## Further Information on Research Abroad/Conference Funding for

## Self-funded Postgraduate Taught (PGT) Students

### Who is eligible to apply?

Self-funded PGT students in the Faculty of Humanities can apply for support. You need to be undertaking a Masters’ level programme during the 2017-18 academic session on either a part-time, full-time or distance learning basis.

### How much funding can be requested?

You can apply for support up to the maximum value of £150; successful applications may be fully or partially funded up to the maximum amount. You can be supported twice from the fund (up to a maximum of £150 each time).

### What can I claim for?

Acceptable expenditure that can be claimed for is:

* conference fees and expenses related to presenting a paper (photocopying etc)
* travel (air, rail, petrol use, etc) by the most economical means available
* accommodation (hotel, hostel etc), excluding food

### Will I have to submit any receipts?

Yes, within one month of attendance at the Conference/end of the Research Abroad, successful applicants must complete a reconciliation form and submit this, along with original receipts. The receipts must be equal to or exceed the amount awarded.

### Can funds be received in advance of attending the Conference/undertaking the Research Abroad?

Yes, successful applicants will be, where possible, paid the monies awarded prior to the attendance at the Conference/start of the Research Abroad.

### How many times can I apply for funding from this source?

Successful applicants can be supported twice from this fund, up to the amount of £150 each time. Preference will be given to those students who have not previously received money from this fund. Unsuccessful applicants may apply to subsequent application rounds during the duration of their Masters programme.

### Can I apply for reimbursement after attending a Conference/undertaking Research Abroad?

No, applications must be made in advance of the attendance at a Conference/undertaking Research Abroad.

### How will the successful applicants be selected?

The applications received, by the deadline, will be considered against the following priorities:

* Priority One: The student is the lead author and will be presenting the paper at a Conference
* Priority Two: The student is the major contributor to a paper, presentation or poster which will be presented at the Conference
* Priority Three: The student is attending a conference in relation to their studies

The priorities will be awarded the following points:

* Priority One: 10 points
* Priority Two: 8 points
* Priority Three: 6 points

As well as providing a statement of support, the academic member of staff supporting your application will be asked to provide an appraisal of you in terms of the following qualities:-

* academic ability
* motivation
* written & oral communication skills
* engagement in the classroom
* capacity for original thought

They will be asked to rate you in comparison to other students on the programme.

The qualities will be awarded the following points:

* Excellent = 5 points
* Good = 3 points
* Fair = 2 points
* Poor = 1 point

The maximum score available for each applicant is 35 points, the total score awarded will be used to determine which applicants will receive support when more applications are received than can be supported.

In the event that two, or more, applications achieve the same score, and there are not sufficient monies to support all the applications, the Assistant Associate Dean (Teaching, Learning and Students) will decide.

### How will I be notified whether my application has been successful or not?

The Faculty’s Teaching & Learning Office will notify all applicants of the outcome of the considerations, usually by email to your University of Manchester address.

### If my application is successful how will I be paid the money?

If your application is successful you will be paid the money directly into your bank account. In order that the money can be paid directly into your bank account you need to ensure that your bank account details are/have been submitted on line. Your details should already be on the University system if you have received a maintenance stipend or other award whilst at the University of Manchester.

### How do I enter my bank account details on-line?

To enter your bank account details on line you need to log into the student [My](https://my.manchester.ac.uk) Manchester then navigate to ‘my services’ followed by ‘student system’.

Next, select ‘Campus Finances’ followed by ‘View Financial Aid’, at which point you should see an option to click on a button and enter your details.

If you have any queries regarding this, please contact the Student Services Centre on (0161) 275 5000, option 5. Details of how to enter your bank details on-line will be contained in the correspondence to successful applications.

### Will I have to pay back any money awarded?

If, for any reason, you do not attend the conference/undertake the period of research abroad, you will be required to pay back the monies awarded to you for this activity. Or if the total on the receipts you submit with your reconciliation form does not match or exceed the amount of money awarded to you.