

POSTGRADUATE COMMUNITY EXPERIENCE AWARDS INFORMATION SHEET

Everything you need to know:

- The Postgraduate Community Experience Awards are open to **all postgraduate** (taught and research) students across all our campuses.
- Applications must have an **interdisciplinary** and/or **external focus**, with an aim of enhancing the postgraduate community at the University of Kent.
- All events/projects must take place within the community of the applicant's location of study, either on campus/ Centre. Applications will be considered where a different location is pivotal to the project/award and is within a **20 mile radius**.
- The Postgraduate Community Experience Award is not able to support applications for catering unless as an integral part of a wider PG project. This award will not support the purchase of alcohol unless as it is part of a fully justified reception or dinner.
 - Please note that due to Health and Safety and Liability Insurance reasons, the award cannot support events which involve the making or selling of food/perishable goods.
- All projects/events must be planned to take place by the end of the academic year in which the applicant applied.
- All applicants must get a statement of support from their School Director of Graduate Studies, or in their absence, your main Supervisor.
- All applications must be accompanied by the applicants most up to date Curriculum Vitae (CV).
- All applications will be sent to a panel of judges for consideration. Applicants will be notified within one month of the application deadline (however this is usually earlier).
- Winners will run their projects/events on a voluntary basis, with the award going towards financing materials or any external assistance for the project/event.
- The Graduate School reserves the right to extend the application deadline and the results announcements at its own discretion.
- If for any reason the award is not capable of running as planned, all applicants will be notified at the earliest convenience.
- The Graduate School can assist with booking rooms and making small purchases of materials but the majority of the logistical work of the project must be undertaken by the prize winner.
- The Graduate School adheres to the University of Kent's main data protection guidance for students. You can find the statement at www.kent.ac.uk/infocompliance/dp/enrolment.html

How to apply

Read the Postgraduate
Community Experience
Award **Information
Sheet**

Download the
Application Form and
start writing your
proposal

Obtain a letter of
support from the
Director of Graduate
Studies in your School

Send your completed
application form and a
copy of your CV to
graduateschool@kent.ac.uk

Things to think about:

- Who is going to help you?
- How much will your activity cost?
- How much time will you need to allocate to the activity?
- Where do you want to do it?
- How are you going to advertise your activity?
- How will it benefit our postgraduate community?

What the judges are looking for:

- Applications that provide a strong case for how the proposed event/project will build the postgraduate student community, across a number of academic Schools/disciplines.
- Show that the project/event has a broad **interdisciplinary** or **external focus**.
- Projects/events that are new and not currently in existence and are not a recurring annual event.
- A comprehensive and detailed breakdown of the planning and implementation of the project (including a budget plan which illustrates a breakdown of how the funding will be spent).
- The panel would particularly welcome applications around the following themes as these are linked to areas the Graduate School is keen to develop:
 - Wellbeing of postgraduate students – Postgraduate Community Wellbeing Award.
 - Internationalisation.
 - Career development and transition to being a postdoctoral researcher.
 - Equality, Diversity and Inclusivity

What happens if you win an award?

- You will be notified within one month of the application closing date with feedback regarding your application. (Prizes must be taken as stated and cannot be deferred or transferred. The panel reserve the right to offer a different amount to the sum requested in the application.)
- A date and time will be arranged between you and a member of the Graduate School to discuss support and logistics of your project/event.
- Successful applications must make reference to the Graduate School Postgraduate Community Experience Awards in their publicity material and provide a report to the Graduate School including an evaluation of the event/project within 2 months of it taking place.

If you have any queries please contact the Graduate School at graduateschool@kent.ac.uk