

## Joint Guidance notes for Midlands Graduate School ESRC DTP applicants – October 2017 Entry

It is important that you allow yourself sufficient time to read these Guidance Notes before you complete your Joint application form.

### Joint Studentship Application Form

If you are interested in applying for any of the advertised Midlands Graduate School Joint Studentships you will need to complete the '[Midlands Graduate School ESRC DTP Joint Studentship Application](#)'. **You may also need to submit additional information as part of your application as noted in the relevant project advertisement.**

**Do not attempt to complete the application form until you have read the guidance notes as outlined below.**

Think about how to make the best case possible. Make sure that you proof read your application before submitting it. Try to avoid careless spelling or grammatical errors.

### Question 1. Applicant Details

Please ensure that you include your email address and telephone number so that we are able to contact you should you be offered an interview.

### Question 2. The Joint project details and your intended programme of research

#### Question guidance on which scheme you are applying for:

1+3                       +3                       +3.5                       +4

The ESRC expects all DTP researchers to be trained in the following areas:

- **Philosophy of Social Science Research**
- **Research Design, Practice and Ethics**
- **Quantitative Research Methods**
- **Qualitative Research Methods**

If you have (or will have completed) a Masters course by the time you begin your PhD and you have undertaken modules which cover **all** these research skill areas you should apply for a **+3 award**. In question 5 you will be asked for details of modules undertaken during your Masters course in order for the DTP to determine whether your prior research methods training and core discipline skills match those required by the ESRC.

If you have (or will have completed) a Masters course by the time you begin your PhD and you have undertaken modules which cover **2** of these research skill areas you should apply for a **+3.5 award**. In question 5 you will be asked for details of modules undertaken during your Masters course in order for the DTP to determine whether your prior research methods training and core discipline skills match those

required by the ESRC. If you are awarded a +3.5 you will be expected to undertake 2 ESRC DTP core training modules during your first year of PhD study to cover the training areas which you have not previously undertaken.

If you have not undertaken a Masters course or you have completed a Masters course that did not cover the ESRC's core research skill areas then you should apply for a **1+3 award**. If you are awarded a 1+3 you will be expected to complete the DTP Masters in Social Science Research at your chosen institution before proceeding to PhD study.

**+4 programmes** are offered only on specific interdisciplinary pathways (Digital Society and Mental Health and Wellbeing at the University of Nottingham), where the subject specific training that is drawn on will not be limited to one specific subject. +4 candidates are not expected to have previously covered the core training requirements at point of application, and are not expected to have a fully developed research proposal at this stage.

Please indicate whether you intend to study full-time or part-time by ticking one of the boxes.

### Question 3: Residency

This section must be completed fully because it will be used to confirm your residency eligibility for ESRC Funding, which is limited to UK and EU Citizens only. EU applicants will normally receive a 'Fees Only' award. If it can be confirmed that as an EU applicant 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 refer to [Eligibility Requirements](#) for further information and full details regarding residential eligibility requirements.

### Question 4: Qualifications

Please provide details of the institutions you have attended (or are attending), and the courses you have taken at undergraduate and postgraduate levels. You should enter **one** undergraduate and **one** Masters level degree, but there is also space on the form to add other qualifications at the same level or other relevant qualifications. If you have already started your PhD, please include the date on which your studies commenced and whether you have been studying part-time or full-time.

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: Previous Research Methods and Core Skills Training

If you are applying for a +3 or +3.5 programme you must hold, or have completed by the time you begin the programme, a Masters qualification with a high grade.

Please give details of the composition of your Masters course by listing modules you have (or will have) undertaken. You must provide sufficient information for us to assess whether the Masters course contained the requisite training in research methods and core discipline skills to prepare you for a research degree.

If you are applying for a 1+3 award but have previously completed a Masters course, please also outline the content of your Masters modules here.

If you are unsure as to which award length you should be applying for please see the guidance notes above for Question 2.

### Question 6: Professional 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 if your programme is practice-based, or if you have had no Masters level training but substantial professional experience relevant to the subject of your proposed research. You should use this space to give details of any professional experience that you wish the assessors to take into account.

### Question 7: Other Experience and/or Awards

Please provide details of any other achievements or experience that are relevant to your application, including details of any academic prizes awarded; publications; and relevant voluntary or extracurricular activities.

### Question 8: Personal Statement

In this section provide a personal statement that outlines your motivation for PhD research and how your education and experience to date has prepared you for this research project. This should be a maximum of 1,000 words.

### Question 9: References and Referees

**You will need to provide two references in support of your Joint Studentship application who can comment on your suitability for PhD study.** You should select referees who have the detailed knowledge required to appraise your recent intellectual development and preparedness for the project to which are applying.

**Applicants who have not been in education for a period of time** may choose to select a referee who is, for example, an employer.

These references should be emailed alongside your Word application to the relevant address detailed in the advertisement for the project to which applying.

### 10: Additional Documentation to be submitted

#### Transcripts

Please ensure you also include copies of the transcripts of your previous qualifications.

### CHECKLIST

**Please ensure that you:**

Complete all the sections of the ' <a href="#">Midlands Graduate School ESRC DTP Joint Studentship Application</a> ' form as fully as possible as a Word document	
Include 2 signed references on letter-headed paper in support of your Joint studentship application (Question 9)	
Include transcripts of your previous qualifications (Question 10)	
Email all documentation to the address detailed in the advertisement for the project by the stated deadline.	