

Career Development Awards and College Prizes Application Guidance

The most successful applications from previous years included many of the aspects listed below and we recommend that you consider these guidelines when preparing your application. Please be aware that the different awards require different supporting information and all need to be included within one Word (doc/docx) or pdf document to upload in the application form. A summary of the supporting information is provided below.

	Dame Felicity Lott Scholarship	Kathleen Nixon Award	Mary MacPherson Essay Prize	Max Carey Memorial Prize
Assessment Piece	Audio file or link to online performance		Word file or PDF document. Max 1,200 words	Various file types
Supporting Statement	500 words	500 words	300 words	300 words
Breakdown of Expenses	Yes	Yes		
Academic Reference	Yes	Yes	Yes	Yes
Second Reference	Yes			
Additional funding information	Yes	Yes		

Assessment Piece

For the **Dame Felicity Lott Scholarship** you need to provide an example of one of your performances through a maximum of three items. Our preference is that you provide a link to an online example, but you are also able to submit an audio or video of one of your performances separately. If you choose to upload a file separately, this needs to be in one of the following file types: mp3; wav; aac; aiff; wma; flv; mov; avi; mp4; wmv; mpeg; mpg; 3gp; divx; webm; ogg; ogv. Please upload a maximum of three items, not exceeding 15 minutes in total.

The **Mary MacPherson Essay Prize** requires you to submit a journalistic essay of no more than 1,200 words. 'Journalistic writing' is defined as work that requires first-hand research, that is based around a central concept and that offers new information on a subject of current interest. Please indicate whether your essay has already been published and where.

To apply for the **Max Carey Memorial Prize** you need to submit a piece of work of high distinction in any field that shows initiative and enterprise. This includes written work of up to 10,000 words, 6 photos or a musical score and recording. If your piece can not be included within your word or pdf document then you can provide a link to an online example or upload a file onto the form in one of the following formats: jpg; jpeg; png; gif; mp3; wav; aac; aiff; wma.

Supporting Statement

For the **Dame Felicity Lott Scholarship** and the **Kathleen Nixon Award** you may wish to include the following in your supporting statement:

- A brief Some background information about your current studies;
- Your achievement to date in your chosen field;
- A brief description of the proposed training you will undertake, including your objectives, intended outcome, duration and how it will help you in your career;
- Why you feel you are qualified to undertake the course;
- Your motivation for seeking the additional training.

In the supporting statement for the **Mary MacPherson Essay Prize**, please indicate any previous journalistic experience you have had or any activities you have undertaken that support your intentions of pursuing a career in journalism.

The supporting statement for the **Max Carey Memorial Prize** should explain the theme and intention of your work. Please also indicate why you think you should win the prize.

Breakdown of Expenses

Please provide a clear, realistic breakdown of how you intend to spend the money you are applying for. Please upload this within your Word or pdf document and a table format is preferable.

Expense Description	Cost (£)
Course Fee	900
Travel Expenses	100
Total:	1,000

Academic Reference

Your academic reference must be from a member of Royal Holloway academic staff and should be on headed paper signed by your referee. You must have received your reference before completing the application form as the reference will need to be uploaded with the rest of your supporting information at the time of applying. When requesting references, please ensure you provide the referee with adequate time to write a reference before the deadline.

While it is not the intention of the Award Committee to be prescriptive as to what an academic might write as part of a student reference for an award, applicants might want to ask referees to bear in mind the following in writing a reference.

- The purpose of the reference is to help the allocation panel understand why the student and their project should be supported;
- Ideally the reference would be tailored to the specific award;
- Include any other information that explains why they support the student's application

For the **Dame Felicity Lott Scholarship** we require a second reference from an individual who is able to comment on your abilities as a performer of music and how receiving the award will aid your professional development.

Useful Tip

In order to include all four sections within one Word or pdf document, we advise you to complete the first three sections of; Assessment Piece, Breakdown of Expenses and Supporting Statement in one word document and send this to your referee, with your request

for a reference. Your referee can then add their signed reference to the end of your document and send it back fully completed for you to upload in the application form.

If you have any specific queries, please contact student-administration@royalholloway.ac.uk

Good luck with your application!

Example Application Form

Pages 1 to 3

Personal Details

First Name(s) *

Family Name *

Student Number *

Email Address *

Telephone Number *

Status

Please indicate your current status *

- Current RHUL student
- RHUL graduate (graduates are only able to apply for the Kathleen Nixon Award)

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Current Students

Programme of Study (e.g. BA English) *

Year of Study (e.g. 1, 2, 3 etc.) *

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Application Details

Please select the Career Development Award or College Prize for which you are applying. *

- Dame Felicity Lott Bursary
- Kathleen Nixon Award
- Mary MacPherson Prize
- Max Carey Memorial Prize

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Dame Felicity Lotll Bursary

Title / Type of Proposed Professional / Vocational Training. "

Amount Applied for (£). "

Example of Performance

Applicants must provide evidence of excellence in their field as an intending professional musician. Please either enter a link to one of your performances on the web (e.g. YouTube) or upload an audio/video of one of your performances below.

Please enter the link to one of your musical performances here.

Please upload an audio / video example of one of your musical performances.

[Browse...](#) No file selected.

Supporting Information

Please upload your supporting information of Supporting Statement (500 word limit), Breakdown of Expenses, Academic Reference and Second Reference within one Word (doc or docx) or pdf document and list headings as reference to each section. Please note only one file can be uploaded.

Please upload your supporting information here. "

[Browse...](#) No file selected.

Additional Funding

Please include details of any other funding you have applied for (e.g. name of award, amount, and the status of your application (i.e. successful, pending, unsuccessful)).

Conditions of the Award

Please note that successful applicants will be required to produce a short report upon completion of the training. Any published work arising from it should acknowledge the support of the Award. This Award is bestowed on the understanding that applicants agree to these conditions.

KathleenNixon Award

Title / Type of Proposed Professional / Vocational. •

Amount Applied for(£). •

Supporting Information

Please upload your supporting information of Supporting Statement (500 word limit), Breakdown of Expenses and Academic Reference within one Word (doc or docx) or pdf document and use headings as reference to each section. Please note only one file can be uploaded.

Please upload your supporting information here. •

No file selected.

Additional Funding

Please include details of any other funding you have applied for (e.g. name of award, amount, and the status of your application (i.e. successful, pending, unsuccessful)).

Conditions on the Awards

Please note that successful applicants will be required to produce a short report upon completion of the training. Any published work arising from it should acknowledge the support of the Award. This Award is bestowed on the understanding that applicants agree to these conditions.

Mary MacPherson Essay Prize

Title of Essay. •

Word Count of Essay •

Supporting Information

Please upload your supporting information of Assessment Piece (1,200 word limit), Supporting Statement (300 word limit) and Academic Reference within one Word (doc or docx) or pdf document and use heading as reference to each section. Please note that only one file can be uploaded.

Please upload your supporting information here. •

No file selected.

Conditions of the Award

The winning essay will be published on the Travel Awards and College Prizes website.

Max Carey Memorial Prize

Title of piece of work showing creative enterprise. •

Type of work submitted. •

Word count if submitting a written piece of work.

Supporting Information

Please upload your supporting information of Assessment Piece (this includes written work of up to 10,000 words, 6 photos or a musical score and recording), Supporting Statement (300 word limit) and Academic Reference within one Word (doc or docx) or pdf document and use heading as reference to each section. Please note that only one file can be uploaded.

Please upload your supporting information here. •

No file selected.

If your Assessment Piece is not in a Word (doc or docx) or pdf format then please upload here. •

No file selected.

Conditions of the Award

The winning submission will be published on the Royal Holloway Travel Awards and College Prizes webpage.

Pages 5 and 6

Please let us know how you heard about the Career Development Awards and College Prizes?

- Posters/Leaflets
- eCampus
- Campus Display Screens
- Information within your Department
- Email from your Department
- Tutor/Lecturer/Supervisor
- Other - please specify below

Other

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Agreement to the Conditions

By clicking on 'Submit', you are confirming that you have read the criteria and conditions of this Award / Prize and agree to them.

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