

# **M4C FAQs for Applicants**

## **APPLICATION FORM**

### **Why do I need to set up an account with Momentive?**

Momentive is the platform M4C uses to undertake recruitment. It is secure and allows us to process data efficiently and confidentially. You need an account to use the platform.

### **I can't log in.**

The first steps when this happens are to make sure there isn't an error in your username or your password, and perhaps to reset one or both. Sometimes, the choice of browser brings complications. If these steps are unsuccessful, please contact [enquiries@midlands4cities.ac.uk](mailto:enquiries@midlands4cities.ac.uk).

## **EDI QUESTIONS**

### **Why are you asking these questions?**

We ask these questions about protected characteristics to gain a statistical picture of who is applying for an award. These data allow us to interrogate whether we are distributing information in the right places, whether our recruitment processes are equitable, and whether we provide the right support for award-holders.

### **Not all these categories apply to me? (international applicants)**

There is no obligation for you to complete every category, If a question does not apply to you, please tick 'Prefer not to answer.'

### **Do I need to complete them all?**

All the questions are voluntary, and if you would rather not answer, you can choose 'prefer not to say' every time. We realise that you may not identify with any of the options under a particular question. Because we are looking to use aggregate data, our categories are not always as specific as applicants would like.

### **What will you do with the information?**

This part of the form is removed at the closing date, and is held anonymously and separately from the rest of the applicant. The data provided are aggregated as part of our annual report. Individual submissions are not retained once the data have been aggregated.

## **STUART HALL FELLOWSHIP**

### **Am I eligible?**

The SHF fellowships are designed to support students from under-represented groups. In terms of recruitment, students identifying from minoritised ethnic backgrounds are significantly under-represented, particularly given the diverse populations in the four cities.

### **Why am I not eligible? (International applicants)**

The M4C/SHF Fellowships are open to applicants that have Home fee status.

## **INTERNATIONAL APPLICANTS**

### **Am I eligible for any support in paying the differential between Home and International Fees?**

As is the case with all UKRI PGR funding, M4C's main offer to international award holders is only home fees and stipend. However, our understanding is that all our eight institutions offer funding to cover the differential between home and international fees. To confirm this and to find out the process (each institution will be different), please contact your intended home institution.

### **STUDENTS WITH ACCESSIBILITY NEEDS**

#### **I am a student with particular support needs owing to a disability. What support can I access?**

M4C award holders are eligible for AHRC-funded DSA (Disability Support Allowance). Applications for DSA are managed through a student's home institution, so award holders in this situation should contact the Academic Support Office in their home institution on starting their award.

#### **My disability will make it difficult for me to complete the application form. Does M4C offer support with this?**

With upwards of 500 applications per year, M4C is not able to offer individual support in completing the application. We recommend that applicants in this situation seek support from their home institution, through their prospective supervisory team.

### **MODE OF STUDY**

#### **Am I eligible for a visa if I select PT study?**

M4C accepts applications for PT study from international applicants. However, we strongly advise that you check visa requirements and limitations with the international office of your intended home institution. Visa regulations can change quickly, and they are best placed to give you accurate information.

#### **Will I be disadvantaged if I apply for PT study?**

No. Applicants choose part-time study for all kinds of reasons, whether personal (part-time study is easier to manage with caring responsibilities) or professional (it allow the continuation of professional practice). Provided you are able to show how you would use your funded time effectively, there is no disadvantage in applying for part-time study.

#### **Can I still work if I receive an FT award?**

Yes: UKRI - the funding body above the Arts and Humanities Research Council stipulate that students receiving a full-time award can work for up to 6 hours per week.

#### **How long can I be registered as a PT/FT student?**

The standard length of funding award for the open competition is 3.5 years full-time and 7 years part-time; for the CDA competition the standard award is for 4 years. Full-time university registration is usually a maximum of 4 years of study, for part-time 8 years of study, but please check with your host institution.

### **PHD PROJECT**

#### **My project requires a good deal of local knowledge and explanation (international applicants)**

The space provided for describing the project is limited, and cannot be extended. Your application will be read by people with expertise in the discipline and adjacent ones, so you should include information essential to locating the project for that audience. You may seek advice from prospective supervisors to help you.

**My contextual reading is in other languages and not necessarily well-known in the UK. What should I do? (international applicants)**

You should discuss this with your prospective supervisors. It would certainly be reasonable to indicate that there is a good deal of literature in other languages, and pick out either the most significant of these, or the best available in English.

**My project has tight parameters. Will it be too narrow for an award?**

No: a tight focus is often useful in a doctoral project. However, your description of your project should also be precise in its language: for instance, don't use 'England' to mean the UK, or vice versa,

**Do I need to cover all the categories suggested in the guidance?**

The categories provided in the guidance and in the form are there to give a steer as to the kinds of issues you should address. While you may choose to give more emphasis to one category than another, it makes sense to touch on them all briefly.

**Can my prospective supervisors help me draft my project?**

You should certainly discuss your project with your prospective supervisors, and you can ask them for feedback on drafts. It should however be your project in your words.

**PERSON**

**Should I include an IELTS score? (International applicants)**

No: your IELTS score will be collected by your home institution and will be part of your offer from there.

**I have professional experience: should this come before or after my academic experience?**

There is no rule about this: the best advice is to arrange your experiences in such a way as to provide the best case for your suitability as the person to undertake your project.

**Can I include external web addresses?**

No, please do not include external web addresses. Panellists are asked to score only on the information contained on the form.

**PREPAREDNESS**

**My qualifications don't fit the categories. What should I do? (international applicants)**

Please contact the admissions office of your home institution to ask for equivalency recommendations. They will help you find the appropriate descriptions for your qualifications.

**My undergraduate degree was a long time ago: will this matter?**

No, provided that you have gained further experience in the intervening time that supports your suitability to undertake the project. This may be more recent post-graduate study, or it may be professional experience.

**I don't have a Masters qualification will this matter?**

While many applicants already have or are studying for a Masters, it is possible to apply without one, where an applicant has professional experience and knowledge equivalent to a Masters' degree. If you are still unsure, please talk to your prospective supervisor or to the site directors at your home institution (their names and details can be found on the M4C webpage). The site directors will be pleased to help you with this question.

## **PLACE**

### **I've never been to the UK, so what do you mean by 'place'? (International applicants)**

'Place' refers primarily to your home institution: why is that institution a good place for you to undertake the project you have described? It might be that the research expertise in your area is particularly deep, or that there is the ideal opportunity for inter-disciplinary supervision, or that there is a research institute in your area. You might also look at the facilities and opportunities available there. You can discuss this question with your prospective supervisor.

### **Will I have to live in the UK? (International applicants)**

In order to meet UK visa requirements and institutional expectations and to participate in your cohort's activities, you will have to live in the UK.

### **I'm changing institutions, so I don't know much about the institution I'm applying to, apart from my potential supervisor. Will this matter?**

Even though you don't know a great deal about your home institution, you should at least reflect on the public information on its website, regarding the department or school where you'd be based, its research expertise and any activities you think would be useful to your studies.

### **Will I have to live near my chosen institution?**

In order to access institutional support and to participate fully in your cohort's activities, the expectation of the Arts and Humanities Research Council is that you live within reasonable travelling distance of your home institution.

### **Can I ask my prospective supervisor to be a referee?**

If your prospective supervisor has taught you recently (either as an undergraduate or post-graduate), then yes, you can ask them to referee.

### **Do I have to have academic referees?**

No, you don't have to have two academic referees, although you should try to have one who has taught you recently. Choose referees who are familiar with your work, and able to discuss your skills and your ability to complete the project.

### **I've already started: can I ask my supervisor to be a referee?**

Yes, in these circumstances one of your referees should be your supervisor; if possible the other should be outside your supervisory team, but still familiar with your work.

### **Do my references have to be written in English?**

Yes

## **INSTITUTIONAL SUPPORT FORM ISF**

### **What is the ISF?**

Every application shortlisted by an institution receives an institutional support form (ISF). This form provides a record of the interview held for all short-listed applicants, details of supervisory arrangements, and some administrative details about the area of study.

### **What happens after I submit my application?**

Open competition applications are sorted by M4C and returned to the institution to which you have applied. There applications are shortlisted by academic schools and departments, and shortlisted applications are returned to M4C with an institutional support form. The Institutional Support Form (or ISF) provides a record of your interview, the classification of your application according to subject area, and some information about your supervisors.

### **What will happen to my CDA application?**

After submission, your CDA application will be returned to the host institution, where the academic supervisors, partner supervisors and the site directors will shortlist applications for interview, according to AHRC criteria. Interviews will take place: the interviewers will be partner and academic supervisors, a site director from your home institution, and a site director from the other city institution. This panel will make recommendations as to the applicant to be offered the award.