your Masters.

If you will not have a Masters, but you do have other suitable qualifications or experience, then you can still apply. In this case *technē* will request the lead Supervisor for your PhD to confirm to *technē* that your qualifications or experience are equivalent to a Masters.

You should also have an undergraduate degree.

03: The University where you will be studying

Note that you may only apply to one *technē* University for a *technē* studentship.

This application form is only for *technē*: you must also apply (separately) for a place on the PhD programme at your chosen University using the application process that they specify.

04: Do you meet the Residence requirements?

The terms and conditions that apply to AHRC studentships are outlined in ‘[Terms and conditions of training grants](#)’.

There are two types of studentship: *Full Fees and Maintenance* and *Fees Only*.

Your University will be asked to confirm to *technē* that you are eligible for the studentship you are applying for, so they may ask you for documentation to confirm your residence status.

Full Fees and Maintenance comprises:

- Your University tuition fees. These are paid in full directly to your University, and you will not be required to pay anything towards your fees.
- A tax-free maintenance stipend to pay your living costs. This is currently set at £14,777 per year. For those studying at Universities based in London, there is an additional £2,000 per year paid as London Weighting, reflecting the higher cost of living in London. (Note that you will not receive the London Weighting payment if you choose to live in London whilst studying at a University outside London).

Fees Only comprises:

- Your University tuition fees. These are paid in full directly to your University, and you will not be required to pay anything towards your fees.

The residence requirements can be summarised as follows:

For purposes of residence requirements, “the UK” includes the United Kingdom and Islands (i.e. the Channel Islands and the Isle of Man).

To be eligible for Full Fees and Maintenance the student must have:

- Settled status in the UK, meaning they have no restrictions on how long they can stay
And
- Been ‘ordinarily resident’ in the UK for 3 years prior to the start of the studentship. This means they must have been normally residing in the UK (apart from temporary or occasional absences)
And
- During those 3 years, not been residing in the UK wholly or mainly for the purpose of full-time education. (This does not apply to UK or EU nationals who were ordinarily resident in the UK prior to those 3 years).

To be eligible for a Fees-Only studentship:

- The student must be ordinarily resident in a member state of the EU; in the same way as described above that UK students must be ordinarily resident in the UK.

05: Your Contact details

Please provide contact details covering the period from now to September 2019. The “Alternative details” are optional, for use where you might prefer us to use different contact addresses at different times.

By providing this information, you consent to *technē* sharing your email address with the AHRC/UKRI via the Student Data Portal (Je-S) if you are awarded a studentship.

06: Professional experience relevant to this application

Provide information about any employment, work or professional experience (research and /or practice-based) that is relevant to your proposed programme of study and will therefore strengthen your application.

07: Undergraduate Degree(s)

If you have more than one qualification at the same level, please provide details of each. Please upload transcripts.

08: Masters Degree(s)

If you have more than one qualification at the same level, please provide details of each and also include qualifications that you are currently studying for, uploading transcripts or certificates where available.

09: Other qualifications (e.g. PGCE, PhD)

Please include any other relevant qualifications obtained or being studied.

10: Have you already started your PhD?

10a: Funding period for PhD not yet started

Indicate whether you will be studying Full-time or Part-time. (Part-time must be 50% FTE.) Please discuss with your supervisor which mode is most suitable for you.

The core period of PhD funding for a full-time student is 3 years. This can be extended by a further 6 months if justified by your specific needs, the nature of the proposed PhD or the time for additional development opportunities such as placements. Note that full time students are expected to submit within 4 years of the start of their PhD regardless of the funding period.

The core period of PhD funding for a part-time student is 6 years at 50% of fees and stipend. This can be extended by a further year if justified by your specific needs, the nature of the proposed PhD or the time for additional development opportunities such as placements. Note that part time students are expected to submit within 8 years of the start of their PhD regardless of the funding period.

If you are applying for extended funding, please justify the extended 6-month period (or 12 month period at 50% part time).

10b: Funding period for PhD already started

Indicate whether you will be studying Full-time or Part-time. (Part-time must be 50% FTE). Please discuss with your supervisor which mode is most suitable for you.

If you have already started your PhD, *technē* will normally fund you for the remainder of the core period of the PhD (i.e. to the completion of 3 years of study). This should be at least 50% of the period i.e. 18 months (full-time equivalent). Please specify the period of core funding you are applying for (counted in months at full-time equivalent). For example, if you have done one year, you can apply for 24 months of funding. Please also provide an explanation of why you are seeking this period of funding for a started PhD.

Students may apply to extend funding beyond the core period by up to 6 months (full-time equivalent) if justified by your specific needs, the nature of the proposed PhD or the time for additional development opportunities such as placements. If applying for extended funding, please specify the number of months of extended funding and provide the justification for the additional period.

Note that regardless of the funding period, full time students are expected to submit within 4 years of the start of their PhD and part-time students are expected to submit within 8 years of the start of their PhD.

11: Research Project Description

You should discuss the content of this section with your proposed supervisor(s). The *technē* assessment process will look for evidence of high quality and strong potential for doctoral study (evidence of feasibility, intellectual purpose and originality, reasons for undertaking your proposed study, appropriateness of approach, awareness of the research context, etc.).

If your application is successful, then the Title and Synopsis will be used on the *technē* website and in reporting to the AHRC.

[11a: Title](#)

Please use a maximum of 20 words.

[11b: Synopsis](#)

Please write for a general (i.e. non-specialist) audience, and use no more than 300 words.

[11c: Description](#)

Use clear and concise language, avoiding jargon. Bear in mind that the *technē* reviewers assessing your application will not all be experts in your particular specialist field.

Describe the proposed research in terms of the following:

- Your research questions and why they are important or relevant. What contribution to knowledge will be made? What will be the outcomes of your research?
- Your knowledge of the subject area including key literature, people, and recent findings.
- Methods and approaches that will be used.
- Research plan, timetable and challenges.

If your research project is interdisciplinary, you should indicate your current level of expertise in the relevant disciplines. There is no expectation that you will be fully expert in all relevant disciplines, but *technē* will assess whether it is feasible for you to acquire any necessary new methodological knowledge and understanding in the time available.

The word limit for this section is 1200 words.

[11d: Bibliographic References](#)

Please insert bibliographic references here rather than using footnotes in 11c. Please enter no more than 20 references.

[11e: Website links](#)

Optionally provide up to four links to websites with images/audio/film that support your application. Be aware that *technē* reviewers have strict deadlines to complete their assessment of your application, and therefore will have limited time to review linked material.

12: Are you applying for a Collaborative Doctoral Award?

Please indicate here if you have been previously notified that you are a Collaborative Doctoral Award (CDA) applicant. If so, you will be asked to list the partner organisations here.

13: Resources required

Please describe any study trips, facilities, access to libraries, archives or similar, which are integral to your research. This will enable *technē* reviewers to determine whether these can be provided or supported. This information may also be passed on to *technē* Partner organisations if appropriate.

Note that *technē* cannot guarantee availability or access to the resources you have identified. Note also that if your studentship is approved, it does not necessarily mean that *technē* will fund expenses associated with accessing the resources you identify here.

14: Additional Training needs

You are advised to discuss this section with your proposed supervisor(s).

This section will be used to inform the cross-institutional training which *technē* coordinates. Therefore you do not need to list on this application the training that will be provided as standard at your University.

Please give an indication of the training needs for both support of your research project and for development of your future career, and outline how and where you plan to undertake it.

15: Student Personal Statement

Please explain why you have chosen to put forward an application to *technē*. You might outline how you would take advantage of the training and development opportunities and what you might contribute to your fellow *technē* students. You could also describe how your proposal fits with the *technē* philosophy (www.technē.ac.uk) and what you see as the benefits of working in a Doctoral Training Partnership context.

16: Equal Opportunities Monitoring

Both *technē* and the AHRC are committed to ensuring that students are selected on the basis of merit. Completion of the Equal Opportunities Monitoring Form will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in awarding studentships. Your answers will be used to evaluate the effective operation of our Equal Opportunities Policy and to report (anonymously) to the AHRC.

Your answers will not affect your application in any way. The information will not be seen by *technē* reviewers, your referees or potential supervisors.

We have made this section mandatory because providing equal opportunity is important to us. If you prefer not to disclose this type of information, you are given the option on each question to state this.

Please check with your University *technē* administrator – they may wish you to leave this page blank until you have provided them with a PDF of your application form.

17: Student's declaration

Please review carefully, as this section applies to the whole of your period of study.

You can attach one or both references here (see the note below about nominating your referees and supervisor).

Please note that although questions 18-32 are completed by others, you are responsible for contacting them (via email addresses entered in the *technē* portal if applying online) and for ensuring these sections of the application are completed.

Nominating your Referees and Supervisor

Your application form needs input from two referees and your lead supervisor. You will need to confirm with your University *technē* administrator which of the following options apply in your situation.

There are three options for referees:

- a) You can attach references yourself at the end of question 17 if you have them
- b) Your University *technē* administrator can attach references
- c) You can use the portal to request your referees to supply their references

(There is also the possibility of using different options for each of the two referees)

For all options for references, please consult the notes in the next section (questions 18 & 19).

Your supervisor must be agreed by your University. There are two options for the supervisor:

- a) Your University *technē* administrator can invite the supervisor
- b) You can invite the supervisor (after checking with the administrator)

If you are going to nominate referees and/or the supervisor, then you will need to click on “Return to Summary” and then click on the ‘Participants’ tab as highlighted in the screenshot below:

Summary

2019 technē Studentship funding application form 8% complete

TS2\1100069

Lady J&C Testperson **1 of 12 Pages**

Brunel University London

[Print form](#) [Download as PDF](#)

[View instructions](#)

Once you have completed all sections of the application a **'Submit application'** button will become available at the top and bottom of this summary page. This button only becomes available once all pages of the application are marked as **'Complete'**. Once submitted, you will be able to log in and view your application but you will not be able to modify it.

Please complete the first 8 pages on the "Application" tab below, then click on the "Participants" tab to request your referees, supervisor and administrator to complete their sections of the application.

PLEASE REMEMBER TO CLICK THE **"SAVE PROGRESS"** BUTTON IF YOU GET INTERRUPTED WHILST FILLING OUT A PAGE, TO AVOID LOSING WHAT YOU HAVE BEEN TYPING IN. (Moving to another page or to this Summary page will save your work automatically).

Guidance notes are available [here](#)

Application **Participants 2**

Number	Page	Est. time to complete	Status	Required documents
1	Eligibility check	10 mins	Complete	Edit

18: Reference 1 and

19: Reference 2

Your application must be supported by two references.

You should choose your two referees carefully. Together they should have a good knowledge of your academic record to date and your plans for the research project. They should be in a position to judge your suitability and preparedness for doctoral study. Only one of your two referees can be a member of your proposed (or actual) supervisory team. You may ask the supervisor of your Masters dissertation to be one of your referees. It is however not necessary for either of your referees to be a member of your supervisory team unless you have already started your PhD, in which case we would expect one of your references to be from your supervisor.

There is no *technē* template for references but referees should include:

- The referee's name and their relationship to you
- Comment on your previous performance/achievements
- Comment on your preparedness for doctoral study
- Your predicted or actual degree result if appropriate

The *technē* Portal will automatically email your referees using the contact details you provide, and provide them a link to record their reference. However, please note that it is your responsibility to monitor the progress of the references and check that they are completed on time. Neither *technē* nor your chosen University will chase up references on your behalf. You may wish to alert referees to expect a request and to check their junk mail.