University of Westminster Scholarship Programme

Globally Engaged Research Doctoral Scholarship Scheme 2024-25

The University is home to a vibrant community of doctoral students pursuing innovative, high-quality research projects. Our research is globally engaged, which is reflected in the many international topics investigated, as well as the participation of our researchers in conferences around the world.

In support of this global engagement, we are pleased to offer a series of scholarships to doctoral researchers fully enrolled on any of our programmes. The scholarships are for the following four activities:

1. **Participation in academic or professional conferences nationally or internationally,** where students have been <u>selected</u> to present their research;
2. **Attendance at and participation in training courses and workshops**, to develop and enhance research methods skills.
3. **Organisation of seminars and conferences** at the University of Westminster. This funding is for doctoral student-initiated events which seek to foster and develop our research community both within the university and beyond it.
4. **Doctoral Researcher led training/development** where funding is awarded for a specific piece of training or development activity that is not on offer at Westminster. Funds would cover costs of hosting a training event which would be open to all doctoral researchers.

<u>**Scholarship funding**</u>

The scholarships will cover applications up to £1,250 for category 1., up to £1500 for category 2., up to £1,500 category 3., and up to £2000 for category 4. This could include:

- conference/course fees
- national/international travel
- accommodation costs
- training fee/speaker expenses
- catering (category 3 & 4 only).

<u>**Eligibility**</u>

The scheme is open to:

- all fully enrolled doctoral researchers, full-time/part-time and distance learning (i.e. at the time of application and attendance at the conference/course, applicants should be fully enrolled),

- applicants should not have been awarded their degree before the event/activity takes place.
- For a conference, course or event taking place between 1st August 2024 and 31st July 2025.

Students are eligible to apply as many times in a year as desired, however all applications will be reviewed in accordance with the following selection criteria:

- Does the application make a persuasive argument? And does the case for support provide justification for the resources requested?
- Does the application only include eligible costs? And do these align to the budgetary criteria (outlined below).
- What year of study is the applicant in? and how does the proposed activity support their ongoing development at that stage of the programme?

When there may only be a modest amount of money remaining in the fund, the following criteria will also be applied:

- Is the applicant self-funded?
- Has the applicant been successfully awarded a GER Scholarship previously? If yes, those awarded within the current academic year would have less priority than those awarded in previous years, but those with no previous awards would be prioritised overall.

Completing the application

Applicants must complete an application form, submitting information that demonstrates:

- The key aims and objectives of the funding request; justification for how this enhances doctoral research and leads to timely completion
- Evidence of (1) conference abstract/paper accepted or (2) confirmation of workshop/course participation
- Supporting statement from Director of Studies/supervisory team that (1) the proposed conference/course falls within the remit of the doctoral research and (2) student progression is on track for timely completion
- Confirmation of no outstanding APRs (i.e., student has met own APR deadline; no outstanding remedial action)
- Indicative budget, including, depending on the category applied for: conference fee; travel; and accommodation; training fee; catering; speaker expenses.

  Please Note:

  - Accommodation costs should not exceed a maximum of £100 per night
  - Travel options should consider environmental sustainability and be in keeping with University's sustainability goals. For example, for travel within the UK, train travel should be considered before flying.

      o   Meals and/or subsistence are not eligible costs and should not be included in the indicative budget.

Applicants are responsible for ensuring Parts A, B and C are completed before submission to the Graduate School using the email address: studentcentre@westminster.ac.uk.

Applicants will receive confirmation from the Graduate School when the application has been received and validated.

Timetable

Please note the following:

- Applications will be reviewed following the deadline for submissions and applicants notified of the outcome as per the timetable below.
- Late submissions will not be considered.
- Successful applicants will be required to submit a multi-media report detailing how the experience has benefited their research and personal development. This report must be submitted within one month of their attendance and should be sent to their Doctoral Coordinator and the Graduate School Office. The Graduate School may then upload these reports onto the Graduate School website for promotional purposes. They must also submit all receipts to the Scholarships Team.
- There are four calls for applications throughout the academic year.

CALL 1 - AUGUST 2024

Call opens: **1st August 2024**

Deadline for receipt of applications: **28th October 2024, 5pm**

CALL 2 - NOVEMBER 2024

Call opens: **1st November 2024, 5pm**

Deadline for receipt of applications: **27th January 2024**

CALL 3 - FEBRUARY 2025

Call opens: **3rd February 2025, 5pm**

Deadline for receipt of applications: **1st May 2024**

CALL 4 - MAY 2025

Call opens: **2nd May 2025, 5pm**

Deadline for receipt of applications: **27th June 2025**

N.B. While every effort has been made to ensure all time periods are covered there will inevitably be occasions when timelines for the funding calls and the events funding is requested for do not coincide. This can be mitigated by advanced planning and open communication with the Graduate School.

Selection procedure

The scholarship scheme is run competitively, and the application and selection procedures are overseen by the University's Graduate School.

The Graduate School Office will notify all applicants of the outcome of their application as outlined in the timetable above.

N.B. While students are eligible to apply as many times in a year as desired, towards the end of the year, when there may only be a modest amount of money remaining, applications from those students who have not already been awarded a scholarship in that academic year will be prioritised.

Payment of scholarship

Successful applicants will be sent Terms and Conditions to sign and return, together with their bank details. This should be sent to the Scholarships Office, who will then arrange payment of the funds. The payment process is not administered by the Graduate School.