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| Home page of UWE Bristol | **SWDTP Application Guidance Notes** |  |
| Graduate School |

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| Application Pack |
| You will need the following documents in order to complete your application – they can be found on [www.uwe.ac.uk/graduateschool](http://www.uwe.ac.uk/graduateschool).   * Application Form for Research Degree Programmes * Research Degree Application Reference Header Sheet * Equal Opportunities Monitoring Form * CV |

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|  | Application Process |
| * Once we receive your application form along with ALL supporting documentation (references, certificates, transcripts etc) we can consider your complete application and submit it for assessment. * Your application will be reviewed by panel members (from the specific Research area) who will explore your proposal and assess whether this fits with the available scholarship opportunities * If your application is shortlisted you will be invited to attend an interview. * As part of the application process, academics from other disciplines may read your application for funding and so it is important that this summary is written with this in-mind * *Please read the following notes carefully in preparing your application.* | |

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|  | Assessment |
| * All applications will be assessed based on:   **Academic Excellence** – including grades, references, research training already undertaken and other activities/prizes  **Research Potential** – achievable within the duration of the award, understanding of the field, potential for original contribution, consideration of relevant past research and theory, and fits strategic priorities, including   * + ESRC - <http://www.esrc.ac.uk/about-esrc/mission-strategy-priorities/index.aspx>   + Chosen Faculty / School / Department   + ID pathway   **Research Proposal** - clear research question, clear understanding of demands of project, conversant in relevant/ proposed methods (or aware of methodological needs 1+3), and aware of ethical issues/ constraints on project, and the potential impact <http://www.esrc.ac.uk/research/evaluation-and-impact/what-is-impact/>  **Either one or other of the following – NOT BOTH** (guidance can be found below re: section 9 Category)   * Collaborative, Impact and Engagement Elements * Ambitious and Novel Research Proposal | |

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|  | Research Degrees Application Form |
| * The application form should be typewritten. * Please complete all questions using the text spaces provided and complete check boxes with a cross or a tick. * Please note that in sections 1-7 & 11-15 text formatting options (e.g. bullet points, italics) have been restricted, however in sections 8 & 10 these options will be active. * Please do not leave any questions blank – if the question is not applicable please write in “N/A”. In some instances, we may be required to follow up on missing information which may delay the application process. * If you have any difficulties in using the form controls on the electronic Application Form or any other issues in completing the form please get in touch using the email address at the end of this document. | |

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|  | Section 6 - English Language Qualification |
| UWE Regulations specify that ALL STUDENTS must have obtained an appropriate qualification in English Language skills before an offer can be made for a place of study (please see the following link for details: <http://www1.uwe.ac.uk/comingtouwe/internationalstudents/internationalstudyatuwe/englishlanguagerequirements.aspx> | |

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|  | Section 8 – Research Proposal |
| ***You must submit a 1,000 word proposal with your application for funding.***  The outline research proposal should address the following questions:   * Why is this subject of interest to you? What are the background problems or concerns? (This should include references to current academic literature in the field). Research in built and natural environment fields is often concerned with ‘practical’ problems. What are the problems to which this proposal is a response? Immediate problems and background issues that lie behind them should be described. * What research questions or intellectual puzzle is the research addressing? What does previous literature have to say about the issue? Research often fills gaps in knowledge. What are the gaps (if any) in this subject area? * What information does the research seek to obtain? What research methods will be used? * What is the relevance of the proposed research to policy or practice? How might the research make a contribution to the improvement of policy, to the improvement of working practices, or to our understanding of the problem? * Please make sure you keep within the word limit (500-1000 words) for your Research Proposal. The academic assessors will use this section as an indicator of your ability to succinctly communicate technical information and/or summarise the research literature and your potential contribution. * Please be aware that you should provide bibliographic references along with your proposal. **THIS WILL NOT BE INCLUDED IN THE WORD COUNT.** * If you submit a proposal significantly over the word count your application may not be considered for shortlisting * Please note that your application **WILL NOT BE CONSIDERED** without Section 9 or a separate attachment included. * It is essential that you describe the research you wish to undertake in as much detail as possible **within the word limit specified**. Potential supervisors use this to assess the merit of the application but also the ability of the applicant to communicate information succinctly. An interview is offered only if the proposed research is deemed feasible and a suitable supervision team is available to provide effective support. | |

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|  | Section 9 – Category |
| Each candidate needs to indicate which category they wish to be considered against. You need to choose ONE of the following:   * **Collaborative, Impact and Engagement Elements**\* - important factors include relevant external partner identified, collaboration plan (with partner), impact, and awareness of opportunities and challenges that external collaborations bring. Various relevant ESRC links include:   Collaboration <http://www.esrc.ac.uk/collaboration/>  Knowledge exchange activity <http://www.esrc.ac.uk/collaboration/knowledge-exchange/index.aspx>  Impact <http://www.esrc.ac.uk/research/impact-toolkit/>  Evaluation and Impact http://www.esrc.ac.uk/research/evaluation-and-impact/  [\*NOTE: The ESRC continue to emphasise the importance of collaboration with non-academic public, private and civil-society sector organisations. Applications should highlight any relevant forms of knowledge exchange and collaborative working with an external (non-academic) public, private or civil-society sector organisation e.g. Co-funding, Internships, Placements or Contribution in terms of time, resources, access to data, etc. Collaboration must include substantive knowledge exchange and not just one-way engagement (e.g. data collection)]   * **Ambitious and Novel Research Proposal** - important factors include novelty/fresh ideas, new concepts / techniques with the potential for significant scientific or societal and economic impact, innovative or even untested methods within the context of the particular project, involve multiple or unusual disciplinary combinations both within and beyond the social sciences, and accessing difficult/challenging data or generating new data in challenging settings. | | |

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|  | Section 10 - Research Training and Analysis |
| * Each PhD student is required to achieve a minimum of 60 credits (MPhil 40 credits) in taught modules during their research study. * A training needs analysis will take place at the beginning of the study period to determine what training (if any) will be needed. | |

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|  | Section 12 – Additional Funding |
| * Students are able to claim additional funding during their studies for the following: * difficult language training, * overseas institutional visits * overseas fieldwork * However, these can only be claimed if details are included in the section 12 of the application form. You should refer to the SWDTC Information for Current Students at <http://www.swdtc.ac.uk/information_for_current_students/> for more information on the different funds available. | |

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|  | Section 13 - References |
| We require you to submit 2 references – one of which must be an academic referee from the institution that conferred your highest degree.   * When providing contact details for academic referees please ensure you provide institutional addresses rather than personal email accounts. * We would prefer your referees to submit their references directly to us using the Reference Header Sheets, (available on [www.uwe.ac.uk/graduateschool](http://www.uwe.ac.uk/graduateschool)) on headed paper from their respective institution. **Please make sure you complete Section A of the Header Sheets yourself.** * Only references written for this application at UWE can be accepted. References written for other institutions or dated in the past cannot be considered. * If you are not including your references with your application, please indicate this on the checklist in section 14 of the application form so that we know they are forthcoming. * Only once references have arrived can we consider your application ’complete’. If we experience a delay in receiving these documents we may be in touch to inform you that your chosen referees may need to be contacted again. | |

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|  | Other Supporting Documentation |
| * Please ensure a copy of your curriculum vitae (CV) is securely attached with the application form. * Please ensure that all copies of supporting documentation (certificates, transcripts, references) are securely attached along with your application form. Only once this information arrives can your application be considered complete. * Although we provisionally accept copies of your documentation please be aware that we will request to view the original documents before admission can be confirmed. | |

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|  | Graduate School Contact Details |
| Please send your application (or direct any queries you may have about your application) to the postal or email address below:  Email: [Graduateschool@uwe.ac.uk](mailto:Graduateschool@uwe.ac.uk)  UWE Graduate School  Research, Business and Innovation  University of the West of England, Bristol  Coldharbour Lane  Frenchay, Bristol  BS16 1QY | |