



KESS2 Participant Proposal Form 2016-17

Student Application Form for KESS Studentship funding (v.Dec16)

****FORM TO BE COMPLETED BY THE STUDENT APPLICANT, and SUBMITTED TO THE ACADEMIC SCHOOL****

The information you provide on this form will be used to consider your eligibility and suitability for KESS2 scholarships. This application is a separate process from <http://www.cardiff.ac.uk/study/postgraduate>

Only students who have applied to Cardiff University for a PGR place can apply for KESS2 funding - you can apply to the University and for KESS2 funding at the same time.

The form consists of seven sections and one Annex – please note signatures are required as follows:

- Part E: Eligibility and conditions of funding, Data Protection – *signed by the STUDENT APPLICANT*
- Part F: Administrative approval – *signed by the PRINCIPAL ACADEMIC SUPERVISOR*

Any general queries about this form can be directed to KESS2 project staff in the Research and Innovation Services at Cardiff University (02920 879196, or kess@cf.ac.uk). **Applicants should submit completed forms to the nominated contact in the Academic School they are applying to.** Schools should send on the final hard copy forms with 'ink' signatures to Esther Meadows, RIS, 7th Floor, McKenzie House, Cardiff CF24 ODE.

Type of scholarship (<i>delete/select</i>)	PhD	MRes	MPhil
<i>(Office use only: KESS2 reference no.)</i>			

Scholarship Project Title	
School	
Principal Academic Supervisor	
Email / tel. of supervisor	
Company partner	
Preferred start date	<input type="checkbox"/> 1 October <input type="checkbox"/> 1 January <input type="checkbox"/> 1 April <input type="checkbox"/> 1 July

PART A: APPLICANT DETAILS (*To be completed by the Applicant*)

Title (Mr, Mrs, Ms, Miss, Dr)		
Last Name		
First Name(s)		
Contact Number	Mobile:	Home/work:
E-mail address		
University PGR application reference no.		

<p>Full Home address: <i>(Home or work address <u>must be in a West Wales and the Valleys Convergence area</u> to be eligible for funding)</i></p> <p><i>Please see Annex A for further details of documentary evidence required to confirm your eligibility.</i></p>	<p>Address: County: Postcode:</p> <p><i>*The West Wales and the Valleys region is made up of the following 15 local authorities: Isle of Anglesey, Gwynedd, Conwy, Denbighshire, Ceredigion, Pembrokeshire, Carmarthenshire, Swansea, Neath Port Talbot, Bridgend, Rhondda Cynon Taf, Merthyr Tydfil, Caerphilly, Blaenau Gwent and Torfaen.</i></p>
<p>Name of employer, full work address and contact details <i>(only required if home address is not in the WWV Convergence area of Wales)</i></p>	<p>Employer: Address: County: Postcode:</p> <p>Contact email: Contact phone: Website address:</p>

<p>National Insurance Number</p>		
<p>Preferred language for communication</p>	<p>Welsh</p>	<p>English</p>
<p>How did you find out about KESS2?</p>	<p>Please specify:</p>	

<p>Conflicts of Interest To the best of your knowledge, are you related to or connected with:</p> <ul style="list-style-type: none"> i) anyone at the external partner (e.g. employees, directors, trustees)? ii) any of the supervisory team? iii) Anyone from the KESS2 partner Universities working on the KESS project (e.g. KESS administrative staff)? <p>Any possible conflicts of interests must be declared and expanded upon here:</p>

PART B: Personal Statement *(To be completed by the Applicant)*

Please include a Personal Statement (maximum 750 words) outlining any other relevant information and/or experience you would like to include in support of your application for KESS2 funding. This statement can repeat information provided in the 'Personal Statement' and 'Research Proposal' sections of your Cardiff University application, but should also include:

- *Why you would be particularly suited to working on a project in collaboration with the partner /company;*
- *Any specific skills or experience you have of relevance to the project proposal;*
- *Your commitment to higher-level skills training and further career development in this research area.*

PART C: EDUCATION AND EMPLOYMENT DETAILS *(To be completed by the Applicant)***Academic and Professional Qualifications**

Include details of SECONDARY AND FURTHER/HIGHER education, academic and professional qualifications achieved/expected (please put official title of award) with the most recent first (add additional boxes where necessary).

University / Institution (with dates attended)	Degree / Qualification	Degree / Main Subject	Classification or Grade	Date of Award

Details of relevant prior employment

Please give details of your current employment (if applicable) and any previous employment experience (with dates) relevant to your application. Please list your most recent post first (add additional boxes where necessary).

Employer	Period of employment	Nature of Work / Main Duties (please state whether full-time or part-time)

PART D: INCOME DETAILS (to be completed by the applicant)

KESS2 scholarships are only available on a “genuine needs basis” – in other words, we must demonstrate that applicants would not be able to undertake a research studentship without KESS2 support. The KESS2 Programme is required to assess the personal financial circumstances of individual participants on a case-by-case basis, before offers of financial support are made. The information we request in this section is specified under guidance provided by the Welsh European Funding Office. Information you provide will be used for no other purpose than to assess suitability for a KESS2 scholarship.

<p>Have you identified any other suitable sources of grant funding which could support your participation in this course?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give details of funder, amount and when a decision is expected:</p>
<p>Would you be able to pursue this postgraduate training if you did not receive support from the KESS2 Programme, supported by the European Social Fund?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give brief explanation.</p>
<p>Do you have any savings?</p> <p><i>(This applies <u>only to you as the applicant</u>, and not to partners or family. Savings means cash or near-cash accounts which are accessible without penalty at short notice. It does not mean other assets or long-term investments such as equities, pensions and life assurance policies).</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state the amount: £</p> <p>If you are successful in this application, you will be asked to provide a recent statement (covering at least one full month) to evidence the savings you have, prior to any offer of funding. Please see Annex A.</p>
<p>What sources of income do you receive?</p>	<p>£ weekly/ monthly</p> <p>Income might include wages or salary, allowances, other cash amounts.</p> <p>If you are successful in this application, you will be asked to provide a recent bank statement (covering at least one full month) or payslip/remittance advice in your name, to evidence any sources of income you receive. Please see Annex A.</p>

PART E: APPLICANT ACKNOWLEDGEMENTS and SIGNATURES (To be read and completed by the Applicant)**Confirmation of requirements to participate in KESS2**

KESS2 is seeking funding from the European Social Fund (ESF), supported by the European Union, and as a result, additional conditions and administrative requirements will apply to these studentships. A KESS Studentship Agreement will be signed between the KESS scholar and the University if funding is awarded. This Agreement will set out the conditions of KESS funding, and describe the responsibilities the University has to the student. Further details will be provided to successful candidates; a template Studentship Agreement is available on request from KESS@cf.ac.uk.

The key conditions of KESS funding are highlighted below:

- o **Student eligibility** - to be eligible for a KESS2 Scholarship at Cardiff University applicants must:
 - Have a home or work address in the West Wales and the Valleys region at the time of their application for KESS funding and their enrolment for the course of study;
 - Have a legal right to live and work in the UK for the duration of the KESS2 support, and the right to take up paid work in the WWV region on completion of the scholarship;
 - Classified as a 'home' or 'EU' student
 - Be accepted for a PGR place at Cardiff University, satisfying usual University/School admissions criteria for the course of study.
- o If you are selected for a KESS scholarship, **original documentary evidence of your eligibility, qualifications and income** will be requested by the KESS Administrative team prior to confirming our offer of funding. A list of acceptable documents is provided in Annex A to this form. If you are unable to provide this evidence, no offer of funding will be made.
- o **Timesheets, reporting and submission requirements:** All KESS2 scholars must provide monthly timesheets and a quarterly progress report, outlining their activities on the project - our KESS administrative team will provide templates and support you with this. KESS2 scholars must also aim to achieve 'outputs' within time periods determined by the KESS programme (including thesis **submission within 6 months (PhD) or 3 months (MRes/MPhil) of the end of the funding period**).
- o **Intellectual Property:** Intellectual property (IP) arising out of the project will be owned by the University to comply with EU State Aid regulations. As a student, you own the IP in the work you produce. A condition of KESS funding is that you assign this IP to the University. If this IP is subsequently commercially exploited, you will be entitled to a fair and reasonable share of any benefits generated, in accordance with the University's Policy on Intellectual Property Rights.
- o **Postgraduate Skills Development Award:** KESS2 requires students to achieve a Postgraduate Skills Development Award (PSDA) in addition to their academic qualification. The PSDA is awarded by Bangor University, following achievement of 30 credits (MRes) or 60 credits (PhD) of skills training relevant to your needs, and attendance at a mandatory residential KESS2 Graduate School. The University and your supervisors will provide you with further advice and support to achieve this.
- o If at any time you decide to **withdraw or fail to engage with your studies and the requirements of the KESS2 programme**, you may be required to **repay some or all of the funds you have received** under this project.

DATA PROTECTION STATEMENT ON THE USE OF PERSONAL DATA FOR ESF KESS STUDENTS ("PARTICIPANTS")

Cardiff University will use the personal information supplied by you for the purpose of administering your ESF KESS Scholarship, including to assess your eligibility and suitability for KESS2 funding. The information you provide will be kept securely and may be shared with staff both within Cardiff University and, where necessary, staff within the Bangor University Central KESS team, for the purpose of award administration and monitoring.

The University may also be required to share some of your personal data collected during this process with the staff and contractors of the Wales European Funding Office (WEFO), with auditors (including but not limited to the European Commission), and with staff or consultants working on behalf of the KESS2 project, for the purpose of award administration, monitoring or evaluation. You may be contacted by the University, KESS team or agents working on behalf of KESS2, to request further information about your experiences of KESS2 and its outcomes.

It is a condition of ESF KESS2 funding that information on project participants is kept by the University for at least 10 years, for project evaluation and audit purposes.

If you have any queries concerning how your personal data will be used please contact Rebecca Blackwell on Blackwellrm@cardiff.ac.uk. Under the terms of the Data Protection Act 1998, you have the right to a copy of the information which the University holds about you. The University's procedure for accessing information can be found here:

<http://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection/request-access-to-your-data>

I confirm that, to the best of my knowledge, the information given on this form is correct. I consent to its use in accordance with the Data Protection statement above. I acknowledge and accept the key requirements of KESS2 funding, as outlined above.

Signed: _____ Date: _____

Print name:

PART F: SUPERVISORY APPROVAL

(To be completed by School Academic Supervisor – for administrative purposes only)

On the basis of the information provided above, I recommend this student for a KESS2 scholarship, subject to further evidence /checks on eligibility by the KESS Administrative team.

Signed:

Name:
(School Principal Academic Supervisor)

Date:

EXAMPLE

ANNEX A: A LIST OF ACCEPTABLE DOCUMENTS TO EVIDENCE ELIGIBILITY FOR KESS2 FUNDING – *For information only*

Eligibility Condition	Proof of Eligibility <i>(original documents are required; only one item from each box)</i>
<p><u>For anyone to participate in the Wales ESF programmes they must have:</u></p> <p>The legal right to live in the UK during the period of the ESF support.</p> <p>The legal right to work in an EU member state (i.e. to work with the KESS company partner).</p>	<ul style="list-style-type: none"> • National Insurance number, either plastic or letter from HMRC/DWP (you must have the right to work or study in the UK to receive a National Insurance number). • Full passport (EU) • Full passport (not in EU) <ul style="list-style-type: none"> ○ Passport either endorsed ‘indefinite leave to remain – proceed’ (settled status) or includes work or residency permits or visa stamps (unexpired) and all related conditions met. ○ Some non-EEA nationals may have an Identity Card issued by the Home Office in place of a visa, confirming the individual’s right to stay, work or study in the UK – these cards are acceptable. • Letter from the UK Immigration and Nationality Directorate granting ‘indefinite leave to remain’ (settled status). • Birth / adoption certificate (EU) • Residency permits for foreign nationals (usually in passport) • Marriage / civil partnership certificate (if partner has legal right to live in the UK and can be evidenced).
<p><u>To be eligible for a KESS2 Scholarship, you must evidence your level of educational qualifications on entry:</u></p> <p>Applicants for research PhDs at Cardiff University will be expected to have one or both of the following:</p> <ul style="list-style-type: none"> • a first degree, normally with class 2:1 or higher, or equivalent in a relevant subject; • a relevant Master's qualification or equivalent 	<ul style="list-style-type: none"> • Qualifications certificate issued to individual. <p><i>If you are unable to provide certificates, we will ask your permission to contact the relevant academic institution to request confirmation of your qualifications in writing, or ask you to contact the institutions directly.</i></p>
<p><u>To be eligible for a KESS Scholarship, you must evidence your geographic location:</u></p> <p><i>Only people living, working or studying in the West Wales and the Valleys Convergence region may receive KESS2 funding.</i></p> <p>The Convergence area covers West Wales and the Valleys, and is made up of the following 15 local authorities: Isle of Anglesey, Gwynedd, Conwy, Denbighshire, Ceredigion, Pembrokeshire, Carmarthenshire, Swansea, Neath Port Talbot, Bridgend, Rhondda Cynon Taf, Merthyr Tydfil, Caerphilly, Blaenau Gwent and Torfaen.</p>	<p><u>Proof of home address:</u> (one document only required including your name and address...)</p> <ul style="list-style-type: none"> • Tenancy agreement / documents • Mortgage statement / correspondence • Recent statement from bank / building society / credit card company / credit union • Recent utility bill or council tax demand / correspondence • Evidence of registration on electoral roll • Correspondence from employer, pension scheme • Full driving licence (UE) • Firearms certificates / shotgun licence • Letter / confirmation from home owner (family / lodging) • Benefits / State pension notification letter • HMRC correspondence • Rent card / statement • Solicitors correspondence <p><u>Proof of work address:</u> <i>(only required if home address is not eligible)</i></p> <ul style="list-style-type: none"> • Latest payslip (if actual work address indicated) • Employment contract (if you have more than one possible work location this must confirm actual work address).

	<ul style="list-style-type: none"> Correspondence from employer (if you have more than one possible work location this must confirm actual work address). <p>Proof of place of study: <i>(only if you are not eligible based on home or work address)</i></p> <ul style="list-style-type: none"> Correspondence from institution Students ID card (if this identifies name of institution) If an Institution has locations in more than one programme region (i.e. both East Wales & West Wales and the Valleys), correspondence from the institution must also identify the main location of your course.
<p><u>To evidence your 'need' to receive a full KESS Scholarship, you must evidence your level of savings and income:</u></p> <p><i>The KESS2 Programme is required to assess the personal financial circumstances of individual participants on a case-by-case basis, before offers of financial support are made.</i></p> <p><i>If you are successful in this application, you will be asked to evidence sources of income you receive prior to an offer of funding.</i></p>	<p>Proof of sources of income/savings:</p> <ul style="list-style-type: none"> Recent bank / building society statement(s) in your name covering at least one month period, evidencing level of savings* Recent bank / building society statement(s) in your name, covering at least a one month period, evidencing receipt of a regular source of income A recent payslip in your name <p><i>*Savings means cash or near-cash accounts which are accessible without penalty at short notice. It does not mean other assets or long-term investments such as equities, pensions and life assurance policies</i></p>
<p><u>To evidence your age on entry to the KESS2 Programme:</u></p> <p><i>This information is required for monitoring purposes only, and will not be used to inform funding decisions.</i></p>	<ul style="list-style-type: none"> Birth certificate Full driving licence (EU) Full passport National Identity Card (EU) Firearms certificate / Shotgun licence Northern Ireland Voters Card Employment contract / payslip (if date of birth quoted) Pension statement (if date of birth quoted) Evidence that in receipt of age-related state benefits Letter / confirmation from educational institution (if applicable)