

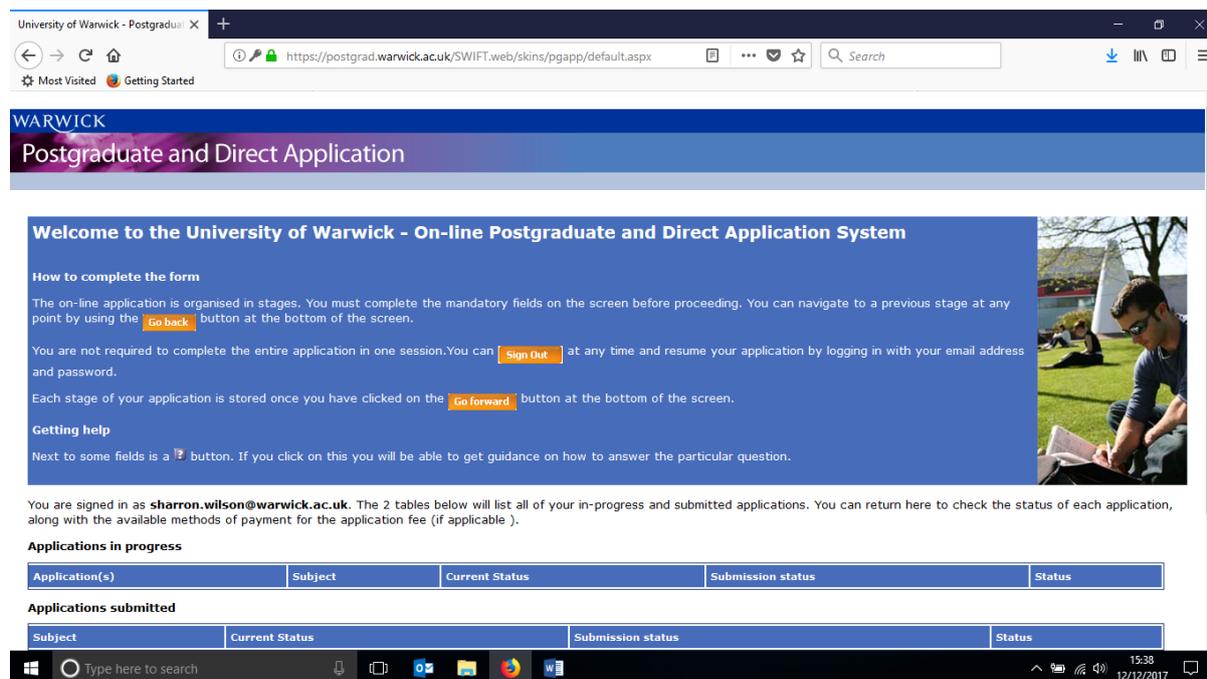
## CADRE Scholarship Application Walkthrough

Welcome to the CADRE scholarship application walkthrough. First you must register with us on the University of Warwick Direct Application System, using this link:

<https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/login.aspx>

You will receive a confirmation email and should choose the link next to postgraduate applications

Sign in to see this:



The screenshot shows a web browser window with the URL <https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/default.aspx>. The page header reads "WARWICK Postgraduate and Direct Application". The main content area is titled "Welcome to the University of Warwick - On-line Postgraduate and Direct Application System". It includes instructions on how to complete the form, a "Sign Out" button, and a "Go forward" button. Below the instructions, there are two tables: "Applications in progress" and "Applications submitted". The "Applications in progress" table has columns for "Application(s)", "Subject", "Current Status", "Submission status", and "Status". The "Applications submitted" table has columns for "Subject", "Current Status", "Submission status", and "Status". The user is signed in as `sharron.wilson@warwick.ac.uk`. The Windows taskbar at the bottom shows the time as 15:38 on 12/12/2017.

Click 'Start New Application' on the bottom left hand side

Once signed in you will see there are twelve sections to the application form:

|   |                |    |             |
|---|----------------|----|-------------|
| 1 | About you      | 7  | References  |
| 2 | Course         | 8  | Employment  |
| 3 | Address        | 9  | Finance     |
| 4 | Nationality    | 10 | Marketing   |
| 5 | Qualifications | 11 | Equality    |
| 6 | Language       | 12 | Declaration |

## 1. About you

The screenshot shows the 'About You' section of the application form. At the top, there is a progress bar with steps: START, ABOUT YOU (highlighted), COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH. Below the progress bar, the 'About You' section contains the following fields:

- Title \*
- Forename/given name \*
- Other name(s) (if applicable)
- Surname/family name \*
- Informal name (if different)
- Date of birth \* (dd/mm/yyyy) Note: Please ensure your date of birth is correct
- Nationality \*
- Gender \* (Male, Female, Other, Prefer not to say)

Navigation buttons at the bottom include 'Go back', 'Sign out and save', 'Cancel', and 'Go forward'.

This section is fairly straightforward, please just enter your details as requested.

## 2. Course

The screenshot shows the 'Course details' section of the application form. At the top, there is a progress bar with steps: START, ABOUT YOU, COURSE (highlighted), ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH. Below the progress bar, the 'Course details' section contains the following fields:

- Choose course range:  Postgraduate,  Warwick IFP
- Search by department and course type: Department (All Departments), Course type (All Course Types), Course
- Search by course title or course code: Title / code, Search
- Matching Courses
- Course Mode Of Attendance:
- If the exact course you wish to apply for is not listed here please see our help page
- You have elected to apply for

Navigation buttons at the bottom include 'Go back', 'Sign out and save', 'Cancel', and 'Go forward'.

Select your department

Select course type: Research

Select course: (MPhil/PhD) FT/PT

### 3. Address

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=1](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=1). The page title is "FM\_Address". A progress bar at the top indicates the current step is "ADDRESS", with previous steps being "START", "ABOUT YOU", "COURSE", and "NATIONALITY", and future steps being "QUALIFICATIONS", "LANGUAGE", "REFERENCES", "EMPLOYMENT", "FINANCE", "MARKETING", "EQUALITY", "DECLARATION", and "FINISH".

The main content area is titled "Communicating with you" and contains the following fields:

- Permanent home address:** Includes a radio button for "Is your permanent home address in the UK or Non-UK?" with "UK" selected. Below are input fields for "Address Line 1", "Address Line 2", "Town/city", "County", and "Post code".
- Check permanent address:** A checkbox labeled "Please check this is your permanent address." with a yellow background.
- Mobile Telephone:** An input field.
- Fax:** An input field.
- Email:** An input field containing "sharon.wilson@warwick.ac.uk".
- Correspondence address:** A note: "Please complete this address to which we will send official correspondence relating to your application via email." with a question mark icon.

Navigation buttons at the bottom include "Go back", "Sign out and save", "Cancel", and "Go forward". The Windows taskbar at the bottom shows the time as 16:30 on 12/12/2017.

Enter address details

### 4. Nationality

The screenshot shows the same web browser window, now on the "FM\_Nationality" page. The progress bar indicates the current step is "NATIONALITY".

The main content area is titled "Nationality and residence details" and contains the following fields:

- Information:** "This information is needed to help us determine your fee status. If you are a national of a non EU country with indefinite leave to remain in the UK, please send in documentary proof e.g. a letter from the Home Office."
- Nationality:** A dropdown menu showing "British (ex. Channel Islands & Isle of Man)". A note below states: "Please note: Nationality is now entered on the About You form and cannot be updated here. [Click here if you have Dual Nationality](#)".
- Country of permanent residence:** A dropdown menu.
- Country of birth:** A dropdown menu.
- Residence information:** "If applicable please enter the period of time that you and your parent(s) or guardian(s) or spouse/partner have been resident in the UK, Switzerland or other EEA Country".
- You:** A section with a question mark icon.
- Country:** A dropdown menu.
- From date:** An input field with a date picker icon and the format "dd/mm/yyyy".

Navigation buttons at the bottom include "Go back", "Sign out and save", "Cancel", and "Go forward". The Windows taskbar at the bottom shows the time as 16:32 on 12/12/2017.

Enter Nationality Details

## 5. Qualifications

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=). The browser tab is labeled 'SWIFT'. The page title is 'FM\_Qualifications'. A progress bar at the top shows the following steps: START (New application), ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS (current step), LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH (Completed application). The 'QUALIFICATIONS' section is titled 'Academic qualifications' and contains the following text: 'Please enter information about your University / College qualifications. We will need full information about your academic qualifications - those already awarded and those you are currently studying and awaiting a final grade for - in order to make a decision on your suitability for the programme to which you are applying. We would ask that you select your highest or most relevant academic qualifications to include here. (You may, of course, choose to mention other additional qualifications in the 'supporting information' section later in the application form if you wish.) Please do not include qualifications at a further education or high school level, we are primarily interested in your higher (University-level) education and/or professional qualifications. You may detail one award that is pending (that is, you have not yet received your final grade or been awarded this qualification) and two awards that are complete (that is, you are already in possession of proof of completion of this award). If you do not hold any formal qualifications and are applying on the strength of your experience, please leave the section blank and use the 'supporting information' section later in the application form to provide details about yourself. Tick here if you do not hold any formal qualifications and are applying on the strength of your experience '. Below this text is a section titled 'Qualifications still to be awarded' with the question 'Is your qualification from a UK institution or non-UK?' and two radio buttons: 'UK' and 'Non-UK'. At the bottom of the page, there is a 'Go forward' button and a status bar showing 'Transferring data from postgrad.warwick.ac.uk...'. The Windows taskbar at the bottom shows the search bar, system tray, and the date/time '16:35 12/12/2017'.

Enter Qualifications

## 6. Language

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=). The browser tab is labeled 'SWIFT'. The page title is 'FM\_Language'. A progress bar at the top shows the following steps: START (New application), ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE (current step), REFERENCES, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH (Completed application). The 'LANGUAGE' section is titled 'English language qualifications' and contains the following questions: 'Have you been educated in the UK for at least a year?' with radio buttons 'Yes' and 'No'; 'Have you been educated in an English speaking country?' with radio buttons 'Yes' and 'No'; 'Have you been educated entirely in English for your degree?' with radio buttons 'Yes' and 'No'; 'I took/will be taking a language test on dd/mm/yyyy' with a date input field; 'Type of test taken (Please use the help link provided for further information.)' with radio buttons 'IELTS', 'TOEFL', 'PTE', 'CAE', and 'CPE'; and 'Test score obtained' with a text input field. At the bottom of the page, there are buttons for 'Go back', 'Sign out and save', and 'Cancel', and a 'Go forward' button. The Windows taskbar at the bottom shows the search bar, system tray, and the date/time '16:39 12/12/2017'.

Enter English Language details

## 7. References

The screenshot displays the 'References' section of the SWIFT application. The browser address bar shows the URL: [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=). The application progress bar includes steps: START, ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES (highlighted), EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, FINISH. The 'References' form is titled 'Referee 1' and contains the following fields:

- Title \*
- First name/s \*
- Surname/family name \*
- Position \*
- Address \*
- Town/city
- County/state
- Post/zip code \*
- Country \*
- Telephone \*
- Fax

Navigation buttons: Go back, Sign out and save, Cancel, Go forward.

Enter references – please be careful to enter the correct email address, as the reference request will automatically go to your referees using the information you provide here.

You should also ensure good contact with your referees to make certain your references are completed and submitted in good time. No reminders will be sent.

## 8. Employment

SWIFT

https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.as

FM\_Employment

START ABOUT YOU COURSE ADDRESS NATIONALITY QUALIFICATIONS LANGUAGE REFERENCES EMPLOYMENT FINANCE MARKETING EQUALITY DECLARATION FINISH

Supporting information and employment history

Supporting information

'Please state your purpose of study or give details of your research proposal'

4500 characters max. , plain text only

If you have discussed your research proposal with a Warwick staff member please enter their name

You can upload one document in support of your application

For best results on uploading your file follow these guidelines:

- The file name should not exceed 50 characters in length.
- ONLY USE a to z (uppercase or lowercase), 0 to 9, and spaces to compose the file name.
- Rename the document before you upload if it contains foreign characters as it may not load correctly
- DO NOT use any special characters, for example ,(commas) ? / ( ) [ ] ' + - \ \_ (underscore), etc. as the file may not load correctly.
- You may save your file as a doc, pdf, jpg, gif, tif, bmp, or txt - other file types may not open.

Once your application is submitted (and application fees paid, if applicable), we will email you a link within 24 hours to enable you to upload further documents such as academic transcripts or CV.

Click on the clip to load your file, size must not

Go back Sign out and save Cancel

Confusingly entitled Employment, this section should contain your research proposal. The character limit is 4500 and includes spaces. Any attachments WILL NOT be seen by those ranking the scholarship applications; please do not attach anything here that you are relying upon to make your case for a scholarship. You may attach documents that support your case for departmental nomination, but DO NOT attach information for the scholarship application – it WILL NOT be seen.

In general, your proposal should:

- provide an overview of your research question, explaining why it is of academic and or practical importance
- outline the main objectives of your research, providing details of two or three key aspects
- indicate the importance of previous related research and how your own research question might make a useful contribution to the area
- give details of the main research techniques (interviews, case studies, modelling etc.) you might use, specifically mentioning primary sources
- indicate your suggested data collection procedures, indicating sources and any possible difficulties
- explain the techniques you intend to use
- add an outline timeline of activities

## 9. Finance

The screenshot shows a web browser window with the URL <https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIF>. The browser tab is labeled 'SWIFT'. Below the browser window, a progress bar shows the application stages: START (New application), ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE (current stage), MARKETING, EQUALITY, DECLARATION, and FINISH (Completed application). The 'FINANCE' section is active and contains the following content:

**Finance**

How will you be funding yourself at Warwick?  
Please select one of the following from the list provided :

Scholarship

Name of award applied for.  
( Please note this does not constitute an application for funding from the University of Warwick )

- 
- 
- 
- 

Has this been awarded?

|                           |                          |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |

Do you wish to apply for a Postgraduate Research Scholarship at Warwick?  Yes  No

Buttons: Go back, Sign out and save, Cancel

Select Scholarship to reveal further application sections:

Type the name of the scholarship.

Select 'no' for 'Has this been awarded?'

Select 'yes' for 'Do you wish to apply for a Postgraduate Research Scholarship at Warwick?'

Note if this does not appear, you are not eligible for one of our main PGR Scholarships.

This will reveal further boxes for completion. Please DO make sure you have read the [scholarship guidance](#) and [scoring criteria](#).

## Finance continued

The screenshot shows a web form for a scholarship application. The top section is titled 'Name of award applied for.' and contains four input fields. The first field contains 'CADRE'. To the right of these fields is a column of four radio button pairs, each labeled 'Yes' and 'No', under the heading 'Has this been awarded?'. Below the input fields are two radio buttons for 'Do you wish to apply for a Postgraduate Research Scholarship at VWarwick?' with 'Yes' selected. A checkbox is checked below the text 'Please confirm you have self-assessed as eligible for a scholarship based on the [scholarships guidance](#) and [scoring criteria](#).' The bottom section is titled 'Which Scholarship do you wish to apply for?' and has a dropdown menu. Below this are three text areas: 'Person and Preparedness' (max 500 characters), 'Please give details of your research proposal, as appropriate to your discipline, and your ability to complete it.' (max 4500 characters), and 'Project and Place' (max 500 characters). A final note asks for the name of a Warwick staff member discussed regarding the scholarship requirements.

This forms the main part of your scholarship application, please ensure you have read the guidance notes fully. The middle section regarding the research proposal can be the same as the research proposal in the previous 'employment' section, please be sure to copy it into here though. The 'Person and Preparedness' and 'Project and Place' should strongly reflect the ranking criteria, do not rely entirely upon the research proposal.

**Person:** Consider your performance at UG and PGT, what are your skills and knowledge, can you articulate your research proposal clearly, are you well organised, do you have any professional experience?

**Preparedness:** Consider how prepared you are in terms of your skills and

experience, do you have a capacity to work independently, are you proactive, do you have relevant practical, technical and language skills?

**Project:** Do you have a clear strategy for your proposal? Consider why your research matters, what questions it might raise, what are the ethical considerations, what is the current state of the field, approaches, debates and potential absences?

**Place:** Consider how your choice of supervisor will support your research, what facilities and resources are available at your chosen institution and how will they support your research, does your research fit within research strategies?

## 10. Marketing

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=). The page title is "FM\_Marketing". A progress bar at the top indicates the current step is "MARKETING", with previous steps like "ABOUT YOU", "COURSE", "ADDRESS", "NATIONALITY", "QUALIFICATIONS", "LANGUAGE", "REFERENCES", "EMPLOYMENT", "FINANCE", and "EQUALITY" completed. The "FINISH" step is also marked as completed.

**How did you find out about us?**

Please note that the information you provide here is used purely for internal purposes and will not affect the outcome of your application in any way.

Please state any other universities that you have applied to

Please give two sources of information that you used to find out about us

Most useful: [Dropdown menu]

Also useful: [Dropdown menu]

Please comment on any other sources of information that you found useful

Buttons: Go back, Sign out and save, Cancel, Go forward

Enter details if you wish

## 11. Equality

The screenshot shows the "Equality" section of the SWIFT application form. The progress bar at the top indicates the current step is "EQUALITY", with previous steps like "ABOUT YOU", "COURSE", "ADDRESS", "NATIONALITY", "QUALIFICATIONS", "LANGUAGE", "REFERENCES", "EMPLOYMENT", "FINANCE", and "MARKETING" completed. The "FINISH" step is also marked as completed.

**Equality**

Disabilities and Specific Learning Difficulties

Please tick any of the boxes which apply to you

|   |   |
|---|---|
| <input type="checkbox"/> Specific Learning Difficulty             | <input type="checkbox"/> Personal Care Support      |
| <input type="checkbox"/> Visual Impairment                        | <input type="checkbox"/> Mental health difficulties |
| <input type="checkbox"/> Hearing Impairment                       | <input type="checkbox"/> Mobility Impairment        |
| <input type="checkbox"/> Unseen<br>eg: asthma, diabetes, epilepsy | <input type="checkbox"/> Multiple                   |
| <input type="checkbox"/> Autism / Asperger Syndrome               | <input type="checkbox"/> Other not identified above |

Further Information

Are you a registered disabled person?  Yes  No

Equal opportunities monitoring \*

Please help us to make our equal opportunities policy effective by indicating which of the following is applicable to you

Buttons: Go back, Sign out and save, Cancel, Go forward

Enter details if you wish

## 12. Declaration

SWIFT

https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\_Call=...

Most Visited Getting Started

FM\_Declaration

START ABOUT YOU COURSE ADDRESS NATIONALITY QUALIFICATIONS LANGUAGE REFERENCES EMPLOYMENT FINANCE MARKETING EQUALITY DECLARATION FINISH

New application Completed application

### Criminal convictions and declaration

Criminal convictions

Do you have a relevant criminal conviction that is not spent?  Yes  No

If you tick the 'Yes' box you will not be automatically excluded from the application process.

### Declaration

Full Name:

Type of degree:

Department:

Course/qualification:

Before submitting the application form, please read the following paragraphs carefully.

By submitting this form, you are saying that the information that you have provided is accurate and complete, and that you agree to abide by the rules of the University.

Any offer of a place that you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of The University of Warwick. Any offer of a scholarship made by the University of Warwick is made on the understanding that, in accepting it, you agree to abide by the terms and conditions of the scholarship in question.

Go back Sign out and save Cancel Go forward

Type here to search 17:34 12/12/2017

Complete and acknowledge the T&Cs