

WINGATE SCHOLARSHIPS 2008

Wingate Scholarships, QABC, 28 Broadway, London SW1H 9JX

Guidelines for filling in the application form

General Dos and Don'ts

PLEASE do

- ..read all these instructions carefully – they are designed to help you fill in the form correctly.
- ..type or write clearly in black ink do. **Do not** use only capital letters.
- ..make your answers fit into the spaces provided (no extra sheets will be accepted)
- ..put your name on the top of each page
- .. sign and date your form, photocopy it and keep a copy for yourself
- ..if you need to type your answers on another sheet and paste them into the appropriate spaces, first photocopy the completed form, then sign and submit the photocopy. **Do not send in forms with pasted on statements.**
- ..make sure your application is correctly paginated and on 5 single sides of A4 paper **only** (nothing else will be accepted)
- ..if you wish to have your application acknowledged, include a stamped self addressed envelope or postcard with your application
- if you wish to have the safe arrival of your references acknowledged, send a self addressed stamped postcard with your name (and the name of the referee on the back) to each of your two first referees asking them to include it when they send in their reference to this office – the postcard will be posted back to you as confirmation of receipt of their reference
*N.B. The Administrator will **not** be able to check for the safe arrival of your application form or references*
- ..practising musicians **must** submit, a recent **tape or CD of good** quality with as wide a variety of repertoire as possible - **no mini-discs or DVDs.**
composers **must** submit manuscripts as well as CDs or tapes. .
conductors **must** submit manuscripts, tape or CD and a videotape or DVD
- ..creative writers **must** submit an example of their work (not more than 10 pages)

PLEASE do not

- ..re-design the form - you must adhere **exactly** to the format and pagination given or your application will not be considered.
- ..staple or paper clip your application
- ..use a type face smaller than 10pt
- ..use only capital letters
- ..submit your form with stuck on sections (see above)
- ..submit more than one copy of your form
- ..send your form by email or fax (postal application **only**)
- ..send past school, college or university transcripts, letters of acceptance, copies of passports, CV's etc
- ..write further explanations in a covering letter – it will not be read by the selection panel
- ..include your references with your application - even in sealed envelopes
(all references **must** come direct to this office from the referee)
- ..provide more than the 2 references asked for– any extras will NOT be considered.

2.

A. FILLING IN THE FORM

Candidates are advised to refer to these pages carefully while filling in the application form. Numbers refer to pages and sections of the form.

If you are applying for a doctoral or post-doctoral project, please refer to the accompanying information sheet (Doctoral and Post Doctoral Research) which you should also download from the web site. You may apply for doctoral research even if you have already started.

All forms, especially those that have been down loaded from the internet must conform to the original format and pagination, and must be submitted on 5 single sides of A4 paper **only**. Please note that applications that do not conform to this format will NOT be accepted. Applications are **not** accepted via fax or email or if they arrive after the deadline.

Please type or write clearly in **black** ink and do not write using all capital letters. If using a typewriter or word processor please make your answers fit into the spaces provided and do not use a type face smaller than 10pt. If you need to type your answers on another sheet and paste them into the appropriate spaces, **do not send the original** – first photocopy the form, then sign the photocopy before submitting it. Keep a copy for yourself. Please check that you have completed every section, put your name on the top of each sheet and **please do not use staples or paper clips**.

Page 1

1.1 Underline your surname.

1.2 If you are from an EU country other than the UK, please state how long you have been living in the UK (we may ask for formal proof of this later).

1.3 We shall inform you of the outcome of your application by the end of April. Make sure that the postal and email addresses, on the form are correct, that there will be someone there to open your post if you are away for short periods and that you inform us of any change promptly.

1.4 State your occupation fully. If you are a student, you must state the name of the institution you are studying at, your subject and the stage you have reached. If you are a doctoral student, give the title of your thesis.

1.5 Give a **concise** summary of the work you hope to carry out with the help of a Wingate Scholarship (one or two sentences **only**) please give your thesis title if applicable. On page 4 you have the opportunity to enlarge on this.

1.7 If you are hoping for a place at an institution but do not yet know whether you have been accepted, make the position clear, specifying any institutions to which you have applied. **You may apply before you have a firm acceptance.**

1.8 Insert the **total** figure arrived at under 3.5.

1.9 Enter **three** names and contact details (a), (b) and (c) – **please read the section regarding references below.**

Page 2

Use this page to give details about your education, experience and achievements. **Do not enclose a separate CV.**

2.4 Please include only past financial awards – (i.e. awards **not** relevant to this project).

Page 3

Wingate Scholarships are intended for people who would not be able to undertake projects without our help. We must be able to see what your current income is (3.1) as well as your projected income and expenditure (3.2), in order to assess the effect that working on your project will have on your financial situation. If you are applying for a Scholarship for less than a year, cross out the word 'annual' wherever it occurs, and base your calculations on costs for the period.

3.1 We **must** know your income **this year** (2007/2008) for comparison. If this includes salary, fees or payments for freelance work that you would have to drop in order to undertake your project, please make this clear.

3.2 **You must declare all sources of income including any other possible sources of funding whether applied for or not.** If you have a partner or parents who are in a position to contribute to your support, we would expect them to do so and your calculations should include a figure for their contribution.

3.3 **Since all future decisions will be based on this budget, be as accurate as possible.** Estimate your total financial needs while working on your project. Where possible, be specific. If you need to travel, for example, quote the most economical fares available. We expect estimates of fees and living expenses at institutions to reflect accurate updated information. If you have children or other dependents, give details in 'Notes' below.

3.3 cont. Please list **total** fees payable – do not subtract amounts for awards already granted (list them in 3.2 a).

3.4 & 3.5 Subtract **annual income** in 3.2 from **annual expenditure** in 3.3 to obtain the figure for **annual shortfall**. This is the sum you wish to request each year (or shorter period if appropriate). For more than one year, multiply **annual shortfall** by two or three as appropriate. **This total sum must also be inserted on page 1 in 1.8.**

3.

Page 4

4. Your statement should describe your project as fully as possible and **must fit in the space provided**. **Do not add extra pages** and do not use smaller than 10pt typeface. It must be no more than 600 words and be written in clear non-technical language. Handwriting is acceptable, but it must be in **black ink**, well spaced and legible, and **NOT** all in capitals. You may be asked to amplify your statement later.

5.1 The Trustees will be holding information from Scholars whether this information is received directly from the Scholars, the Scholars' referees or otherwise. In order for the Trustees to comply with the Data Protection Act you are asked at clause 5.1 of the application form to give your irrevocable consent to the Trustees holding and processing such data.

Submission of your signed application assumes you have accepted the terms & conditions in all the application materials.

Page 5

Please complete the self-classification page according to the instructions on the page.

B. ACCOMPANYING MATERIAL

Do not send in letters of acceptance, transcripts of past academic grades etc. research proposals, CVs, videos or books.

Exceptions : Candidates may send one page of publications if necessary

Creative writers must send examples (not more than 10 pages) of their published or unpublished writing.

Those engaged in craft, design, or architecture may send not more than 6 reasonably sized prints (no slides).

Practising musicians must send a recent tape/CD of **good** quality demonstrating as wide a range of repertoire as possible (**no DVDs or mini-discs**).

Composers must send tapes or CDs and scores of compositions.

Conductors must send a video or DVD.

Do not send original documents or anything valuable. Materials sent will be NOT be returned unless suitable self-addressed stamped return packaging is enclosed for the purpose.

C. REFERENCES (PLEASE READ THIS CAREFULLY)

Please ensure that your referees are well acquainted with your scholarly interests and the subject field of your proposed project and ensure that they receive the letter and form – these have been designed to help them to give you the most appropriate support.

Referees must be asked to send their confidential references direct to the Administrator. Any references arriving with the candidate's application form – even in sealed envelopes – will not be accepted.

Please note that it is the responsibility of the **candidate** to ensure that both their references arrive on time. If a reference is missing, it may be assumed that the referee does not wish to support the candidate.

Procedure for submitting references is as follows:

1. **If down loading from the internet, download and print two copies of the letter and two copies of the form.**
2. **Send one letter and one form to each of your first two referees (a) and (b) only (extra references will not count in your favour and will not be considered.)**
3. **If you wish to have the arrival of your reference acknowledged, enclose a self addressed stamped post card with your name and that of your referee on the back, and ask your referee to include it when they send their reference to this office. The postcard will be returned to you as confirmation of receipt of their reference.**
N.B. : it will not be possible for the Administrator to check on the arrival of your references.
4. **Inform your third referee that he/she may be contacted at a later stage – do not ask them to write a reference at this stage.**

Applicants who are part of research teams should have at least one referee who is not directly associated with their research.

Applicants must not provide both their references from the same institution. If this is impossible then please explain why.

Practical musicians are advised that only one referee may be a current teacher.

Creative writers are advised that only one referee may be their literary agent or publisher.

Students from abroad must obtain **at least one** reference from a British institution (preferably from the one at which they are currently studying). If this is impossible then please explain why.

Applications will not be acknowledged unless a stamped addressed envelope or PC is included and please note that it will not be possible for the Administrator to check on the arrival of your application or your references or to discuss any aspect of individual applications.

We do not accept applications before 1 October 2007, nor, in any circumstances, by email or by fax.

Remember that the closing time/date of 18:00 on 1 FEBRUARY 2008 is final.
Applications received after this (regardless of when posted) will not be accepted.

Wingate Scholarships, QABC, 28 Broadway, London SW1H 9JX

Send your application as early as possible - do not wait until the last moment

WINGATE SCHOLARSHIPS

APPLICATION FORM 2008

Please refer to guidelines while completing

1. Basic information

1.1 SURNAME: _____ First Name: _____

1.2 Age _____ Date of birth _____ M... F...

Nationality _____ Nationality at birth (if different) _____ If EU citizen, length of residency in UK _____

1.3 Address _____ Permanent address if different _____

Telephone : daytime _____ E-mail : _____
evening _____

1.4 Present occupation _____

1.5 Give a concise (one or two sentences only) summary of the project which a Wingate Scholarship would enable you to undertake (including thesis title if applicable)

1.6 How long, from September 2008, will it take you to complete this work?

1.7 Institution where would you hope to do it (if applicable) *N.B. You may apply before you have a firm acceptance*

1.8 Total amount of money applied for (see 3.5)

1.9 Give the names, positions held and full postal addresses, e-mail and telephone numbers of THREE referees
Please consult the instructions regarding references before completing this section.

- (a) _____ (b) _____ (c) (give name and contact details but do not request a reference at this stage)

1.10 How did you hear of Wingate Scholarships?

For Office Use Only

Classification: _____ Advisors: _____ Result: _____ Year of Application: **2008**
Year Project ends: _____

2. Education, qualifications, publications, awards and career

2.1	Secondary schools attended	Final examinations passed, with grades	Dates
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2.2	Universities, colleges etc attended (1) past	Degrees or diplomas awarded, with grades	Dates
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	(2) present (if applicable)	Degree etc expected, with subject (& title of thesis if applicable)	Date expected
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2.3 Languages : degree of proficiency in languages relevant to your research

2.4 Publications, exhibitions, prizes, past awards or fellowships

2.5 Career to date, work or other relevant experience (*please do not send separate CV*)

3. Budget PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS SECTION

3.1 Current income (2007/2008)

3.2(a) Estimated annual income that will be available to you while working on your project

Own income/family/partner's contribution

Savings

Awards granted (details in >Notes= below)

Other

Estimated total annual income

Awards applied for (e.g. for overseas applicants ORS)

3.2(b) If you are British and a research student, please explain why your project is unlikely to attract Research Council, British Academy or major agency funding

3.2(c) Please declare any other possible sources of funding that might be available to you (even if you have not applied)

3.3 Estimated expenditure per year while you will be working on your project

Living expenses, including rent, food and utilities

Total Fees Payable

Studio rental, bench fees etc

Books, stationery or other materials

Travel

Other (please specify)

Estimated Annual Expenditure

3.4 Annual shortfall

3.5 Total sum applied for over years

Notes

4. **Proposed study or work**

Give a clear account of the work you hope to carry out with the help of a Wingate Scholarship. *Please make your statement fit onto this sheet - do not add extra sheets and do not use a type-face smaller than 10pt.*

5. Declarations

5.1 By completing and returning the application form I expressly give my irrevocable consent for the Trustees of Wingate Scholarships to hold and process all data they receive in respect of my application and to hold and process this information for such time as they deem necessary and to disclose the same to such persons and for such legitimate reasons as the Trustees consider it appropriate so to do.

5.2 I hereby declare that all statements made on this application form are to the best of my knowledge true and that I have read and accepted all terms and conditions in the information sheets included in the application materials.

Date.....Signature.....

Self Classification 2008**YOUR SUBJECT**

Applications for Scholarships are dealt with by experts in each subject and interviews are arranged accordingly. Please indicate, by ticking the appropriate box, the subject area of your application. If your subject is not listed, you should write its name in the space at the end of the list in the column which covers your subject. If your project is inter-disciplinary, please place a number in the boxes against the two most relevant subjects, numbering them in order of importance (**no more than two**).

<u>ARTS & HUMANITIES</u>	<u>SOCIAL SCIENCES</u>	<u>SCIENCE & ENGINEERING</u>
Ancient History []	Criminology []	Biology []
Archaeology []	Development Studies []	Cellular []
Architecture []	Economics []	Organic/Ecological []
Art History []	Education []	Agricultural []
Craft/Design []	Human Geography []	Bio-Medical []
History []	Information &	Chemistry []
Jewish Studies []	Communication Studies []	Engineering []
Linguistics []	Law []	Geography []
Literature []	Political Science []	Environmental Studies []
Music: Performance []	Psychology []	Earth Sciences []
Musicology []	Sociology []	Astronomy []
Composition []	Social Anthropology []	Geology []
Philosophy []		Oceanography []
Theology []		ICT/Computing []
Other Arts & Humanities []	Other Social Sciences []	Mathematics []
-----	-----	Physics []
		Material Science []
		Other Science & Engineering []
