**KESS II Participant Proposal Form 2019-20**

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| ***For KESS CENTRAL Office usE ONLY*** | ***KESS Proposal***  ***Reference Number*** | **SU-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Mae’r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh

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| **FORM TO BE SIGNED AND COMPLETED BY THE STUDENT APPLICANT, and SUBMITTED TO : KESS Office, Room 101, First Floor, Nanhyfer Work Zone, Swansea University, Bay Campus, Swansea, SA1 8EN by the given deadline.**  Ystafell 101, Parth Gwaith Nanhyfer, Prifysgol Abertawe, Campws y Bae, Abertawe, SA1 8EN  **Enquiries:** [**kessstudentenquiries@swansea.ac.uk**](mailto:kessstudentenquiries@swansea.ac.uk)  **The information you provide on this form will be used to consider your eligibility and suitability for KESS 2 scholarships.** |

**Section A – Basic Details**

**1). Type of Scholarship**

|  |
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| **Please tick: PhD MRes Masters by Research** |

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| --- | --- |
| **Project Title** |  |
| **Project Start date** |  |

**2). Participant Details at the time of application**

|  |  |  |
| --- | --- | --- |
| **Title (Mr, Mrs, Ms, Miss, Dr)** |  | |
| **Surname** |  | |
| **First Name(s)** |  | |
| **Full Address** |  | |
| **Country** |  | |
| **Post Code** |  | |
| **Contact Number** | Home: | Work: |
| **Mobile Number** |  | |
| **E-mail address** |  | |
| **Preferred language of communication** | Welsh | English |
| **National Insurance Number** |  | |
| **Nationality** |  | |
| **Date of Birth** |  | |

|  |  |
| --- | --- |
| **How did you find out about KESS e.g. website, University, Business support agency, other? Please specify:** |  |

**Employment Status prior to start of Project:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Status Prior to Registration** | **Please tick** | **Months unemployed** | **Hours worked p/w** |
| Employed (excluding self-employed) |  |  |  |
| Self-employed |  |  |  |
| Claiming Job seekers allowance (for up to one year) |  |  |  |
| Claiming Job seekers allowance (for over one year) |  |  |  |
| Not in work and not claiming Job seekers Allowance (excluding those in full time education) |  |  |  |
| In full time education |  |  |  |
| Employed full time in a company employing **less** than 250 employees (full time = 30 hours or more per week) |  | **Business Activity** | |
| Employed full time in a company employing **more** than 250 |  |
| Employed part time in a company employing **more** than 250 |  |
| Employed part time in a company employing **less** than 250 |  |

**3).Personal Statement**

Other relevant information and/or experience you would like to include in support of your application.

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**4). Education and Employment Details:**

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| --- | --- | --- | --- | --- |
| **University / Institution**  **(with dates attended)** | **Degree / Qualification** | **Degree / Main Subject** | **Classification or Grade** | **Date of Award** |
|  |  |  |  |  |
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|  |  |  |  |  |

**5). Details of Employment to Date:**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Period of Employment** | **Nature of Work /Main Duties**  **(please state whether full or part time)** |
|  |  |  |
|  |  |  |
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|  |  |  |

**6).Conflict of interest**

|  |  |  |
| --- | --- | --- |
| To the best of your knowledge, are you related or connected with: | **Yes** | **No** |
| Anyone at the industrial partner (e.g. employees, directors, trustees)? |  |  |
| Any of the supervisory team? |  |  |
| Anyone from the KESS 2 partner Universities working on the KESS project (e.g. KESS admin staff)? |  |  |
| Anyone employed by Swansea University? |  |  |
| Any member of the Swansea University Council? |  |  |
| **Any possible conflicts of interests must be declared and expanded upon here:** | | |

**7). Declaration**

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| The information given on this form will be kept strictly confidential and will only be shared with relevant staff within the University on a need to know basis. The information will be used in accordance with the University’s Data Protection Policy, and the requirements of the Data Protection Act 1998.  I agree that the information provided on this form can be forwarded to Bangor University as Lead Partner who will transfer my information to the Welsh European Funding Office (WEFO) for project monitoring and audit purposes.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section C – Eligibility**

**IMPORTANT**

**You must complete SECTION C and SEND COPIES OF SUPPORTING DOCUMENTS WITH YOUR APPLICATION, otherwise we will not be able to confirm your eligibility and approve the ESF funding. Original documents will be required if successful.**

1. **Basic Details**

|  |  |  |
| --- | --- | --- |
| **Title (Mr, Mrs, Ms, Miss, Dr)** |  | |
| **Surname** |  | |
| **First Name(s)** |  | |
| **Full Address**  **(If different from Section A)** |  | |
| **Country** |  | |
| **Post Code** |  | |
| **Contact Number** | Home: | Work |
| **Mobile Number** |  | |
| **E-mail address** |  | |
| **Preferred language of communication** | Welsh | English |
| **National Insurance Number** |  | |
| **Date of Birth** |  | |

**2). Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Highest level of qualification to date** |  | | | |
| **Name of awarding Academic Institution / Qualifying body** |  | | | |
| **3). Employment Status on Registration** | | | | |
|  | | **Please tick** | **Months unemployed** | **Hours worked p/w** |
| Employed (excluding self-employed) | |  |  |  |
| Self-employed | |  |  |  |
| Claiming Job seekers allowance (for up to one year) | |  |  |  |
| Claiming Job seekers allowance (for over one year) | |  |  |  |
| Not in work and not claiming Job seekers Allowance (excluding those in full time education) | |  |  |  |
| In full time education | |  |  |  |
| Employed full time in a company employing **less** than 250 employees (full time = 30 hours or more per week) | |  | **Business Activity** | |
| Employed full time in a company employing **more** than 250 | |  |
| Employed part time in a company employing **more** than 250 | |  |
| Employed part time in a company employing **less** than 250 | |  |

**4). Income**

*KESS 2 scholarships are only available on a “genuine needs basis” – we must demonstrate that applicants would not be able to undertake a research studentship without KESS 2 support. The KESS 2 Programme is required to assess the personal financial circumstances of individual participants on a case-by-case basis, before offers of financial support are made. The information we request in this section is specified under guidance provided by the Welsh European Funding Office.*

***Information you provide will be used for no other purpose than to assess suitability for a KESS 2 scholarship.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Have you identified any other suitable sources of grant funding which could support your participation in this course?** | Yes  If yes, please give details of funder, amount and when a decision is expected. |  | No |
| **Would you be able to pursue this postgraduate training if you did not receive support from the KESS 2 Programme, supported by the European Social Fund?** | Yes  If yes, please give a brief explanation |  | No |
| **Do you have any savings?**  **(This applies only to you as the applicant, and not to partners or family. Savings mean cash or near cash accounts which are accessible without penalty at short notice. It does not mean other assets or long-term investments such as equities, pensions and life assurance policies).** | Yes  If Yes, please state how much £  Please provide a recent statement (covering at least one full month) to evidence the savings you have, prior to any offer of funding. |  | No |
| **What Income are you receiving?** | £  Income might include wages or salary, allowances, other cash amounts.  Please provide a recent bank statement (covering at least one full month) to evidence any sources of income you might have. |  | weekly/monthly |
| **Do you have a bank account?** | Yes  (please provide proof – one full month recent bank statement) |  | No |

**5). ESF Entry Conditions and Acceptable Documentation**

|  |  |  |
| --- | --- | --- |
| **Support Entry Conditions** | **Proof of Eligibility**  ***Please provide one document for each entry condition. Please send copies only at this stage.*** | **Confirmed / Certified True Copy retained** |
| **Basic rules to participate in the Wales ESF programmes**  Legal right to live in the UK during the time of the ESF support.  Legal right to work in an EU member state (working with company partner). | * National Insurance number, either plastic or letter from HMRC/DWP (you must have the right to work or study in the UK to receive a National Insurance number). * Full passport (EU) * Full passport (not in EU)   + - Passport either endorsed ‘indefinite leave to remain – proceed’ (settled status) or includes work or residency permits or visa stamps (unexpired) and all related conditions met.     - Some non-EEA nationals may have an Identity Card issued by the Home Office in place of a visa, confirming the individual’s right to stay, work or study in the UK – these cards are acceptable. * Letter from the UK Immigration and Nationality Directorate granting ‘indefinite leave to remain’ (settled status). * Birth / adoption certificate (EU) * Residency permits for foreign nationals (usually in passport) * Marriage / civil partnership certificate (if partner has legal right to live in the UK and can be evidenced). |  |
| **Education**  Support only for those who have attained a specific qualification(s) or certain level of education  Support only for those qualified in a specified subject / field  Only for those in Full-Time study | **Qualifications held**   * Qualifications certificate issued to individual. * Access to internal records of the academic institution / qualification body. If such direct access would not be available to auditors / WEFO staff in the future, then the project must retain copies of the records inspected. * Project or the participant to request confirmation of qualifications in writing from the academic institution / qualification body. |  |
| **Employment**  N/A | N/A | N/A |
| **Age**  Minimum age; maximum age; age ranges | * Birth certificate * Full driving licence (EU) * Full passport * National Identity Card (EU) * Firearms certificate / Shotgun licence * Northern Ireland Voters Card * Employment contract / payslip (if date of birth quoted) * Pension statement (if date of birth quoted) * Evidence that in receipt of age-related state benefits * Letter / confirmation from educational institution (if applicable) |  |
| **Employer / employment sector**  N/A | NJ/A | N/A |
| **Address / geographic location of individuals**  Living, working or studying in the programme region providing the funding. | **Home**   * Tenancy agreement / documents * Mortgage statement / correspondence * Recent statement from bank / building society / credit card company / credit union * Recent utility bill or council tax demand / correspondence * Evidence of registration on electoral roll * Correspondence from employer, pension scheme * Full driving licence (UE) * Firearms certificates / shotgun licence * Letter / confirmation from home owner (family / lodging) * Benefits / State pension notification letter * HMRC correspondence * Rent card / statement * Solicitors correspondence |  |
|  | **Work**   * Latest payslip (if actual work address indicated) * Employment contract (if more than one possible work location – must confirm actual work address). * Correspondence from employer (if more than one possible work location – must confirm actual work address). |  |
|  | **Study**   * Correspondence from institution * Students ID card 9 if identifies name of institution) * If institution has locations in more than one programme region (i.e. both East Wales & West Wales and the Valleys), must also identify main location of course. |  |
| **Income – Question 4**  **(you must provide proof for all of these items)** | * If you have answered ‘YES’ that you have savings, you must provide proof e.g. Bank / Building Society statement. * If you have stated that you are receiving a regular income, you must provide proof e.g. Bank / Building Society statement. * If you have answered ‘YES’ that you have a bank account, you must provide proof e.g. Bank / building society statement   **N.B. Online print outs from internet banking must clearly display a URL on each page.** |  |

KESS 2 is seeking funding from the European Social Fund (ESF), supported by the European Union, and as a result, additional conditions and administrative requirements will apply to these studentships. A KESS Studentship agreement will be signed between the KESS scholar and the University if funding is awarded. This Agreement will set out the conditions of KESS funding, and describe the responsibilities the University has to the student. Further details will be provided to successful candidates; a template Studentship Agreement is available on request from [kessstudentenquiries@swansea.ac.uk](mailto:kessstudentenquiries@swansea.ac.uk).

**The key conditions of KESS funding are highlighted below:-**

**Student eligibility** – to be eligible for a KESS 2 Scholarship at Swansea University applicants must:

* Be resident in OR employed in the West Wales and Valleys region at the time enrolment and throughout their studies;
* Have a legal right to live and work in the UK for the duration of the KESS 2 support;
* Be classified as ‘home’ or ‘EU’ student;

If you are selected for a KESS scholarship, original documentary evidence of your eligibility, qualifications and income will be requested by the KESS 2 Administrative team. If you are unable to provide this evidence any offer already made will be null and void.

It is your responsibility to ensure that you are eligible to apply to study at Swansea University. If it is subsequently discovered that you have omitted information that negates your eligibility to apply for a KESS scholarship at Swansea University and you have not yet enrolled, your offer of scholarship will be terminated.

**Previous students of Swansea University** will not be allowed to enrol in any subsequent academic year if they have any prior debt outstanding.

**Timesheets, reporting and submission requirements:** All KESS 2 scholars must provide monthly timesheets and 3 monthly progress reports, outlining their activities on the project – our KESS 2 administrative team will provide templates and support you with this. KESS 2 scholars must also aim to achieve ‘outputs’ within time periods determined by the KESS programme (including submission within 6 months (PhD) or 3 months (MSc/MRes) of the end of the funding period).

**Intellectual Property:** Intellectual Property (IP) arising out of the project will be owned by the University to comply with EU State Aid regulations.

**Postgraduate Skills Development Award:** KESS 2 requires students to achieve a Postgraduate Skills Development Award (PSDA) in addition to their academic qualification. The PSDA is awarded by Bangor University, following achievement of 40 credits (MSc/MRes) or 60 credits (PhD) of skills training relevant to your needs, and attendance at a mandatory residential KESS 2 Graduate School. The KESS 2 office can provide you with further advice and support to achieve this.

**KESS and Postgraduate Doctoral Degree Loans**

It is a condition of eligibility for KESS 2 funding that you have not applied for, nor are intending to apply for, a Doctoral or research Masters Loan. The Education (Postgraduate Doctoral Degree Loans) (Wales) Regulations 2018 makes it clear that a KESS student is not eligible for a Postgraduate Doctoral Degree loan, because they will be in receipt of KESS 2 support. It is the responsibility of the KESS applicants (and appointed KESS students) to ensure they comply with these regulations.

If at any time you decide to **withdraw or fail to engage with your studies and the requirements of the KESS 2 programme**, you may be required to repay some or all of the funds you have received under this project.

1. **Declaration**

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| ***The information given on this form will be kept strictly confidential and will only be shared with relevant staff within the University on a need to know basis. The information will be used in accordance with the University’s Data Protection Policy, and the requirements of the Data Protection Act 1998.***  ***I confirm that the information given above is correct and understand that the decision regarding my eligibility to receive ESF funding is made on the basis of the information I have provided on this form. I agree that the information provided on this form can be forwarded to Bangor University as Lead Partner who will transfer my information to the Welsh European Funding Office (WEFO) for project monitoring and audit purposes.***  **Participant**   * I have read and acknowledge the additional conditions attached to KESS 2 funding, as outlined on page 8 of this form. * I confirm that I have not applied and do not intend to apply for a Doctoral or Research Masters Loan.   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **KESS Office approval**  ***(Please delete as appropriate)***  *On the basis of the information provided above, this application* ***meets/does not meet*** *the eligibility criteria and is* ***accepted/not accepted*** *as eligible to receive support from the European Social Fund*.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Project Manager / Project Co-Ordinator*** |

**Equal Opportunities**

**This information is collected for statistical purposes only, please put 🗸 in the relevant box.**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms, Miss, Dr)** |  |
| **Surname** |  |
| **First Name(s)** |  |
| **Date of Birth** |  |

|  |  |  |
| --- | --- | --- |
| **Gender** | Male | Female |
| **Disabled** | Yes  If yes, nature of disability | No |
| **Work Limiting health condition?** | Yes | No |
| **Lone parent** | Yes | No |

|  |  |  |
| --- | --- | --- |
| **Speak Welsh** | Yes | No |
| **Understand Welsh** | Yes | No |
| **Read Welsh** | Yes | No |
| **Write Welsh** | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **I would describe my ethnicity as:** | | | |
| Black |  | White |  |
| Black British |  | British |  |
| Black English |  | English |  |
| Black Irish |  | Irish |  |
| Black Scottish |  | Scottish |  |
| Black Welsh |  | Welsh |  |
| Caribbean |  | Any other White background, please specify: |  |
| African |  |  |  |
| Any other Black background, please specify: |  | **Dual Heritage:** |  |
|  |  | White and Black Caribbean |  |
| Asian |  | White and Black African |  |
| Asian British |  | White and Asian |  |
| Asian English |  | Any other dual heritage background, please specify |  |
| Asian Irish |  | Gypsy |  |
| Asian Scottish |  | Traveller |  |
| Asian Welsh |  | Romany |  |
| Indian |  |  |  |
| Pakistani |  |  |  |
| Bangladeshi |  |  |  |
| Chinese |  |  |  |
| Any other Asian background, please specify: |  |  |  |
| If you would prefer to describe your ethnic origin in another way, please do so: | |  | |

|  |  |  |
| --- | --- | --- |
| **Are you a migrant** | Yes | No |
| **If yes, are you an EU Migrant?** | Yes – EU migrant | No – Non EU migrant |

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| **INFORMATION ON THE USE OF PERSONAL DATA IN ESF TRAINING AWARD APPLICATIONS**  The Knowledge Economy Skills Scholarships (KESS) Project will collect and use personal information supplied by you for the purpose of administering your ESF Training Award as outlined in the KESS Scholarships Terms and Conditions document. The University will collect the personal information via the Participant Record Form, the Equal Opportunities Form, the Destination Form and the Participant Evaluation Form.  Your personal information will be added to a database and shared with Bangor University as Lead Partner who will transfer your information to the Welsh European Funding Office (WEFO) for project monitoring and audit purposes. The information given to the University will be kept secure and will only be shared with relevant staff within the university on a need to know basis for the purpose of award administration.  Whilst you are a student at Swansea University, the University will keep your details on file. Once you have left the University it is a condition of the ESF Training Award that the information is kept by the University for 10 years as required by the ESF Training Award scheme. It is a requirement of the ESF Training Award that the University may be required to share some of the information it holds on you with Bangor University and WEFO for the purpose of evaluating the effectiveness of the ESF in the UK.  Your information is held securely and in accordance with the principles of the Data Protection Act 1998. Please advise of any changes to your name, address, contact details as soon as practically possible so that we can amend our records accordingly. For further information on how your information is used, how Swansea University maintains the security of your information and your rights to access information the University holds on you, please visit the University Data Protection website [http://www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance/dataprotection/dataprotectionatswanseauniversity/](http://www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance/dataprotection/dataprotectionpolicy/accesstopersonaldata/)  *Swansea University is designated as public authorities for the purposes of the Freedom of Information Act and is therefore subject to receiving requests for recorded information. Freedom of information requests will be responded to in line with the provisions of the Act.*  By signing this form:   * I agree to the KESS II Project using my information for the purposes specified above; * I confirm that all the information provided is correct to the best of my knowledge;   **Participant**  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |