**The University of Manchester**

**Faculty of Humanities**

**Application for Conference / Research Abroad Funding for Postgraduate Taught Students**

This form is issued by the Faculty of Humanities. You must ensure that you complete all applicable fields on this form and that it is also completed either by your School’s PGT Director; Teaching & Learning Director; Programme Director; or Equivalent before submission.

The completed form should be returned to: Teaching & Learning Office, Faculty of Humanities, Room C2.6 Ellen Wilkinson Building, The University of Manchester, Oxford Road, Manchester M13 9PL or by email to:- [susan.rowe@manchester.ac.uk](mailto:susan.rowe@manchester.ac.uk)

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| **Section 1: Candidate Details** (to be completed by applicant) | | | |
| **Surname** |  | **ID Number** |  |
| **Forename** |  | **Are you a self-funded student?** | **Yes ❒ No ❒** |
| **School** |  | **Masters’ Programme Title** |  |
| **Email address:** | | | |

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| **Section 2: Funding Request** (to be completed by applicant) |
| **Amount Requested: £** (GBP - up to a maximum of £150) |
| **Provide details of what the money will be used on:** |
| **CONFERENCE**   1. Name of Conference: 2. Date(s) of Conference: 3. Are you the lead author and will be presenting a paper at the conference?   Yes ❒ No ❒   1. Are you the major contributor to a paper, presentation or poster which will be presented at the conference?   Yes ❒ No ❒ |
| **RESEARCH ABROAD**   1. Provide details of where the research abroad will be undertaken: 2. Dates of Research Abroad: |
| **If the conference/research abroad will take place during the taught element of the programme, do you have permission from your School to be absent?**  Yes ❒ No ❒ |
| **Have you applied anywhere else for funding? If so please state where, and the outcome:-** |

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| **Section 3: Supporting Statement** (to be completed by applicant) | |
| **Please submit a supporting statement below as to how attendance at the conference/undertaking research abroad will be beneficial to your Masters’ study at Manchester:-** | |
| **Signature:** | **Date:** |

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| **Section 4: Director’s Supporting Statement** (to be completed by one of the following:-  PGT Director; Teaching & Learning Director; Programme Director; or equivalent) | | | | | | |
| **Please indicate your support for the student’s application and confirm that the School has granted permission for the student to be absent if the conference/research abroad is during the taught element of the programme:** | | | | | | |
| **Please provide an appraisal of the applicant in comparison to other students on the programme in terms of the qualities listed in the table below. Please place a cross in the appropriate columns** | | | | | | |
| Qualities | | excellent | good | fair | poor | unknown or n/a |
| 1 | academic ability |  |  |  |  |  |
| 2 | motivation |  |  |  |  |  |
| 3 | written & oral communication skills |  |  |  |  |  |
| 4 | engagement in the classroom |  |  |  |  |  |
| 5 | capacity for original thought |  |  |  |  |  |
| **Signature:** | | | | **Date:** | | |

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| **Section 5: Score** (To be completed by Faculty Teaching & Learning Office) | |
| **Priority** | **Score** |
| 1. the lead author and will be presenting the paper at a conference |  |
| 2. the major contributor to a paper, presentation or poster which will be presented at the conference |  |
| 3. attending a conference in relation to their studies |  |
| 4. undertaking research (abroad) for their dissertation |  |
| **Qualities** | **Score** |
| academic ability |  |
| motivation |  |
| written & oral communication skills |  |
| engagement in the classroom |  |
| capacity for original thought |  |
| **TOTAL Score:** |  |