**Undergraduate Research Scholarship Scheme 2016-17**

**Academic FAQs**

**Which students are eligible to for the Scholarships?**

* The scholarships are open to registered non-final year students on programmes owned by the College of Arts and Law. This includes students who are on a year abroad.
* Generally only students from within your School will be eligible to apply for your project. The exceptions are Joint Honours students who have part of their degree in your School. In addition, your project may require particular skills that are only available in other Schools. In these instances your project can be advertised to students in another School (e.g. modern language skills).

**What sort of work can student Scholars undertake as part of the Scholarships?**

The Scholarship scheme is very flexible in the type of work the student Scholars can undertake. These are some of the activities that have been undertaken by Scholars in the past:

* Conducting primary research in archives and databases, and data analysis
* Creating databases and entering data
* Assisting with the preparations for exhibitions and conferences
* Transcribing documents and scanning photographs
* Reviewing secondary literature, conducting historiographical surveys, and compiling bibliographies

**Is there a set time I’ll need to schedule the Scholarship work?**

* The Scholarship can take place in any **five weeks** in the summer vacation; this is up to you and the student Scholar to arrange. The five weeks do not need to be consecutive.
* Feedback from students and academics suggests that regular meetings between student scholar and academic lead during the project are important. A pre-meeting with an opportunity to discuss any preparatory work and to look at a detailed project plan is also very useful.
* Students are expected to work 36 hours a week during the 5 weeks of the Scholarship; for this they receive a stipend of £247 per week (in 2017).

**How will the Scholarships be advertised to students and how do they apply?**

* The Scholarships will be advertised to students from the end of Jan 2017 until the end of term 2 by the Student Experience Officer in your School. The advertisement will be via email, posters, social media, and Canvas.
* Students apply for a specific project and are not permitted to apply for more than one project.
* They are asked to complete a short application form outlining why they want to be considered for the project, their career aspirations, and relevant supporting information (they do not have to submit a CV).
* You are welcome to approach students directly to encourage them to apply for your project.

**How are students selected for the Projects?**

* Once the deadline for student applications has passed you will be sent all the applications for your project. You will then be asked to select the successful candidate. You are welcome to informally interview your candidates; your Student Experience Officer will be happy to assist you in this.

**Is additional funding available to support the project, e.g. for research trips?**

* There is a limited amount of funding available to support research trips, e.g. to cover transport to archives or libraries. Please specify whether you will require additional funding in your application.

**What support will be available to students during the Scholarship?**

* Support will be provided by the College’s UGRS team. Scholars will have frequent opportunities to meet with other Scholars to share their research and ask any questions that arise.
* They will have access to a dedicated Canvas site that will contain guidance, useful contacts, and other key information.
* Additionally, students can be provided with a University laptop if required.
* Whilst currently we’re unable to provide any dedicated workspaces for students, the UGRS team can direct Scholars to available workspaces on campus.