POSTGRADUATE COMMUNITY EXPERIENCE AWARDS

TERMS AND CONDITIONS

Eligibility

- The Postgraduate Community Experience Awards are open to all postgraduate students across Canterbury and Medway campuses and our European Centres.
- Applications can be made by postgraduate students and/or postdoctoral researchers (up to 2 years) (both individuals and teams).
- Applications must have an interdisciplinary and/or external focus, with an aim of enhancing the postgraduate community at the University of Kent - applications for narrow academic events are unlikely to succeed.
- All events/projects must take place within the community of the applicant’s location of study, either on campus/centre or within a twenty mile radius.
- Applications for the Postgraduate Community Experience Awards which have also been made to the Eastern ARC events fund will not be considered.
- The Postgraduate Community Experience Award is not able to support applications for catering unless as an integral part of a wider PG project.
- In order to apply for the Postgraduate Community Wellbeing Award you must declare this on your application.

Selection Criteria

Funding will only be awarded to outstanding proposals for projects and events which:

- Provide a strong case for how the proposed event or project will build the postgraduate student community, across a number of academic Schools or across Faculties.
- Show that they have a broadly interdisciplinary or external focus. The proposed event or project must have a wider focus than an individual or small group of applicants’ research interests.
- Are new and not currently in existence and are not a recurring annual event.
- Will be planned to take place by the end of the academic year in which they applied.
- Include 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).
- Outline clearly the desired outcomes of the event/project (i.e. indicators that the event/project has been a success).
- 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.
Applications

- Applicants must state the amount of funding they are seeking for their project or event (up to a maximum of £1500). Applications over £1000 and close to the maximum will receive particularly close scrutiny to consider if such costs are fully justified.
- The completed application form should be no more than 3 A4 pages in length.
- The completed application form must be accompanied by (i) a brief CV from the applicant(s) and (ii) a short statement of support from the applicant’s School Director of Graduate Studies.
- Successful applications must make reference to the Graduate School Postgraduate 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 are applying for the Postgraduate Community Wellbeing Award, extra participant feedback reports may be requested.
- Students can use the online application form to apply for this award and should follow the instructions available. The Graduate School will accept manual applications, and additional material in support of an application, which should be sent by post to Postgraduate Community Experience Awards, c/o Graduate School Assistant, Cornwallis East, 3rd Floor, University of Kent, Canterbury, Kent, CT2 7NF.

Deadline

- The deadline for applications are specified on the main website page for the awards. Entries received after the deadline will not be accepted, however there will be an opportunity to reapply in the next round.

After submission

- Applicants will receive an email confirming safe receipt by the Graduate School within five working days of submission.

Selection Process

- A copy of the applications will be sent to a panel of judges for consideration.
- The selection panel will be comprised of the Dean of the Graduate School, the Associate Deans (Graduate Studies), the Master of Woolf College and the Graduate Student Association President.
- Applicants will be notified if they have been successful or not by the end of the term.

Prizes

- The prizes must be taken as stated and cannot be deferred or transferred.
- All winners will receive a certificate of participation from the Graduate School.
- The panel reserve the right to offer a different amount to the sum requested in the application.

Financial Matters

- Winners will run their projects on a voluntary basis, with the award going to finance materials or any external assistance for the project.
- Each prize winner will have their award allocated to a budget line within the Graduate School.
If a project requires specific materials the Graduate School can assist in the purchasing of academic products, catering or travel tickets but any unusual items will need to be purchased by the winners and the Graduate School will then reimburse their costs.

All such costs need to be submitted to the Graduate School with full receipts and details of outlay.

Any receipts need to be submitted to the Graduate School by 25th July for reimbursement in the same financial year of the award.

Other terms and conditions

- The Postgraduate Community Experience Award will not support the purchase of alcohol unless as part of a fully justified reception or dinner.
- 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.

Data protection and confidentiality

- Personal information provided in the application will only be used by the Graduate School and given to the judging panel.
- Records of names and achievements of winners may be recorded for the use of University publicity through social media, website, email or publication.
- These terms and conditions are a supplement to the University’s main data protection guidance for students – you can find that statement at http://www.kent.ac.uk/infocompliance/dp/general-information.html.