



Arts & Humanities  
Research Council

South, West  
& Wales  
Doctoral  
Training  
Partnership

# **South, West and Wales Doctoral Training Partnership 2**

## **Eligibility and Application Guidelines for Collaborative Doctoral Awards**

**2018/19**



## Context

The AHRC-funded South, West and Wales Doctoral Training Partnership 2 (SWW2) is a ten-strong consortium of leading research universities and an independent research organisation, and multiple arts, heritage, cultural and creative economy partners, working together to develop researchers who are equipped for a wide range of careers through the acquisition of research-based, employability and entrepreneurial skills. SWW2 is designed to route our researchers into productive careers whether in academia or professional practice. We provide bespoke support and training tailored to your project and your career aspirations, enriched by the world-class expertise and state-of-the-art resources offered through the partnership.

SWW2 students also benefit from a unique enhanced training programme has been specifically designed to develop the essential disciplinary, multi-disciplinary, and interpersonal skills that researchers in the arts and humanities require to be successful. You will benefit from bespoke individual training along with collective cohort development, which offers students opportunities to engage in interdisciplinary debate with their peers, academics from across the consortium, and external speakers who are experts in the field.

## Collaborative Doctoral Awards

Collaborative Doctoral Awards (CDAs) are doctoral studentship projects, which are developed by consortium academics working in collaboration with an organisation outside of higher education. The supervisory team is pre-determined and consists of two consortium academics and a member of the partner organisation.

CDAs provide students with an opportunity to gain first-hand experience of work outside the university environment and enhance the employment-related skills and training which a student may gain during the course of their award.

The SWW2 consortium will award up to three Collaborative Doctoral Awards in the Arts and Humanities for start in September 2019. The projects are advertised on the [SWW2 website](#) but the selection process to identify the most suitable candidate to undertake the research is coordinated and managed by the institution of the home HEI supervisor.

Contact details for the candidate selection stage of the process can be found within each of the project details that are advertised on the [website](#).

Please note, the following conditions apply to the recruitment of a candidate to a Collaborative Doctoral Award:



- Student eligibility, and terms and conditions, are the same as those attached to all AHRC DTP studentships.
- **All applicants must complete the standard application form on the SWW2 application system (<https://swwdtp.fluidreview.com/>) by 18th January – should you wish to be considered in the student-led award competition with your own project (should you not be successful in the CDA competition), please complete the research project proposal section of the form with your own project and accompanying personal statement without reference to the CDA. If you do not wish to be considered in the student-led competition, please state ‘CDA applicant’ in these two sections (full information on the SWW DTP application form and system requirements for this stage of the process can be found on pages 7-10 of this document).**
- The supervisory team (both HEI and partner supervisors) plus an independent moderator will undertake the selection process to identify the best student for the project (using the SWW2 CDA Student Assessment Criteria – please see appendix 1), and shortlisted applicants will be interviewed – please see pages 11-12 for information on this process.
- If a candidate is selected through the process above, the studentship and award is not guaranteed at this stage but is contingent on approval from the CDA Panel and Awarding Panel.
- Candidates who are not selected to undertake the CDA will be considered in the student-led competition providing they have submitted their own research proposal, as described above.
- If a project fails to recruit a student, then the scholarship will be returned to the open competition.

## Studentships

1. SWW DTP2 studentships entitle both UK and EU doctoral students to a tuition fee award of £4,260 per annum at 2018/19 rates (or part-time equivalent). UK students will receive a maintenance award of £14,777 per annum at 2018/19 rates (or part-time equivalent), for three years as standard (or part-time equivalent) *unless significant training needs or placement opportunities are identified outside of the requirements of the Collaborative Doctoral Award*. Students from the EU are only eligible for a fees-only award from the AHRC, however, the SWW DTP2 consortium may provide EU students awarded a studentship for



September 2019 entry with a maintenance stipend to the level of that offered by the AHRC to UK students.

2. Part-time students should contact their proposed home institution for more information about the part-time equivalent of the full-time studentship.

3. The period of studentship is three years as standard (or part-time equivalent) *unless significant training needs or placement opportunities are identified outside of the requirements of the Collaborative Doctoral Award*. The period of the studentship will be determined by the individual circumstances of the applicant and additional support up to a total of 12 months (or part-time equivalent) may be provided to facilitate training or placement opportunities undertaken during the period of PhD registration. Applicants should indicate any development needs and/or any placement plans *outside of the requirements of the Collaborative Doctoral Award* to the proposed supervisory team and be prepared to discuss them at interview. The AHRC requires all full-time students to submit their project within four years of their initial registration (or part-time equivalent), regardless of whether an extension to the studentship period is granted.

4. CDA students receive an additional stipend payment of £550 per annum. This is intended to help towards any additional costs incurred by CDA students due to the need to work both at the home HEI and the non-HEI partner site. CDA studentship holders can also benefit from additional funding opportunities to support their training, professional development and primary research costs that cannot be reasonably met by the non-HEI partner, the HEIs involved in the project or the consortium as a whole. Any significant essential research costs are expected to be accounted for in the project proposal.

### **Eligibility**

5. The DTP welcomes and encourages single-subject and interdisciplinary CDA applications that are identifiably located within the subjects listed below.

- Archaeology
- Classics
- Cultural and Museum Studies
- History
- Law and Legal Studies
- Philosophy
- Political Science and International Studies (Diplomacy & International Relations)
- Theology, Divinity and Religion
- Visual Arts: Art History
- Cultural Geography
- Design
- Visual Arts: Fine Art History, Theory and Practice
- Visual Arts: Applied Arts History, Theory and Practice



- Visual Arts: Digital Arts & Photography History, Theory and Practice
- Visual Arts (covering Art Theory & Aesthetics; Community Art; Installation and Sound Art History, Theory and Practice; Film-Based and Time-Based History, Theory and Practice)
- Languages and Literature: Creative Writing
- Media: New Media/Web-Based Studies
- Media: Film History, Theory and Criticism
- Music
- Media: Television History, Theory and Criticism
- Languages and Literature: Ethnography and Anthropology
- Dance
- Drama and Theatre Studies
- Cultural Studies (Policy, Arts Management and Creative Industries)
- Languages and Literature (including American Studies, Life-writing, History and Development of English Language, Literary and Cultural Theory, Post-Colonial Studies, Comparative Literature, Medieval Literature, Comparative Studies, Gender and Sexuality)
- Languages and Literature: Asiatic & Oriental Studies
- Languages and Literature: Celtic Studies
- Cultural Studies and Popular Culture
- Languages and Literature: English Language and Literature
- Languages and Literature: French Studies
- Languages and Literature: Hispanic, Portuguese and Latin Studies
- Interpreting and Translation
- Languages and Literature: Italian Studies
- Media: Journalism and Publishing
- Linguistics
- Languages and Literature: Middle Eastern and African Studies
- Languages and Literature: Russian, Slavonic and Eastern European Studies
- Languages and Literature: German Studies (including Dutch and Yiddish)

**Practice-led research:** Creative output can be produced or practice undertaken as an integral part of a research process. The AHRC expects this practice to be accompanied by some form of documentation of the research process, as well as some form of textual analysis or explanation to support its position and to demonstrate critical reflection. Creativity or practice which involves no such processes is not eligible for support from the AHRC. For research to be considered as practice-led, the student's own practice must be an integral part of the proposed project, and the creative and/or performative aspects of the research should be made explicit. The research carried out should bring about enhancements in knowledge and understanding in the discipline, or in related disciplinary areas.

Interdisciplinary applications will receive cross-subject assessment, where applicable, providing the application can be assessed by specialists in the areas listed above.



Please note, the DTP accepts interdisciplinary applications between the subjects listed above and other non-arts and humanities subjects, providing the approach and methodologies used are primarily situated within the arts and humanities and the home supervisor and programme of PhD study is based in the subjects above.

6. SWW DTP2 CDA studentships are open to full-time and part-time applicants who are deemed UK / EU. Students in full-time employment during their PhD are not eligible for a stipend of any kind from the Research Councils. A student in part-time employment during their PhD may be eligible for a part-time award. Part-time effort should not be less than 50% of full-time FTE.

7. We are looking for students from the UK or EU with evidence of exceptional promise for PhD study. The CDA project will benefit from the expertise we can offer in and across a range of subjects and from our rich archival resources and the network of professional partners.

A student should have gained an undergraduate degree (usually an Honours degree, such as a BA, BMus, BSc, LLB or equivalent) from a recognised university, or be an undergraduate expecting to graduate prior to the studentship being taken up.

If the student subsequently fails to gain an undergraduate degree, they are not entitled to receive AHRC studentship funding. Students without an undergraduate degree may be considered for an AHRC studentship only if they are able to demonstrate substantial equivalent and relevant experience that has prepared them to undertake their proposed course of study. In addition, those applying for a doctoral studentship should normally have, or be studying for, a Master's degree or similar postgraduate qualification.

Where a student is studying for a Master's degree or similar postgraduate qualification, they should have met all the course requirements prior to the start date of their AHRC doctoral studentship.

If a student does not have experience of formal postgraduate study, they may be eligible for a studentship only if they can demonstrate evidence of sustained experience beyond undergraduate degree level that is specifically relevant to their proposed research topic, and could be considered equivalent to Master's study.

The DTP must receive evidence as to how the training and development the student has received is equivalent to that obtained through a Master's course and, therefore, prepares them to continue to doctoral study.

8. Students in full-time employment during their PhD are not eligible for a stipend of any kind from the Research Councils. If a student is employed full-time, they are considered to have the necessary financial support in place to undertake their studies.



## 9. Residence requirements

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

There are residence requirements for research council funding for postgraduate research. These are based on the Education (Fees and Awards) (England) Regulations 2007 and subsequent amendments. Normally to be eligible for a full award a student must have no restrictions on how long they can stay in the UK and have been ordinarily resident in the UK for at least 3 years prior to the start of the studentship (with some further constraint regarding residence for education). For further information regarding residence requirements, please see the regulations. These include further information, for example about refugees, migrant workers, residence for education and EEA nationals.

To be eligible for a fees only award:

Students from EU countries other than the UK are generally eligible for a fees-only award. To be eligible for a fees-only award, a student must be ordinarily resident in a member state of the EU; in the same way as UK students must be ordinarily resident in the UK.

These eligibility criteria are based on the Education (Fees and Awards) (England) Regulations 2007 and subsequent amendments.

The SWW DTP2 consortium may provide EU students awarded a studentship for September 2019 entry with a maintenance stipend to the level of that offered by the AHRC to UK students.

10. Please note that a student who has already commenced doctoral study may apply for funding for the remainder of their study, providing that, at the start of the AHRC award, they will have at least 50% of their period of study remaining (excluding the fourth 'writing up' year (or part-time equivalent)).

11. Please note, applicants from EU countries will be notified immediately of any change of status as a result of UK government policy.

## The SWW DTP2 CDA Application

The studentship application form is designed to provide all the information needed for a rigorous review process. The guidance that follows will help you prepare your application.

**Please note that by making an application to the SWW DTP2 you are applying for a studentship only. You will still need to make a separate application to your choice of home institution for your place. You do not need to wait for the outcome of your SWW DTP2**



**application before applying to your home institution, but can complete the application processes concurrently. If awarded a studentship, you must ensure that you have a confirmed place at your choice of home institution by the start of the award.**

12. CDA candidates must submit an SWW DTP2 studentship application through our online application system (see pg. 3).

13. Applications may be submitted at any time until 11.59pm on Friday 18<sup>th</sup> January 2019,

**14. Please note that your two nominated referees must upload their references before you can submit. Please therefore ensure that their references are completed before the application deadline so that you can submit on time. We advise that you communicate with your referees about this process to ensure they are aware of the deadline requirement.**

15. Once an application form is submitted, **you will not be able to edit the contents.** Please make sure all the supporting documents required are uploaded to your application at the point of submission. You will be unable to edit your application after submission. Please see pages 9-12 for subsequent CDA proposal submission process.

16. Applications will not begin to be assessed until after the submission deadline. Please note that if you are unsuccessful in the CDA selection process and have submitted a student-led award application you will be required to attend an interview should you progress to the final stage of assessment of the student-led competition.

17. Application Timeline:

Application System Opens	Monday 3 <sup>rd</sup> December
Application Deadline	Friday 18 <sup>th</sup> January, 11.59pm
Notification of awards	Friday 12 <sup>th</sup> April
Deadline for awardee acceptance	Monday 29 <sup>th</sup> April

18. Content of application form:

- Personal information
- Current/previous education
- Current/previous employment
- Proposed home institution and supervisor
- Proposed co-supervising institution and supervisor
- Subject area(s)
- Research project proposal (maximum 1000 words)
- Practice-based applicants only –additional material
- Any placements you would like to undertake with our partners (maximum 300 words)
- Personal statement (maximum 300 words)





- Diversity information
- 2 x references
- Certificates of education

19. Please make sure you have received confirmation from the supervisory team that you are the selected candidate to undertake the project before completing an application.

### **Writing a Research Proposal and Personal Statement for the SWW DTP2**

Should you wish to be considered in the student-led award competition with your own project (should you not be successful in the CDA competition), please complete the research project proposal section of the form with your own project and accompanying personal statement without reference to the CDA, using the guidance below. If you do not wish to be considered in the student-led competition, please state 'CDA applicant' in these two sections. Please note, if you submit a student-led award application and are subsequently selected to undertake a CDA project, you will need to choose which application to proceed with – it is not permissible to have an application in both competitions.

#### **Purpose of the Research Proposal**

20. The purpose of the research project proposal is to show why and how you will undertake an academic piece of research which will be original, based on critical assessment, add to the existing body of knowledge and is do-able in the required timeframe. The research proposal should describe the research problem you plan to address (question/s or hypothesis), state why it is important and outline the research methods you plan to use and why they are appropriate and feasible. The research hypothesis or question/s must be sufficiently narrow and specific so as to be answerable within the period of time available for completing your thesis.

#### **Content of the Research Proposal**

21. There is no one right way to write a research proposal, however your proposal should aim to cover:

- Working project title
- The overall theme of your topic and why it is of interest to you, and of interest more widely.
- The hypothesis that you will test, or the research question or questions you plan to answer
- Why you think the research is worth doing
- A brief, selective and critical review (assessment of strengths and weaknesses) of the relevant literature to show your understanding of the main debates and issues in your research area and how your proposed research will add to, or reconceptualise, this.



- How you will do the research - the methodology you propose to use, and its appropriateness for answering your research question/s or testing your hypothesis
- When you have written your first full draft read back over it and critically assess whether or not you have written a plausible proposal

### Format

22. While content is of primary importance, the format of your research proposal also needs attention

- The research project proposal must be **no longer than 1000 words**. Please do not include a bibliography here – you can upload it via your main task list.
- Avoid jargon, use clear simple English, it should be understandable by non-experts
- Ensure you use correct grammar and spelling

### Practice-based applicants – additional material

23. We invite you to provide links to additional material to demonstrate the practical/creative skills that you possess – for instance, a portfolio of visual evidence or a show reel, or links to websites or reviews of your work by other people. Videos should be no longer than 30 minutes. You should explain how this supplementary evidence demonstrates your ability to undertake sustained practice-led doctoral study.

### Format

24. A character count of 1000 characters applies.

### Personal Statement

25. The personal statement for the SWW DTP2 application, as opposed to a standard PhD application, needs to focus on how you will benefit from what the SWW DTP2 provides and what makes you stand out in an extremely competitive field. This extends beyond funding and includes making use of cross-supervisory relationships, the DTP's approach to partnerships, and the training and activities associated with the SWW DTP2. It is not expected that you have fully formed plans at this stage, simply that you are aware of, and open to, the possible synergies these resources may create with your research as it matures through your PhD.

### Format

26. Your personal statement must be **no longer than 300 words**.

### Assessment Criteria



27. Your application will be assessed holistically using the following criteria:

- Preparedness or promise for doctoral research
- Quality of the research project proposal
- DTP alignment (an awareness of, and engagement with, the benefits and opportunities of the SWW DTP2 programme)

### **Selection process to identify the most suitable candidate for the CDA project and development of the CDA project proposal**

The supervisory team (both HEI and partner supervisors) plus an independent moderator will undertake the selection process to identify the best student for the project (using the SWW2 CDA Student Assessment Criteria – please see appendix 1), and shortlisted applicants will be interviewed. **Please contact the named supervisory team (details can be found within each CDA project proposal on the SWW DTP website) for details regarding this stage of the process.**

The selected candidate will write a CDA research project proposal (1500 words max.) in conjunction with the supervisory team and an accompanying personal statement (300 words). Both pieces of writing will be submitted to the SWW DTP by email ([swwdtp-enquiries@bristol.ac.uk](mailto:swwdtp-enquiries@bristol.ac.uk)) by 31<sup>st</sup> January 2019.

### **Purpose of the CDA Research Proposal**

28. The purpose of the research project proposal is to show why and how you will undertake an academic piece of research which will be original, based on critical assessment, add to the existing body of knowledge and is do-able in the required timeframe. The research proposal should describe the research problem you plan to address (question/s or hypothesis), state why it is important and outline the research methods you plan to use and why they are appropriate and feasible. The research hypothesis or question/s must be sufficiently narrow and specific so as to be answerable within the period of time available for completing your thesis. The proposal should also address why you are the most appropriate candidate to undertake this particular CDA project, what you will bring to the project and the enhanced skills you will develop by undertaking a/this Collaborative Doctoral Award.

29. There is no one right way to write a research proposal, however your proposal should aim to cover:

- Working project title
- The overall theme of your topic and why it is of interest to you, and of interest more widely.
- The hypothesis that you will test, or the research question or questions you plan to answer



- Why you think the research is worth doing
- A brief, selective and critical review (assessment of strengths and weaknesses) of the relevant literature to show your understanding of the main debates and issues in your research area and how your proposed research will add to, or reconceptualise, this.
- How you will do the research - the methodology you propose to use, and its appropriateness for answering your research question/s or testing your hypothesis
- Why you are the most appropriate applicant to undertake this particular CDA project and how your experience and skills have shaped the originally advertised project proposal
- What the enhanced skills are that you will develop by undertaking this particular CDA project and how will this contribute to your specific career goals.
- When you have written your first full draft read back over it and critically assess whether or not you have written a plausible proposal

### Format

30. While content is of primary importance, the format of your CDA research proposal also needs attention

- The research project proposal must be **no longer than 1500 words**. Please do not include a bibliography here – you can upload it via your main task list.
- Avoid jargon, use clear simple English, it should be understandable by non-experts
- Ensure you use correct grammar and spelling

### Personal Statement

31. The personal statement for the SWW DTP2 application, as opposed to a standard PhD application, needs to focus on how you will benefit from what the SWW DTP2 provides and what makes you stand out in an extremely competitive field. This extends beyond funding and includes making use of cross-supervisory relationships, the DTP's approach to partnerships (beyond the non-HEI CDA partner), and the training and activities associated with the SWW DTP2. It is not expected that you have fully formed plans at this stage, simply that you are aware of, and open to, the possible synergies these resources may create with your research as it matures through your PhD.

### Assessment Criteria

32. Your CDA application will be assessed holistically using the following criteria:

- Preparedness or promise for doctoral research
- The applicant's fit to the project and capacity to develop skills and enhance their employability



- DTP alignment (an awareness of, and engagement with, the benefits and opportunities of the SWW DTP2 programme)

## Appendix 1 – Expanded Assessment Criteria

### CDA Student Assessment Criteria

#### 1. Preparedness or promise for doctoral research

##### Selection criterion:

***"Aptitude for advanced academic research in the discipline(s) central to the proposed research project which may be evidenced by current or completed performance in an undergraduate degree and research preparation master's programme and/or another form of preparation or training for research."***

Score	Descriptor
5	Exceptional, showing outstanding aptitude
4	Excellent, showing a high degree of aptitude
3	Very good, showing potential for doctoral research
2	Good, showing some potential for doctoral research
1	Showing marginal potential for doctoral research

#### 2. The student fit to the project and capacity to develop skills and enhance their employability

##### Selection criterion:

***'Suitability of the student to the project and capacity to develop skills and enhance their employability.'***

Score	Descriptor
5	Outstanding fit to the project and capacity to develop skills and enhance employability
4	Excellent fit to the project and capacity to develop skills and enhance employability
3	Very good fit to the project and capacity to develop skills and enhance employability
2	Good fit to the project and capacity to develop skills and enhance employability
1	Insufficient fit to the project and capacity to develop skills and enhance employability

#### 3. DTP alignment

##### Selection criteria:

***An awareness of and engagement with:***



- a) the benefits offered by supervisory arrangements consisting of a partner supervisor and two HEI supervisors (usually across two universities)***
- b) the project-related, personal and professional development opportunities of the DTP's training provisions***
- c) the research development scope offered by the DTP's approach to partnerships***
- d) the thematic research environment and enabling methods.***

<b>Score</b>	<b>Descriptor</b>
5	Excellent evidence of alignment with the aims of the DTP
4	Strong evidence of alignment with the aims of the DTP
3	Good evidence of alignment with the aims of the DTP
2	Some evidence of alignment with at least one aim of the DTP
1	No evidence of alignment with the aims of the DTP