

King's College London
Graduate School Administered
Funding Schemes:

Postgraduate Taught degree programmes (PGT)

2012/13 Guidelines for Applicants

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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 postgraduate taught masters (PGT) degree programme.

These guidelines have been produced to provide detailed information relating to the schemes listed out below. All listed schemes will apply only to students who are due to commence their master's degree in the 2012/13 academic session (that is, commencing any time between September 2012 and July 2013). These **do not** cover current master's degree students.

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:

| Scheme | Approx number available | Value |
|--|-------------------------|--------------------------|
| King's Africa Masters Scholarship | 1 | £5,000 |
| King's Alumni Bursaries - PGT | 35 | 20% towards tuition fees |
| King's International Graduate Scholarships - PGT | 15 | £10,000 |
| King's International Partnership Scholarships - PGT | 5 | £5,000 |
| King's Santander Masters Scholarships | 4 | £5,000 |
| King's Santander Formula Scholarship | 3 | €5,000 |
| F Kenneth Hare Memorial Scholarship for Canadian students | 1 | £1,000 |
| Friends of King's College London Association Scholarship (USA) | 1 | US\$2,000 |
| King's-AHRC Research Preparation Masters Awards | 14 | Home/EU fees + stipend |

ELIGIBILITY CRITERIA

CRITERIA APPLICABLE TO ALL SCHEMES

Applicants must:

- Be planning to commence a postgraduate taught masters degree programme at King's College London for the 2012/13 academic session;
- Complete and submit the required application documentation by the stated funding deadline
- Be expected to possess/attain a first class or very good upper second class (2:1) honours degree for their undergraduate qualification.
- Be expected to meet the College's admissions requirements regarding language proficiency
- Be selected on academic merit

Types of degrees eligible for funding are: all taught masters, MRes and MPhilStud programmes

Types of degree programmes ineligible are: distance learning programmes and all research degree programmes.

SCHEME SPECIFIC CRITERIA:-

King's Africa Masters Scholarship (KINGS AFRICA)

Applicants must:

- Be due to commence a full-time postgraduate masters programme or MPhilStud programme at King's College London during the 2012/13 academic year
- Be of African nationality
- Be liable to pay tuition fees at the full international/overseas rate

Please note that:

- Existing postgraduate masters degree students are not eligible to apply
- These studentships cannot be held on a part-time basis
- Students must be currently living within their home country in order to be eligible
- Students who have previously studied outside of their home country are not eligible
- Subject to satisfactory progress, this award is valid for the full duration of the postgraduate programme.

King's Alumni Bursary (KAB - PGT)

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) at King's College London, and any person who is or has been a registered member of staff at King's College London.
- Be due to commence a full-time or part-time postgraduate masters programme or MPhilStud programme at King's College London during the 2012/13 academic year

Please note that:

- Existing postgraduate masters degree students are not eligible to apply
- Subject to satisfactory progress, this award is valid for the full duration of the postgraduate programme.
- Alumni who are/were staff at the college will be required to provide confirmation of employment, as proof, in order to be considered

King's International Graduate Scholarships (KINGS - PGT)

Applicants must:

- Be due to commence a full-time postgraduate masters programme or MPhilStud programme at King's College London during the 2012/13 academic year
- Be liable to pay tuition fees at the full international/overseas rate

Please note that:

- Existing postgraduate masters degree students are not eligible to apply
- These studentships cannot be held on a part-time basis
- Subject to satisfactory progress, this award is valid for the full duration of the postgraduate programme.

King's International Partnership Scholarships (KIPS - PGT)

Applicants must:

- Be currently studying at one of the College's partner institutions: University of North Carolina at Chapel Hill, USA, University of California, San Francisco, USA, University of Hong Kong, National University of Singapore, Jawaharlal Nehru University, India, University of Sao Paulo, Brazil or Renmin University of China
- Be due to commence a full-time postgraduate masters programme or MPhilStud programme at King's College London during the 2012/13 academic year

Please note that:

- Existing postgraduate masters degree students are not eligible to apply
- These studentships cannot be held on a part-time basis
- Subject to satisfactory progress, this award is valid for the full duration of the postgraduate programme.

King's Santander Masters Scholarships (SANT)

Applicants must:

- Be a citizen of one of the following countries: Argentina, Brazil, Chile, Colombia, Mexico, Peru, Portugal, Puerto Rico, Spain, Uruguay, Venezuela
- Be due to commence a one year full-time postgraduate taught masters programme at King's College London during 2012/13

Please note that:

- Existing postgraduate masters degree students are not eligible to apply
- This award offers a one-off payment only
- Successful scholars who fail to complete, or fail their course will be expected to repay the full sum of funds to King's College London for re-use as another Scholarship.

King's Santander Formula Scholarship (F-SANT)

Applicants must:

- Be of Brazilian nationality and have studied at a Brazilian university
- Be due to commence a one year full-time postgraduate taught masters programme at King's College London during 2012/13

Please note that:

- Existing postgraduate masters degree students are not eligible to apply
- This award offers a one-off payment only
- Successful scholars who fail to complete, or fail their course will be expected to repay the full sum of funds to King's College London for re-use as another Scholarship.

F Kenneth Hare (for Canadian students) Memorial Scholarship (FKH)

Applicants must:

- Be Canadian nationals and domiciled in Canada at the time of their application
- Be due to commence a one year full-time postgraduate taught masters programme at King's College London during 2012/13

Please note that:

- Existing postgraduate masters degree students are not eligible to apply
- This award offers a one-off payment only

Friends of King's College London Associate Scholarship (USA)

Applicants must:

- Hold American nationality and be domiciled in the USA at the time of their application
- Be due to commence a one year full-time postgraduate taught masters programme at King's College London during 2012/13

Please note that:

- Existing postgraduate masters degree students are not eligible to apply
- This award offers a one-off payment only

King's AHRC Doctoral Award Studentships

Applicants must:

- Be due to commence a full-time or part-time masters or MPhilStud degree programme during 2012/13, or be entering into the second year (full-time equivalent) of an MPhilStud degree programme
- Be eligible for home/EU tuition fees only
- Plan to undertake a masters or MPhilStud degree within one of the following AHRC Subject Area Panels - Classics & Ancient History; English Language & Literature; Film Studies & Television Studies; French Language & Culture; History; Iberian & Latin American Language & Culture; Law; Music; Philosophy; Religious Studies (see <http://www.kcl.ac.uk/study/pg/funding/sources/ahrc.aspx> for more details)

Please note that:

- International/overseas fee paying students are not eligible
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CONDITIONS & REGULATIONS OF FUNDING

CONDITIONS APPLICABLE TO ALL SCHEMES *except AHRC which have specific terms and conditions attached (see below)*

- 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 degree programme.
- New awards offered in 2012 are valid only to commence in the 2012/13 academic session; deferral of an award to a later academic session is not permitted.
- Awards granted for the 2012/13 academic session cannot be used retrospectively for whole or part of any earlier session.
- Awards cannot be transferred to another institution.
- An award-holder must be registered as a full-time student for the length of their Masters degree (with the exception of the King's Alumni Bursary, which can be held for part-time study).
- If an award-holder wishes to make a change to; a) the degree programme project, or b) 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/tutor(s) support of such changes, and b) the tuition fees (if they are different from the amount attached to the original degree programme). 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 Research Council studentship and a King's Alumni Bursary (KAB). However, awards such as King's International Graduate Scholarships (KINGS) can be held with the KAB, as the KINGS award provides funds which can be used towards the remaining portion of the tuition fees not covered by the KAB.
- Award-holders who receive funding from alternative source(s) will be required to disclose details of those funds to the Graduate School so that an assessment can be made regarding any potential overlap of funding.
- 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 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 student rate.
 - If an award-holder receives other overlapping funding

Research Council studentships are subject to specific terms and conditions, details of which can be found via the following web link:

- **AHRC** <http://www.ahrc.ac.uk/FundingOpportunities/Pages/currentpostgraduateawardholders.aspx>

HOW TO APPLY FOR GRADUATE SCHOOL PGT FUNDING

MATERIALS TO BE SUBMITTED:

Applicants must complete and submit the following documentation, as required, by the deadline of **17.00GMT, 01 March 2012**. 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.

- **Step 1. Admissions Application:** Applicants must complete and submit an online admissions application via the admissions portal <https://myapplication.kcl.ac.uk/>. This must include the following:
 - **Academic References** – all admissions applications require two supporting references. If the applicant is relying on his/her referees to submit references directly to the College after he/she has submitted his/her admissions application then the applicant must ensure that their chosen referees are made aware of the funding deadline. We will allow an additional 2 weeks after the funding deadline for referees to submit their references as part of the admissions application.
 - **Academic Transcripts** – where applicable, academic transcripts must be submitted with the online admissions application. We will allow an additional 2 weeks after the funding deadline for supporting transcripts to be provided.

Please note: Students who had previously applied/deferred entry will not be required to submit an admissions application again.

- **Step 2. GS Online Funding Form:** once an admissions application has been submitted, applicants must complete and submit a separate online funding form to the Graduate School via the link: <https://www.kcl.ac.uk/forms/graduate/gsfunding-form.html>.
- **Step 3. GS Funding Case for Support Form:** in addition to the online funding form, applicants must also complete a 'Case for Support form' and submit this directly to the Graduate School at graduateschool@kcl.ac.uk, stating reference: 'GS PGT CASE 2012/13 - [YOUR NAME]', in subject field of email. The template form is downloadable via the link: <http://www.kcl.ac.uk/study/pg/funding/sources/pgt.aspx>

ALL THREE STEPS MUST BE COMPLETED IN ORDER TO BE CONSIDERED FOR FUNDING

Please note: Applicants are responsible for ensuring all relevant documents are submitted by the stated deadline. Where a funding application does not include all required documentation, which includes the submission of an admissions form, it will automatically be considered as ineligible.

COMPLETING THE REQUIRED DOCUMENTATION

Notes of guidance for completing the required documentation for Graduate School funding schemes

Step 1. Admissions Application

Applicants are expected to complete each section of the admissions application as required for their programme of choice. Relevant information will be extracted in order to identify which funding scheme(s) an applicant is eligible for. Any queries relating to the admissions application process should be directed to the relevant Admissions Team:

- Centre for Arts & Sciences Admissions: <http://www.kcl.ac.uk/campuslife/services/casa/index.aspx>
- Health Schools Admissions Centre: <http://www.kcl.ac.uk/health/study/hsac/index.aspx>

Step 2. GS Online Funding Form

The information requested as part of this form will enable an initial assessment to be made on an applicant's eligibility for funding. It is an essential part of the funding application process and without this information the Research & Graduate School Support office will not be able to make the necessary assessments and therefore will consider an application invalid.

Step 3. GS Case for Support

The Case for Support is an essential part of your application, and includes a personal statement.

'The degree programme you are applying for'

- Please provide details of the department or division in which you wish to undertake your postgraduate taught degree programme.

'Summary of Academic Qualifications'

- Please include details of all university/higher education qualifications you completed and/or are currently undertaking. Please note that this information will be cross checked against the information provided on transcripts submitted with your online admissions application.

'Other awards, prizes, achievements and/or professional qualifications'

This section allows applicants to provide additional 'relevant' information which is not captured elsewhere within the form and that may help strengthen their application.

'Research Council Eligibility'

If you wish your application to be considered for AHRC research preparation masters funding you **MUST** complete this section. In order to determine whether you are eligible please see the relevant website (see below) for full details of the subject areas covered by these schemes.

- For details of which AHRC Subject Area Panels are eligible please see <http://www.kcl.ac.uk/study/pg/funding/sources/ahrc.aspx>

'Personal Statement'

The personal statement must include sufficient information to enable a selection panel to assess an applicant's suitability for an award. All applicants should outline:

- the reasons behind their choice of masters programmes
- how the qualification will be used upon completion
- preparation and previous experience

For applicants wishing to be considered for AHRC funding you must also include details about how your intended degree programme will prepare you for doctoral study or provide a foundation for a career in research in the higher education sector. In addition, where possible, please include details of the modules/pathways you intend to follow and details of your dissertation topic. Please note that AHRC Research Preparation Masters awards are aimed at students who wish to continue onto a research degree programme. Students looking to undertake a stand alone postgraduate taught degree with no intention of continuing onto a research degree will not be considered for AHRC funding.

Statements must **NOT** exceed two sides of A4 (Times New Roman font size 11) in total. Longer statements or those that contain extraneous material will not be considered.

References

Admissions applications must be supported by two references, with at least one being an academic reference. It is recommended that the academic reference(s) should be from an academic who is able to comment on the applicant's academic ability and potential, e.g. from a previous undergraduate tutor.

HOW APPLICATIONS ARE ASSESSED

Marks will be given for the quality of an applicant based on the application documentation provided. It is expected that all funding applicants will have fulfilled the relevant academic entry requirements set by King's for their chosen programme of study. Applications will be assessed on the main criteria of academic merit.

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 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.
- iv) For the King's International Graduate Scholarships (KINGS), Schools will be responsible for selecting suitable candidates against a set number of awards pre-allocated to Schools.
- v) For other schemes, where central selection is required, Schools will be asked to pre-select 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. Where applicants are not supported by the School they will be informed of this by the Graduate School via email.
- vi) 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 May and initial decisions will be made by the end of May/early June. For each supported candidate, the Selection Committee will receive a School nomination form for consideration.

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

The Committee's decision is final.

***Please note** that applications for **AHRC studentships** will be considered by subject area panels and submitted to the central King's-AHRC Management Group for final approval.

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 outcome of the final selection stage will be announced by the end of May/early June. Applicants considered for the final stage will be informed of the result by email in the first instance. Please note that at this stage there will be a list of successful candidates and a list of reserve candidates. In the event that a selected candidate declines the offer of an award a reserve candidate who is next in line will be able to benefit from the opportunity. Therefore there will usually be a period where awards are reallocated resulting in final decisions being made beyond the May/June announcement stage.

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 or decline the offer, their award will automatically be transferred to a reserve candidate who is next in line.

NOTE: No further allocation or reallocation of awards should occur beyond the end of July.

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.

Where an offer-holder accepts an award but later decides that he/she is unable to take up the opportunity for whatever reason, we would like to ask, as a matter of courtesy, that the student informs the Researcher & Graduate School Support office, in good time, so that the opportunity could be passed on to another candidate where possible.

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 a contribution towards living costs, the payments will either be made as a one-off transfer or by instalments depending on the type of award.
 - 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 or it can be used to off-set a proportion of tuition fees (see above)
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RENEWAL OF AWARDS

- This is applicable to the following schemes only: King's Alumni Bursaries – PGT; King's International Graduate Scholarships – PGT; King's International Partnership Scholarships – PGT; King's-AHRC Research Preparation Masters Awards
- Awards that offer a one-off payment are non-renewable
- Where an award-holder is undertaking a postgraduate taught Masters programme, an MRes programme, or an MPhilStud programme that exceeds a one year duration, they are entitled to a renewal of award for the remaining duration of their programme at King's. Please note that the majority of Masters programmes at King's will not normally exceed one year.
- Renewal of awards is only made subject to the award-holder's satisfactory progress
- Award-holders must adhere to the Conditions & Regulations of Funding

- 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 tutor(s) for a report. If renewal is recommended, the award will automatically be rolled over in to the next academic year. If there are any queries over the renewal of an award then the award-holder will be notified.
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CONTACT DETAILS

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Website

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