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# Department of Agriculture, Environment and Rural Affairs

# Application for Postgraduate Studentship 2017

Important: Please refer to the DAERA Postgraduate Studentships Terms
and Conditions 2017/18 before completing this form. These are available on our website at

<https://www.daera-ni.gov.uk/articles/postgraduate-study> or by contacting us (see below).

This form is for financial assistance towards a 3 year postgraduate research study, leading to a PhD qualification, commencing in the academic year 2017/18. Research proposals must be aligned to one of our Priority Research Areas for 2017, which are available on our website at the following link
<https://www.daera-ni.gov.uk/articles/postgraduate-study> along with our identified need(s) for each area.

* All information will be treated in the strictest confidence.
* Any person wilfully making a false statement in support of this application may be disqualified.
* You must inform us of any change in the information provided on this form, without delay.
* If you have any queries about completing this form, or if you would like a hard copy please contact us at;

Department of Agriculture, Environment and Rural Affairs

Supply Chain Development Branch – Student Awards

Room 518 Dundonald House

Upper Newtownards Road

Ballymiscaw

BELFAST BT4 3SB

Email: postgraduate@daera-ni.gov.uk

Telephone: 028 9052 4710

Text Relay: Dial 18001+ 028 9052 4710 from a text phone and

18002 + 028 9052 4710 from a telephone.

This booklet is available in alternative formats. Copies of this document can be made available, on request, in alternative formats e.g.

• Large Print • Audio CD • Braille • Computer Disc

To request this document in an alternative format, please contact Supply Chain Development Branch above.

**Notes for Guidance**

* 1. **How to Apply**

To apply for a DAERA Postgraduate Studentship you must submit this application form to either the address on page 1 or by email to postgraduate@daera-ni.gov.uk

* 1. **When to apply**

 **Applications must be received by 5pm on Tuesday, 28 February 2017.**

 **Late applications will not be accepted.**

* 1. **Reasonable adjustment**

Please contact us if you require any reasonable adjustments due to disability, to enable you tocomplete orattend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process.

* 1. **Application form**

Refer to Terms and Conditions 2017/18, available at <https://www.daera-ni.gov.uk/articles/postgraduate-study> for eligibility, shortlisting and interview criteria.

**4.1 Section A: Personal Details**

State your full name as it appears on your birth certificate. Please send us, or scan and email, your original birth certificate and a recent passport size photograph with your application form. Supply your home address and correspondence address, if different. Please supply contact telephone number(s) and email address.

**4.2** **Section B: Residency**

Confirm if you have lived in NI for three years prior to 1st October 2017. If your home address is NI but you were temporarily employed or studying at a University outside NI during this period, please supply details. If you are a non-EU national you need to provide evidence of being “settled” in the UK (refer to point 4.2.2 of Terms and Conditions)

**4.3** **Section C: Details of Higher Education**

Provide details of your degree title and actual or anticipated class and division. You will be asked to provide supporting documents such as a degree certificate before starting a Postgraduate Studentship funded by DAERA.

**4.4 Section D: Previous or Current Postgraduate Studies or Employment**

Please tell us about any postgraduate courses or research experience to date. If you
 have completed a course we will ask for supporting documents to verify. Tell us about
 any funding you have received for postgraduate study or research and the funding
 provider. Please supply details of any employment since graduation.

**4.5** **Section E: Title of Research Proposal**

Please state the title of your proposed research project.

**4.6 Section F: Eligibility of research proposal**

 In order to be eligible for a DAERA Postgraduate Studentship, you must select which one of our Priority Research Areas 2017 your research proposal is aligned to. These are available at <https://www.daera-ni.gov.uk/articles/postgraduate-study>

or by hard copy if you contact us. Insert one selected Priority Research Area 2017 at section F.

**4.7 Section G: Shortlisting Evidence and Preparation for Interview (please read section 6 of the Terms and Conditions 2017/18 before completing this section)**

 Completion of sections G1 and G2 for shortlisting also fulfils part of your preparation for interview, as the panel will use criteria 1 and 2 at interview, along with criterion 3.

A selection panel will design questions to test your knowledge and experience in each of the following criteria and award marks accordingly;

If we need to shortlist candidates to go forward to interview, the shortlisting criteria 1 and 2 will be applied in the following order;

 **Shortlisting criterion 1 (Section G1).**

 You must provide the strength of evidence at section G1, to demonstrate how your research proposal either;

* meets our identified Need for your selected Priority Research Area 2017,

 **OR**

* is relevant to your selected Priority Research Area2017 (for example, you may have identified a novel proposal which is not directly related to our identified Need, but must be relevant to your selected Area).

 As evidence, you also need to explain who the target audience is for your research, describe how the results will be used and the potential impact your research will have. You will not be awarded any marks for your application form.

 **Marks available at interview: 35**

 **Minimum standard at interview: 21**

 **Shortlisting criterion 2 (Section G2).**

 You must provide the strength of evidence at section G2, to demonstrate the qualityof your research proposal. As evidence, you need to explain the scientific merit
 of your proposal, the innovative approach, the hypothesis and an understanding of
 proposed statistical analysis. You will not be awarded any marks for your application form.

 **Marks available at interview: 35**

 **Minimum standard at interview: 21**

A third criterion is included at interview and you should use section G3 as preparation for this. You will not be awarded any marks for your application form.

**Criterion 3 (Section G3).** Your ability to complete the project within the 3 year timescale and your personal contribution to the proposed research. For example, you need to explain the planning processes, how you can manage change, the benefits of team working, communication skills and ability to complete work on time.

**Marks available: 30**

**Minimum standard: 18**

 Candidates will not be permitted to use notes they may have prepared in responding to panel members’ questions at interview.

Interviews will be held on **10, 11 & 12 April 2017** in Dundonald House, Ballymiscaw, Belfast BT4 3SB. You must attend on one of these dates to be eligible for an award.

**4.8 Section H: Research Proposal.**

 Please provide full details of the PhD research proposal for which the award is being sought using the format provided. **Do not include any additional pages.** Your application must be supported by at least one supervisor. Please refer to our Terms and Conditions 2017/18 which outline the role of the supervisor (page 16)

 <https://www.daera-ni.gov.uk/articles/postgraduate-study>

 Ask your supervisor(s) to insert comments and agree to support your research studentship application.

**4.9 Section I: Publicity**

 Please complete this section to let us know how you heard about our scheme. Any suggestions as to how we improve publicity would be welcomed.

**4.10 Section J: References**

You must ensure that all references are received by us before 5pm on
**Tuesday, 7 March** **2017**. These are;

1. **Academic reference** regarding academic attributes, performance on your degree course and actual or anticipated class and division of degree.
2. **Head of Department reference** at the proposed University, supporting your proposal and confirming the offer of a place.
3. **Head of Branch reference** if the studentship is to be carried out at a Study Centre, such as the College of Agriculture, Food and Rural Enterprise (CAFRE) or the Agri-Food & Biosciences Institute (AFBI).

NB Confirmation of the offer of a place/use of resources must come from ***both*** the Study Centre’s Head of Branch ***and*** an associated University for validation purposes.

**4.11** **Section K: Declaration**

Please read this section, sign and date. We will accept a typed signature on your electronic application. If you are invited to interview, a formal signature will be obtained on the day.

Please complete in either **Arial font 12 or block capitals** using **black ink**.

Alteration to any of the text boxes *may* invalidate your application.

#### Section A: Personal Details

I enclose my birth certificate together with a recent passport sized photo of myself.
Please insert “**Yes”** to confirm that both items are enclosed or if you are emailing
your application insert “**Yes”** to indicate that both are on route to us.

Surname

Forename(s)

Please insert **X**:

Title: Mr Mrs Miss Ms Other

###  (Please state)

Country of birth Town of birth

Home address

Post code

### Home Telephone

### Number

Mobile phone

Number

E-mail address

Correspondence

Address

(If different to above)

#### Section B: Residency

Have you lived continuously in Northern Ireland for 3 years immediately preceding the start of the studentship on 1 October 2017?

Please insert **X:**

Yes No

### If **No**, please list all addresses and dates of residence during the past 3 years.

If you were not born in Northern Ireland, please provide the date when you first lived in Northern Ireland.

If you are a non-EU national, do you have settled status in the UK?

Please insert **X:**

Yes No

#### Section C: Details of Higher Education

**Primary Degree**

Please insert **X:** Final year student Graduate

University/College attended

UCAS Degree Title

### Class and Division of Degree

Please insert **X:** The above is: Anticipated Final

###### **Section D: Previous or Current Postgraduate studies or Employment**

Please give details of any previous or current postgraduate study.
Name of course:

Institution attended:
Funded by:
Length of course:

Dates attended:

Please give details of any employment since graduation, if applicable

###### **Section E: Title of Research Proposal**

###### **Section F: Eligibility of Research Proposal**

In order to be eligible for a DAERA Postgraduate Studentship, you must select which **one** of our Priority Research Areas2017 your research proposal is aligned to. These are available at

<https://www.daera-ni.gov.uk/articles/postgraduate-study> along with our identified need(s) for each area.

The DAERA Priority Research Area 2017 my project proposal is aligned to is: (please select one Area)

###### **Section G: Shortlisting Evidence G1,G2 and Preparation for Interview G1, G2, G3**

If we need to shortlist candidates to go forward to interview, the following shortlisting criteria 1 and 2 will be applied in the following order;

**Shortlisting criterion 1 (Section G1).**

You must provide the strength of evidence at section G1, to demonstrate how your research proposal either;

* meets our identified Need for your selected Priority Research Area 2017,

 **OR**

* is relevant to your selected Priority Research Area2017 (for example you may have identified a novel proposal which is not directly related to our identified need, but must be relevant to your selected area).

As evidence, you also need to explain who the target audience is for your research, how the results will be used and the potential impact your research will have.

**Shortlisting criterion 2 (Section G2).**

You must provide the strength of evidence at section G2, to demonstrate the qualityof your research proposal.

As evidence, you need to explain the scientific merit of your proposal, the innovative approach, the hypothesis and an understanding of proposed statistical analysis.

###### **Section G1: Short listing Evidence and Preparation for Interview**

Criterion 1: The relevance of your research proposal to your selected DAERA Priority Research Area/ Need for 2017 (35% at interview).

###### **Section G2: Shortlisting Evidence and Preparation for Interview**

**Criterion 2: The quality of your research proposal, including scientific merit and
innovative approach (35% at interview).**

**innovative approach (35% at interview).**

###### **Section G3: Preparation for Interview**

**Criterion 3: Your ability to complete the project within the 3 year timescale and your personal contribution to the proposed research (30% at interview).**

# Section H: Research Proposal

Please provide full details of the PhD research proposal for which the award is being sought using the following format. Complete the following text boxes and provide an outline of the proposed research programme, in the 2 text boxes provided at **section H** on pages 13 and 14. Include an outline of the proposed programme, background information and the expected outcome, including learning opportunities which the study will provide for you.

Project Aim

Study centre

Supervisor(s) title, name, position, email/address and University/ Study centre

Supervisor’s supporting comments

#### Section H: Research Proposal

To include;

1. Project title

2. Outline of proposed programme (including hypothesis, aims and objectives, project plan, statistical methods etc):

3. Background information:

4.Expected outcome (including how this project will fill knowledge gaps, including learning opportunities):

#### Section H: Research Proposal

#### Section I: PublicityHow did you find out about DAERA Studentships? Is there anything we could do better to publicise the competition?

How did you hear about the DARD Postgraduate Agricultural and Food Studentships? What more could we do to ensure all potential postgraduates know about our scheme?

**Section J: References**

Please ensure that we receive all required references by 5pm on Tuesday **7th** **March 2017. These are**

1. **Academic -** to tell us about you and your academic attributes
2. **Head of Department at University -** to show support for research/offer of place
3. **Head of Branch at Study Centre (if applicable) eg AFBI/CAFRE -** to show support for research/ confirm that there are available resources at the Study Centre

# Section K: Declaration

The information I have given on this form is complete and accurate. I understand that if I give false information, or fail to give complete information, I may be disqualified.

Signed

Date

We will accept a typed signature on your initial electronic application. A formal signature

will be requested at a later date.

**Data Protection**

We will ensure that any personal information supplied to us is dealt with in a way which complies with the requirements of the Data Protection Act 1998.