



**COLLEGE SCHOLARSHIPS (with start date 2013/14) - GUIDANCE FOR DEPARTMENTS**  
**Science and Arts & Social Sciences Faculties**

**1. DEFINITIONS**

**1.1 PGR Scholarships Allocated to Departments**

Reid Scholarship	HEU fee waiver + £15,726* maintenance p.a.
Crossland Scholarship	HEU fee waiver + £5,000 maintenance p.a.
College Research Scholarship	HEU fee waiver p.a.
Overseas Student Fee Waiver	OS fee waiver p.a. (at the appropriate level for the discipline**)

**1.2 Other Scholarships**

Research Theme Reid Scholarship	HEU fee waiver + £15,726* maintenance p.a.
RHBNC Trust Masters Scholarship	£3,000 p.a. for one year
Matched Funding Scholarship	Up to 50% of fee and maintenance p.a. (fee level either HEU or OS)
Overseas Partnership Scholarship	OS fee reduction to be negotiated on an individual basis

\* Matching that provided by RCUK

\*\* Home fees are fixed at £3,900 across all disciplines but OS fees vary between £11,900 and £13,170; see Appendix A

**2. GENERAL ISSUES**

**2.1 Application**

Before a scholarship may formally be offered students must apply via the College online postgraduate application system and obtain a student ID number.

**2.2 Duration**

All scholarships (bar the RHBNC Trust Masters Scholarships which are for one year) are normally for 3 years.

**2.3 Mode of Study**

It is expected that any recipient of a College Scholarship would be able to study in part-time mode extending the duration of the scholarship appropriately (Masters to 2 years and PhD to 6 years) and halving funds p.a.

**2.4 Start Date**

Students in receipt of a College Scholarship normally start at the start of the academic year, ie. 23 September 2013, although January starters are not unusual. No student may start later than May 2014. Please note, except in exceptional circumstances, scholarships may not be carried forward.

**2.5 Splitting Scholarship Funds**

Please note that, unlike last year, individual scholarship awards may not normally be split. Exceptional cases will be considered by the Faculty Dean.

## 2.6 Unpaid Teaching/Research Assistance

It is College policy that students in receipt of a College Scholarship of a value of £5,000 p.a. or more will normally be expected to carry out unpaid 'academic' support tasks (either teaching support or research assistance) for up to a maximum of six hours per week during term-time (normally Autumn and Spring Terms only). This is specified in the offer letter sent to the student. It should be noted that:

- in Year one the six hour per week limit will include INSTIL (INSTIL may be regarded as 5 days worth of training or 40 hours);
- students should not have sole responsibility for teaching a unit or significant elements of a unit;
- the exact nature of the work undertaken should be decided by a discussion involving the student and the supervisor(s);
- departments must offer mentoring and appraisal of performance for this work;
- if a student proves unable to do what is offered, their studentship would still continue subject to satisfactory academic progress;
- In the Faculty of Arts & SS students in receipt of a Crossland Scholarship are expected to work for 2-3 hours per week whereas those in receipt of a Reid Scholarship for up to six hours per week.

## 2.7 Paid Departmental Assistantships

PhD students in receipt of one or more scholarships may also be employed on departmental assistantship contracts, negotiated separately with HR. These are funded from a departmental account.

## 3. NOMINATION PROCESSES FOR SCHOLARSHIPS ALLOCATED TO DEPARTMENTS

### Reid, Crossland, College Research and OS Student Fee Waiver

- 3.1 Departments wishing to nominate a student for one of the allocated scholarships (ie. not subject to a centrally-coordinated bidding process) should complete a *2013-14 Scholarship Nomination Funding Form* (available at <http://www.rhul.ac.uk/restricted/contensis/iquad/academicadministration/forms.aspx> and return it to the Inbox [ScholarshipAdminstration@rhul.ac.uk](mailto:ScholarshipAdminstration@rhul.ac.uk) This will ensure that details are placed on a central spreadsheet used by Student Records and the Fees Office to facilitate payments and accurate records. Registry will ensure an offer letter is sent to the student and copied to the Department. It should be noted that, in some Faculties, a number of these types of scholarships may be held back, subject to a bidding process.

## 4. PROCESS FOR OTHER SCHOLARSHIPS

### 4.1 Research Theme Reid Scholarships

Potential supervisors must complete a short supporting statement (outlining the importance of the topic, relevance to the particular theme, and justification of the supervisory team) and submit it to the relevant Faculty Manager by 31 March 2013 (see Appendix B).

- 4.1 The College Research Theme Champions will review and rank applications (based on academic merit and relevance to research theme). A group chaired by the VP (Research and Enterprise) will then review those rankings and make final decisions on applications. If there are no suitable candidates for one particular theme then the scholarship will be released to the other themes.

(Research Theme Champions are barred from supervising any potential applicants requesting a Research Theme scholarship). Further information is supplied in Appendix B.

**4.3 RHBNC Trust Masters Scholarships**

There are only nine of these scholarships available this year (3 allocated to each Faculty). They will be awarded as a result of a competitive bidding process. In the Arts & SS Faculty these will be used for students enrolling on new Masters Programmes (it should be noted that only one student per programme may be nominated). Departments should complete and submit to their Faculty Manager one *RHBNC Trust Masters Scholarship Nomination Form* for the Department's preferred candidate (see Appendix C). The Faculty Dean will chair a small group which will take the final decision.

**4.4 Matched Funding Scholarships (total fund - £200,000 for the lifetime of the scholarships)**

Proposals for matched funding scholarships must be developed with the full involvement of the R&E Office. All proposals will be considered by a sub-Group of the College Research Committee. Funds will be released in two tranches – one at the end of March 2013 and the second by the end of May 2013. Any queries regarding these scholarships should be directed to Craig Bryce, in the R&E Office.

**4.5 OS Partnership Scholarships**

Departments are encouraged to cultivate links with overseas institutions with a view to entering into a formal agreement regarding the sponsorship of PGR students. Departments should, before beginning discussions with overseas HEIs, contact their Dean or the Deputy Principal to talk through possibilities. All agreements must be formalised and approved by the Deputy Principal on behalf of the Planning and Resources Committee.

## APPENDIX A

## Full-Time PG Research Tuition Fees for Academic Year 2013-14

	Home/EU	International
<b>Biological Sciences</b>	£3,900	£13,170
<b>Classics and Philosophy</b>	£3,900	£11,900
<b>Computer Science</b>	£3,900	£13,170
<b>Criminology and Sociology</b>	£3,900	£11,900
<b>Drama and Theatre</b>	£3,900	£13,170
Earth Sciences	£3,900	£13,170
Economics	£3,900	£13,170
English	£3,900	£11,900
French	£3,900	£11,900
Geography	£3,900	£11,900
German	£3,900	£11,900
Health and Social Care	£3,900	£11,900
Hispanic Studies	£3,900	£11,900
History	£3,900	£11,900
Information Security Group	£3,900	£11,900
Italian	£3,900	£11,900
Management	£3,900	£13,170
Mathematics	£3,900	£11,900
Politics and International Relations	£3,900	£11,900
Media Arts	£3,900	£11,900
Music	£3,900	£11,900
Physics	£3,900	£13,170
Psychology	£3,900	£13,170

**PGT fees can be found at:**

<http://www.rhul.ac.uk/studyhere/postgraduate/feesandfunding/tuitionfees/tuitionfees.aspx>



## APPENDIX B

### Guidance on Research Theme Reid Scholarships

#### Background

In January 2013, Royal Holloway formally launched five major research themes that support and expand existing research strengths. As part of that commitment, five Reid PhD Scholarships (HEU fee waiver and £15,726 per annum maintenance for three years full-time, or part-time equivalent) will be offered per year. Overseas students are eligible to apply, but note that the fee waiver is restricted to the HEU fee.

The five research themes are:

- Identity, Place and Mobility: Champion, Sandra Halperin (Politics and International Relations)
- Creativity: Champion, Sue Clayton (Media Arts)
- Society, Representation and Cultural Memory: Champion, David Wiles (Drama and Theatre)
- Health, Human Bodies and Behaviour: Champion, George Dickson (Biological Sciences) and Mark Exworthy (Management)
- Security and Sustainability: Champion, Klaus Dodds (Geography)

A more detailed description of each theme appears at the end of this document.

Every theme will have attached to it one Reid studentship per year, and one distinctive feature of the successful PhD applicants will be that they will have a supervisory team composed of supervisors in two separate academic departments.

Building on our record of inter-disciplinary and inter-faculty doctoral supervision, interested supervisors are invited to contact the relevant Research Theme Champion in advance of the deadline for receipt of applications of **31 March 2013**.

It is recognized that potential projects might cut-across some of the research themes (eg. creativity and society, representation and cultural memory); the potential supervisors will be responsible nonetheless for selecting a particular theme or themes and indicating these on the application form. There is clearly nothing to prevent successful PhD applicants working with other successful applicants and staff interested in other thematic areas.

It is possible for supervisors to recommend either a PhD applicant for a scholarship OR a project for which, if selected by the Research Theme for a scholarship, the supervisor then recruits a student via open competition.

The intent of this new initiative is to support a distinct body of PhD students and academic colleagues actively working to further promote thematic work in these five areas. Successful students and supervisors will be expected to assist the Research Theme Champions in the promotion of their topics over the period of study, for example by contributing an occasional short report, blog entry or reflection for a Royal Holloway publication.

#### Application Process

Applications must be made on the 'Application for Research Theme Reid Scholarship 2013/14' form (see below) by **31<sup>st</sup> March 2013**.

The form asks one of the potential supervisors to complete a short supporting statement outlining the importance of the topic, relevance to the particular theme, and justification of the supervisory team.

The student's [College Application Form](#) should accompany the Research Theme Reid Scholarship form where one is available.

Applications should be sent to one of the Faculty Managers as follows:

- Identity, Place and Mobility: [b.credland@rhul.ac.uk](mailto:b.credland@rhul.ac.uk)
- Creativity: [jane.gawthrope@rhul.ac.uk](mailto:jane.gawthrope@rhul.ac.uk)
- Society, Representation and Cultural Memory: [jane.gawthrope@rhul.ac.uk](mailto:jane.gawthrope@rhul.ac.uk)
- Health, Human Bodies and Behaviour: [b.davis@rhul.ac.uk](mailto:b.davis@rhul.ac.uk)
- Security and Sustainability [b.davis@rhul.ac.uk](mailto:b.davis@rhul.ac.uk)

### **Assessment Process**

The College Research Theme Champions will review and rank applications (based on academic merit and relevance to research theme). A group chaired by the VP (Research and Enterprise) will then review those rankings and make final decisions on applications. If there are no suitable candidates for one particular theme then the scholarship will be released to the other themes.

(Research Theme Champions are barred from supervising any potential applicants requesting a Research Theme scholarship).

The Research Theme Champions will notify the named contact of the outcome of applications by the 19<sup>th</sup> April 2013.

### **Description of Research Themes**

- **Identity, place and mobility** – *the relationship between people and places and the impact of mobility on identity*

This theme recognises the ways in which interactions with place produce identity. Our research in this area addresses the ways in which transnational movement changes identities, how different forms of performance both interrupt and order everyday spaces, and how patterns of behaviour are learnt in relation to the places we inhabit and the material cultures we embody.

Key challenges within this theme include: How do people, organisations, nations and political systems interact and communicate between different spaces and places? How can an understanding of place and identity help us to analyse contemporary commercial and commodity cultures?

- **Creativity** – *the study of creativity as a process and practice, and research as an artistic form*

Royal Holloway academics addressing this theme include an impressive group of poets, playwrights, novelists, film-makers, composers, directors and performers whose research is articulated in artistic form. We are also interested in asking questions about creativity as a psychological process and a cultural practice, and in asking questions about the contribution of artists and other creative people to societies in the past and present.

Key challenges - How might music, theatre, poetry, visual arts, performance and film document, reflect, imagine and critique the world? What does it mean to be creative? How might creativity be encouraged, fostered and managed? How does cultural policy support creative activity?

- **Society, representation and cultural memory** – *understanding the past, reflecting on contemporary society and imagining the future*

Researchers working in this area know that understanding the past enables us to reflect on contemporary societies and imagine the future. We are interested in the ways in which cultural memory is enacted and persevered, in the ways in which the heritage industries are commodifying or challenging specific visions of the past, and in researching the cultural memories of those who are marginalized and dispossessed.

Key challenges: How can our understanding of the culture of health and the history of medicine help us to improve the health and wellbeing of the nation? How can the history of domestic crafts and home environments help us to understand the historic role of women and servants? How can an understanding of historical conflicts assist today's peace processes?

- **Health, the human body and behaviour** – *the science and culture of health and the study (impact) of human and social behaviour (on health)*

Royal Holloway Researchers working on this theme are focussed on understanding the causes of ill health, promoting health, improving treatment and enhancing health systems.

Key Challenges: How do society and culture shape attitudes towards health; how do behaviours among individuals and populations impact on their health status; how can advances in molecular genetics and gene therapy lead to successful treatments for diseases such as muscular dystrophy; how can we develop newer and safer drugs for epilepsy and bipolar disorder; how can we improve systems and organisations for the delivery of healthcare in the 21<sup>st</sup> century.

- **Security and Sustainability** – *making sense of how security and sustainability inform and even co-constitute one another*

Research in this theme ranges from development of secure systems for cyber security and the threat posed by cyber terrorism to the instabilities implicit within contemporary societies, which generate in turn their own insecurities. Security and sustainability are inter-related and widely recognised as posing profound challenges for states and organizations alike.

Key Challenges: These include issues such as secure e-communication and commerce in highly networked environments; the monitoring and evaluation of climate change and associated environmental pressures such as flooding; the development and implementation of organisational responses and policy to ensure sustainability; and the challenges facing those interested in fostering secure and sustainable models involving social entrepreneurship, social justice, fair trade, co-operatives and corporate responsibility.



## APPLICATION FOR RESEARCH THEME REID SCHOLARSHIP 2013/14

Student Name (if available: please indicate TBA if student is yet to be competitively selected)	
Student ID Number (if available)	1. Department/School (of first supervisor)  2. Department/School (of second supervisor)
Member of staff for contact	
Research Theme(s) applied to	
Proposed Thesis Title	
Summary of Research Topic (word limit 100)	
Case for support: importance of the topic, relevance to Research Theme, justification for supervisory team (to be completed by one supervisor - word limit 300)	

Start date
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When completed this form should be sent by the **31<sup>st</sup> March 2013** to the appropriate Faculty Manager as follows:

- Identity, Place and Mobility: [b.credland@rhul.ac.uk](mailto:b.credland@rhul.ac.uk)
- Creativity: [jane.gawthroe@rhul.ac.uk](mailto:jane.gawthroe@rhul.ac.uk)
- Society, Representation and Cultural Memory: [jane.gawthroe@rhul.ac.uk](mailto:jane.gawthroe@rhul.ac.uk)
- Health, Human Bodies and Behaviour: [b.davis@rhul.ac.uk](mailto:b.davis@rhul.ac.uk)
- Security and Sustainability [b.davis@rhul.ac.uk](mailto:b.davis@rhul.ac.uk)

If you are applying to two research themes covered by different Faculty Managers, please send it to both.

If the student has applied to the College, please attach a copy of their application form.

**APPLICATION FOR A RHBNC TRUST MASTERS SCHOLARSHIP 2013/14**

Student Name	
Student ID Number	Department/School
Title of Masters Programme	
Member of staff for contact	
Case for support (word limit 300) Note: Scholarships will be awarded to students who demonstrate excellent potential or who will help develop the Department's and Faculty's strategic priorities	

Start date
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