

King's College London
Graduate School Funding (PGR)

2010/11 Guidelines for Applicants

*Published by the Research & Graduate School Support Office, Graduate School
September 2009*

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ABOUT GRADUATE SCHOOL FUNDING SCHEMES

GENERAL INTRODUCTION

The Graduate School provides advice on a wide range of graduate funding opportunities and will, where possible, guide applicants to the most appropriate sources of funding for their degree programmes. It also administers a range of funding schemes open to students in pursuit of a research degree programme.

These guidelines have been produced to provide detailed information relating to the schemes listed out below. All listed schemes are applied for via the Graduate School Funding Application (PGR), and are due to commence in the 2010/11 academic session.

For details relating to other schemes either administered by the Graduate School or academic Schools/departments/divisions within King's as well as external funding opportunities, please see the Graduate Funding Database: <http://www.kcl.ac.uk/graduate/funding>

LIST OF SCHEMES COVERED BY THESE GUIDELINES:

- Graduate School Studentships (Arts & Sciences)
- King's Overseas Research Student awards
- King's Annual Fund Studentships
- King's International Graduate Scholarships
- King's International Partnership Scholarships
- King's Alumni Bursaries
- King's Continuation Scholarships
- Kings-China Scholarship Council PhD Scholarship programme
- KC Wong Postgraduate Scholarship programme

ELIGIBILITY CRITERIA

CRITERIA APPLICABLE TO ALL SCHEMES

Applicants must:

- Be planning to undertake, or already registered on, a research degree programme for the 2010/11 academic session; taught masters and masters by research are not eligible
- Submit a Graduate School funding application by the stated funding deadline
- Submit a graduate admissions application by the stated funding deadline
- Fulfil the relevant academic entry requirements set by King's

SCHEME SPECIFIC CRITERIA:-

Graduate School Studentships (Arts & Sciences) (GSS)

Applicants must:

- Be due to commence a full-time MPhil/PhD research degree programme during 2010/11 within one of the Arts & Sciences Schools at King's – Arts & Humanities, Law, Social Sciences & Public Policy, Physical Sciences & Engineering

Please note that:

- These studentships provide funding to cover home/EU tuition fees, however, students required to pay international tuition fees are eligible to apply but will be required to cover the difference between the home/EU and international fee level from alternative sources
- Existing research degree students are not eligible to apply
- These studentships cannot be held on a part-time basis

King's Overseas Research Student awards (KORS)

Applicants must:

- Be due to commence a full-time MPhil/PhD research degree programme during 2010/11 OR be in the first year (at the point of applicant deadline) of their MPhil/PhD research degree
- Be liable to pay the full international tuition fee

Please note that:

- Applicants who have already been awarded a PhD or equivalent degree are not eligible
- Applicants who have previously held an Overseas Research Student award are not eligible
- These studentships cannot be held on a part-time basis

King's Annual Fund Studentships (KAF)

Applicants must:

- Be due to commence a full-time MPhil/PhD research degree programme during 2010/11 OR be in the first year (at the point of applicant deadline) of their MPhil/PhD research degree

Please note that:

- These studentships provide funding to cover home/EU tuition fees, however, students required to pay international tuition fees are eligible to apply but will be required to cover the difference between the home/EU and international fee level from alternative sources
- These studentships cannot be held on a part-time basis

King's International Graduate Scholarships (KINGS)

Applicants must:

- Be due to commence a full-time MPhil/PhD research degree programme during 2010/11
- Be liable to pay the full international tuition fee

Please note that:

- Existing research degree students are not eligible to apply
- These studentships cannot be held on a part-time basis

King's International Partnership Scholarships (KIPS)

Applicants must:

- Be currently studying at one of the College's partner institutions: University of North Carolina at Chapel Hill, USA, University of Hong Kong, National University of Singapore, Monash University, Jawaharlal Nehru University, India, University of Sao Paulo, Brazil or Renmin University of China
- Be due to commence a full-time MPhil/PhD research degree programme during 2010/11

Please note that:

- Existing research degree students are not eligible to apply
- These studentships cannot be held on a part-time basis

King's Alumni Bursary (KAB)

Applicants must:

- Be a King's alumnus, which covers any student who has undertaken a degree/diploma/certificate/exchange programme (for no less than one semester)
- Be due to commence a full- or part-time MPhil/PhD research degree programme during 2010/11

King's Continuation Scholarships (KCS)

Applicant must:

- Be in the first or second year (at the point of applicant deadline) of a full-time MPhil/PhD research degree

Please note that:

- These studentships cannot be held on a part-time basis

King's-China Scholarship Council PhD Scholarship programme (K-CSC)

Applicants must:

- Be due to commence a full-time MPhil/PhD research degree programme during 2010/11 within one of the following subject areas: Age-Related Diseases, Biophysics, Business & Management, Cardiovascular Medicine, Classics, Clinical Hospital Studies (Asthma, Liver Studies & Imaging), Computing in the Humanities, Dentistry, Developmental Neurobiology, Education, English, European languages, literature and society (French, German, Greek, Portuguese, Spanish), Film, Genetics & Molecular Medicine, Geography, Health Services Research, History, Infection & Immunology, International Relations, Law, Mathematics, Neurodegenerative Research, Nutrition & Dietetics, Pharmacy, Philosophy, Psychiatry, Public Policy, Reproduction & Endocrinology, Theology & Religion, War Studies.
- Be citizens and permanent residents of the People's Republic of China at the time of applicant
- Not be currently working or studying abroad
- Hold an unconditional offer letter, at the point of nomination to the China Scholarship Council, from King's, therefore, fulfilling the relevant academic entry requirements set by King's, including a high level of English language proficiency
- Return to China at the end of the period of study and/or research

- Submit all the required application documents, which includes the admissions and funding applications to King's as well as an application directly to the China Scholarship Council (see <http://www.csc.edu.cn> for further details); and satisfy the selection criteria set out by the China Scholarship Council

Please note that:

- Existing research degree students are not eligible to apply
- These studentships cannot be held on a part-time basis

KC Wong Postgraduate Scholarship programme (KCW)

Applicants must:

- Be due to commence a full-time MPhil/PhD research degree programme during 2010/11 within one of the priority subjects as identified by the China Scholarship Council (see <http://www.csc.edu.cn> for more details)
- Hold a passport issued by the People's Republic of China and be permanent resident of mainland China at the time of application
- Not be currently working or studying in the UK
- Hold an unconditional offer letter, at the point of nomination to the China Scholarship Council, from King's
- Have a high level of English language as measured by a TOEFL paper-based test score of 600 or above (or computer-based equivalent) or an IELTS score of 6.5 or above
- Return to China at the end of the period of study and/or research
- Submit all the required application documents, which includes the admissions and funding applications to King's as well as an application directly to the China Scholarship Council (see <http://www.csc.edu.cn> for further details); and satisfy the selection criteria set out by the China Scholarship Council

Please note that:

- Existing research degree students are not eligible to apply
- These studentships cannot be held on a part-time basis

CONDITIONS & REGULATIONS OF FUNDING

CONDITIONS APPLICABLE TO ALL SCHEMES

- Awards are offered on the condition that the candidate has met/will meet all the conditions required for acceptance by his/her chosen School of study.
- Each award will be made on the assumption that there are adequate resources for the research project, and that the candidate's proposed course of study is acceptable to the department, division or School in which they wish to study.
- New awards offered in 2010 are valid only to commence in the 2010-11 academic session; deferral of an award to a later academic session is not permitted.
- Awards granted for the 2010-11 academic session cannot be used retrospectively for whole or part of any earlier session.
- Awards cannot be transferred to another institution.
- If an award-holder wishes to make a change to; a) the research project, b) the supervisor or c) department/division specified on their application form, he/she must first seek approval from the Research & Graduate School Support team. The award-holder would need to outline the changes proposed and provide confirmation of a) the department/supervisor(s) support of such changes, and b) the tuition fees (if they are different from the amount attached to the original research project). Failure to inform the Research & Graduate School Support team of such a change may impact on the continuation of an award.
- If an award-holder needs to take time out from their studies due to illness, accident, fieldwork or for any other serious cause, they must report this as soon as possible to the relevant School Office/Academic Centre to request an interruption of studies. The award-holder must also inform the Research & Graduate School Support team to request a temporary suspension of award funding. If the Research & Graduate School Support team is not informed and continues to pay for a student who is absent from their studies, a refund will be sought for overpayment, and it may also impact on the continuation of an award.
- Some awards offering partial funding cannot be held concurrently with fully-funded studentships, the rule to remember is that if two awards cover the same amount e.g. both providing funds to cover home/EU tuition fees, or full international tuition fees or annual stipends, they cannot be held concurrently e.g. a Graduate School Studentship (GSS) and a King's Alumni Bursary (KAB). However, awards such as King's International Graduate Scholarships (KINGS) can be held with the GSS, as the KINGS award provides funds which can be used towards the remaining portion of the tuition fees not covered by the GSS.
- Applicants must be aware of all the additional financial commitments involved when attending their chosen course of study at King's College London. Awards are granted on the understanding that the award-holder will take responsibility for any additional expenses incurred for the duration of study.
- An award may be terminated at any time under the following circumstances:
 - If an unsatisfactory progress report on the award-holder is received from the student's supervisor/department
 - If an award-holder ceases to be a full-time research student (this does not apply to King's Alumni Bursaries which can be held by part-time students)
 - For awards open to international students only – if an award-holder is no longer required to pay fees at the full-time international research student rate.
- **All awards covered by these conditions, with the exception of the King's Alumni Bursaries (which can be held by part-time students), may not be used to cover part-time study or Writing-up fees.**

PAYMENT OF AWARDS

- Where an award provides funds directly towards tuition fees, an internal transfer will be arranged by the Research & Graduate School Support team and no money will be paid to the award-holder.
- Where an award provides an annual student stipend, award-holders will be asked to provide their bank details and monthly payments will be made.
- Where an award can be used to cover either tuition fees or living costs, the award-holder will have the option of receiving their award directly by cheque or it can be used to off-set a proportion of tuition fees (see above)

RENEWAL OF AWARDS

- All research degree awards are granted for one year in the first instance but will be renewed, subject to the award-holder's satisfactory progress, for a second and/or third year (some subject areas are entitled for a fourth year of funding if required) – up the maximum tenure of 3 (or 4 in some instances) years, providing the award-holder is still engaged in full-time research (and excepting the circumstances stated above – termination)
- Award-holders are not required to apply for renewal of their award; the Research & Graduate School Support team will contact the relevant School Office/Academic Centre and/or supervisor(s) for a progress report. If renewal is recommended, award-holders will be notified.

SUBMISSION OF THESIS

- Award-holders are required to follow the College regulations when it comes to the submission of their thesis and completion of their research degree, which requires students to submit their thesis within 4 years (full-time equivalent) of initial registration.

HOW TO APPLY FOR GRADUATE SCHOOL PGR FUNDING

MATERIALS TO BE SUBMITTED:

Applicants must complete and submit the following documentation, as required, by the deadline of **17.00GMT, 01 February 2010**. Note that the deadline is absolute and materials received after this specified time and date will not be accepted and the applicant will be considered ineligible.

- **A Graduate School Funding Application (GSF-A)** – submitted directly to the Graduate School at graduateschool@kcl.ac.uk. For full instructions on how to complete the form please refer to information on the following pages.
- **A Graduate School Funding Research Proposal (GSF-P)** – submitted as part of the Graduate School Funding Application (GSF-A, Section 7), directly to the Graduate School at graduateschool@kcl.ac.uk. For full instructions on how to complete the form please refer to information on the following pages.
- **A Graduate School Funding PGR Reference form (GSF-R)** – submitted directly to the Graduate School at graduateschool@kcl.ac.uk, either by the applicant or by the referee. Only ONE reference will be accepted and considered. For full instructions on how to complete the form please refer to information provided on the GSF-R form. Note that references should ideally be completed on the GSF-R form, however if a reference is available on a referee's headed paper then that is also acceptable.
- **An Admissions Application form** - submitted to the admissions office via the online admissions portal at: <http://www.kcl.ac.uk/graduate/apply/>. Instructions on how to apply will be available on the website. Note to existing/current postgraduate research students at King's College London AND applicants who have previously applied for and were granted admissions but had deferred to 2010/11: You will not be required to submit another admissions application form.
- **Academic Transcripts** - submitted to the admissions office via the online admissions portal. The Graduate School Office will locate a copy of an applicant's transcript(s) from his/her online admissions application and this will be used during the funding selection process. Note to existing/current postgraduate research students at King's College London AND applicants who had previously applied for and were granted admissions but had deferred to 2010/11: You will not be required to submit copies of your transcripts to the admissions office because this should already be available on file.

Any additional documentation sent to the Graduate School will NOT be considered! Students must refrain from submitting additional materials such as Curriculum Vitae (CV), personal statements, and non-academic certificates, as they will not be retained.

NB for applicants wishing to be considered for the KC Wong Scholarship and King's-China Scholarship Council PhD Scholarship programmes, a separate application must be submitted to the China Scholarship Council by its deadline of 20 March 200.

COMPLETING THE GRADUATE SCHOOL FUNDING APPLICATION (GSF- A)

Notes of Guidance for completing the application

Only ONE Graduate School Funding Application should be submitted by an applicant to the Graduate School.

Applications will automatically be considered for the appropriate Graduate School funding schemes (see list below), subject to meeting the required eligibility criteria.

- ~ Graduate School Studentships (Arts & Sciences)
- ~ KC Wong Postgraduate Scholarship Programme
- ~ King's Alumni Bursaries (PGR)
- ~ King's Annual Fund Studentships
- ~ King's Continuation Scholarships
- ~ King's International Graduate Scholarships (PGR)
- ~ King's International Partnership Scholarships (PGR)
- ~ King's Overseas Research Studentships (KORS)
- ~ King's-China Scholarship Council PhD Scholarships

The Graduate School Funding Application will be applicable to the above mentioned funding schemes **ONLY**.

Applications should be completed in TYPE format, however, if an applicant is unable to complete the application in type form then they are permitted to complete the form by hand but this must be done in block capitals using Blue/Black ink.

Graduate School Funding Applications **MUST** be submitted electronically, i.e. in Word doc, PDF or scan format, and sent directly to the Research & Graduate School Support office by email at graduateschool@kcl.ac.uk. Upon receipt of a completed application the Research & Graduate School Support office will send an acknowledgement via email to the applicant.

Applicants are expected to complete each section of the application form as applicable. Relevant information will be extracted from the form in order to identify which funding scheme(s) an applicant is eligible for.

Section 1

This section is used to identify an applicant's admissions status and allows us to find out whether an applicant has previously studied at King's College London or is currently studying at the College.

King's Student ID Number – normally a number reference given to a student after an admissions application has been submitted. If you do not know your ID reference number then please just leave this blank.

Have you previously studied at King's College London – Please tick yes only if you have undertaken and completed a degree/qualification at King's College London in the past.

Section 2 – Personal Details

This section will provide the Graduate School with an applicant's basic details and contact information, to allow further correspondence as required.

Section 3 – Degree Programme

Information provided in this section allows the Graduate School to identify the Programme/Department/School the applicant has applied to. Schools will be contacted as part of the selection process so it is important that the correct information is provided here so that the relevant School/Department is involved. If you are unsure about what Department/School your programme falls under then please refer to the online prospectus at <http://www.kcl.ac.uk/prospectus/>

Start Date – Please enter the known start date, for current PRG students, or expected start date for the research programme that you will be undertaking at King’s College London in 2010/11.

Name of First Supervisor – Please provide the name of the known or proposed supervisor for the research programme that you have applied for. If this is unknown please leave blank. You are encouraged to make contact with your Department/School to identify your supervisor and to discuss the research project.

Section 4 – Previous Higher Education

Applicants are to provide details of any higher education that they have previously undertaken and/or are currently undertaking. Generally the information to go into this section will be information about undergraduate and postgraduate qualifications, and professional certifications.

“Higher education refers to a level of education that is provided by universities, vocational universities, community colleges, liberal arts colleges, institutes of technology and other collegiate level institutions, such as vocational schools, trade schools and career colleges, that award academic degrees or professional certifications.”

University/College – state the name of the institution(s) where the degree/qualification was undertaken

Subject(s) studied – state the title of the degree/qualification undertaken. You do NOT have to provide a break down of the individual subjects covered by the degree/qualification.

Number of years studied – state the number of years that you spent undertaking the degree/qualification.

Type of degree – examples are BA, BSc, MA, MSc, Diploma etc.

Class/Grade of degree – state class/grade that you have achieved as a result of undertaking the degree/qualification. If you did not complete the degree/qualification or have not yet completed the degree/qualification please put N/A in the relevant space.

Dates of Study (To – From) – state the dates (MM/YYYY - MM/YYYY) from start to finish for the degree/qualification e.g. 09/1998 – 05/2001. If you have not yet completed the degree/qualification then state the date that you intend to complete the degree/qualification.

Section 5 – Other Funding

Applicants are asked to note down details of other funding opportunities that they are applying for. All applicants are encouraged to apply for external funding and in particular, where applicable, applicants are strongly encouraged, and in some cases required, to apply to the relevant Research Council for funding. If an applicant is in doubt as to which opportunities are open to them they should consult with the department/division/School to which they are seeking admission prior to submitting a funding application.

Section 6 – Referee Details

An application must be supported by ONE academic reference. In this section, applicants must provide the detail for ONE referee whom they will request a reference. The Reference should be from an academic who is able to comment on an applicant’s academic ability and potential, e.g. from a previous undergraduate tutor or postgraduate taught (masters) tutor.

It is important to note that the referee most knowledgeable about your academic ability and potential should complete the reference form – GSF-R.

Section 7 – Research Proposal (GSF-P)

The Research Proposal is an essential part of your application.

It is very important that all applicants discuss with their chosen supervisor/potential supervisor or department/division their proposed topic when drafting their research proposal for this application. Applications will be assessed, in part, on the basis that such a discussion has taken place. Applicants do not have to have been formally accepted onto their chosen programme at this stage, however, an admissions application must have been submitted by the funding application deadline.

The research proposal must include sufficient information to enable the selection panel to assess an applicant's suitability for an award. Applicants should discuss:

- the theoretical background to the proposed research and its relationship to previous work in the relevant field(s),
- the significance (scientific, intellectual, practical, etc) of the proposed research
- the likely methodological approach and why it is appropriate to the aims of the project
- how their proposed research complements their previous experience and anticipates possible future research work
- why they feel their project fits with their proposed supervisors' research and the strengths of the proposed department/division/School.

The Research Proposal should be a brief outline/abstract of the research project that you intend to undertake or are currently undertaking.

Research proposals must NOT exceed 750 words in total; excluding references (please include a word count). Longer proposals or those that contain extraneous material will not be considered.

NOTE: Applicants may submit a copy of the same research proposal that was submitted with their online admissions application as long as that research proposal meets the guidelines set as above. OR, applicants can submit a different research proposal that is specifically honed for the Funding Application.

Section 8 – Other Relevant Information

Applicants are invited to include any other relevant information in this section, e.g. awards received, details regarding publications, professional and/or other qualifications, training gained and relevant work and/or industrial experience undertaken. Information must be provided within the space on the form because separate sheets will not be considered.

HOW APPLICATIONS ARE ASSESSED

Marks will be given for the quality of applicants based on:

- i) Evidence and strength of academic qualifications gained (minimum entry qualification is a 2i and/or a higher degree), and where applicable, professional qualifications and/or relevant experience;
- ii) Strength of the research proposal;
- iii) Matching of the applicant's interests with his/her supervisor or the potential supervisor if the degree programme has not yet commenced

In view of the limited number of awards and the high standard of applications received, it is expected that the possession or likely attainment of a first class or very good upper second class honours undergraduate degree (or equivalent) will be the minimum requirement.

The Selection Process:

- i) Once the deadline for receipt of applications has closed the Research & Graduate School Support office will gather and record details of all eligible applications received within the specified deadline.
- ii) The Research & Graduate School Support office will check the eligibility of all applicants and will identify the funding scheme(s) applicants will be eligible for. Applicants who are deemed ineligible for Graduate School Funding will be informed by email of the outcome.
- iii) Schools/Departments will be asked to consider eligible applications relevant to funding schemes applicable to that School/Department. Schools/Departments will be responsible for reviewing and pre-selecting candidates for further consideration by a central Graduate School Funding Selection Committee. Schools/Departments will have a limited number of applications that they can support, and any application that is supported will be ranked by the School and the School asked to provide a supporting statement for those applications. Applicants who are not supported by their School at this stage will be informed of the outcome via email.
- iv) All applicants who are supported by their School will be put forward to the Graduate School Funding Selection Committee for final selection. The selection committee will meet mid April and initial decisions will be made by the beginning of May. For each supported candidate, the following information will be considered:
 - **Graduate School Funding Application (GSF-A)**
 - **Graduate School Funding Research Proposal (GSF-P)**
 - **Graduate School Funding PGR Reference form (GSF-R)**
 - **Academic Transcript(s)**
 - **School Supporting Statement**

The Graduate School Funding Selection Committee will consider applications against the awards available.

The Committee's decision is final.

Assessment Criteria:

The selection of applicants will be based on applicants' academic calibre, research potential, strength of reference and supporting statement.

ANNOUNCEMENT OF RESULTS

As explained in the selection procedures above, candidates who are deemed ineligible for Graduate School Funding or who are not supported for final consideration by their School/Department will be informed of the outcome at those stages, as soon as the information is available to the Research & Graduate School Support office. Candidates will be informed via email of the result.

The initial outcome of the final selection stage will be announced in early May. Applicants considered for the final stage will be informed of the result by email in the first instance.

NOTE: All applicants for Graduate School Funding (PGR) should have received an outcome email by end of June.

Successful candidates will be informed of the decision via email in the first instance and will be asked to provide a decision on acceptance/decline by a given deadline. If a successful candidate fails to respond by the deadline their award will automatically be transferred to a reserve candidate. Any awards declined/not taken up will automatically be transferred to the reserve candidate next on the shortlist.

ACCEPTANCE OF AWARDS

The initial offer email sent to successful students will include instructions on how to accept the award, and the deadline for doing so. If the student is unable to take up the award, he/she should provide a reason why (this information is used for statistical purposes only).

Awards must only be accepted on the understanding that the student has read, understood and agrees to comply with the 'Conditions and regulations of award' as set out in this booklet.

Successful candidates who confirm acceptance for the award(s) will be sent an official award letter further detailing the terms and conditions of the award(s) and detailing the value of the award(s) granted.

CONTACT DETAILS

Jennie Eldridge, Assistant Registrar (Graduate School)
Chan Ha, Research & Graduate School Support Officer

Tel +44 (0)20 7 848 3376/3389

Fax +44 (0)20 7 848 3328

Email graduateschool@kcl.ac.uk

Website

Information, guidelines and application forms for Graduate School Funding (PGR) can be found on the Graduate School Funding Database at the following website: <http://www.kcl.ac.uk/graduate/funding/database/>