Postgraduate Study Awards
Online Application Help Sheet

The Trustees are happy to receive applications from instrumentalists and singers looking to undertake performance-based postgraduate study as well as from composers wishing to undertake postgraduate study. The Trustees are prepared to consider applications for postgraduate study at up to two different institutions (in the event that you have not yet made a final decision on where you will be studying) and/or applications for private study, short courses or masterclasses. You do not have to have been accepted on your course when you apply to the Trust.

The Trustees will accept applications from students undertaking their second postgraduate year but the Trustees are not prepared to accept applications for:

- Undergraduate/first degree courses
- Courses which they perceive to be for Professional Development
- Musical Theatre and Music Therapy courses
- Film Composition courses
- Conducting courses
- MPhil and PhD courses - students undertaking such courses are advised to contact the Arts & Humanities Research Council - www.ahrc.ac.uk

Eligibility Criteria:

The current policy of the Trust is to consider candidates (instrumentalists, singers & composers) for study awards who satisfy the following residency criteria:

1. The applicant has either been resident in the UK for over ten years since birth or alternatively has successfully completed (by the end of the current academic year) at least three academic years of full-time study in a UK higher education institution (University / Music Conservatoire); and
2. The applicant can prove that, based on the laws and regulations in force at the closing date for applications (10 February) and his/her personal circumstances, he/she automatically has permission to continue to reside and work in the UK following completion of higher education.

Commonwealth Candidates: Reflecting the Trust’s long record of supporting outstanding applicants from the Commonwealth, an exception will be made to the above criteria in the case of applicants who are long-term residents of Commonwealth countries. These candidates’ applications should be for study in the UK only.

Please note:

- If you are currently studying in the UK on a Tier 4 student visa, you are not eligible to apply.
- If, according to the laws and regulations in force at 10 February 2017, you will need to apply for a visa in order to be able to live and work in the UK following the completion of your studies, you are not eligible to apply.
- The Trust may ask for proof of eligibility to be provided in the form of scans of passports, letters from the Home Office or other official information. Failure to provide such information when requested will result in your application being rejected.
Online Application Form – below is listed the information that you will be required to provide on the Online Application Form. It is possible to save your progress as you complete different stages of the Application Form but you may find it helpful to assemble the information you require before you start to complete the form online.

A. **Personal Information:**
- Last Name
- First Name
- Other Names – maiden name (if applicable) or stage name (if different from above)
- Date of birth – dd/mm/yyyy
- Marital status
- Country of birth / Nationality (you may be asked to send proof);
- Email
- Mobile
- Term-time Address
- Permanent Address
- Discipline / Instrument

B. **Proposed Course of Study:** you can enter details of up to 2 institutions and also details for 1 institution & private study &/or a short course &/or a masterclass. **Please keep the Secretary up-to-date with the progress of your applications if you are applying for more than one option.**

- Name of intended institution(s); Details of private study; Details of short course or masterclass
- Type of course (ie. pg full-time or pg part-time, length of short course, date of masterclass)
- Title of course
- Length of course and, if longer than 1 year, the year you are applying for
- Names of prospective teachers (if known)
- Whether or not you have been accepted onto your course (yes, no, application pending, audition pending, etc.)

For each institution or private study/short course/masterclass – please provide:

**Outgoings** *(estimated for academic year for which you are applying)*
- Tuition fees
- Rent (over 10 months unless you have a 12 month contract)
- Maintenance (for 10 months of academic year)
- Travel (only if applying for study outside of UK)
- Any other information on outgoings that you feel the Trustees should have

**Income** *(estimated for academic year for which you are applying)*
- Scholarships/bursaries from this institution (only if money is already confirmed)
- Family help
- Personal savings
- Teaching
- Non-musical employment
- Recital/orchestral work
- Other sources (only enter figures here if the funding is definite)
C. **Education & Experience:**

If you are not currently studying at an institution:
- Details of what you are doing
- If you are having private lessons, with whom and how often?

If you are currently studying at an institution:
- Name of institution
- Title of course
- Graduation date

If you are already undertaking postgraduate study:
- Details of first/undergraduate degree
- Name of institution
- Title of course studied
- Graduation date
- Class of degree achieved

If you are currently on a second postgraduate course:
- Details of any other postgraduate study
- Name of institution
- Title of course studied
- Graduation date
- Class of degree achieved

**In all cases:**
- Details of secondary school(s) and/or Junior Conservatoire(s) attended – space to enter up to 3 names with dates (mm/yy-mm/yy)
- Details of current teachers & past teachers - space to enter up to 4 names with dates (mm/yy-mm/yy)

D. **Focus/Career:**

- What do you expect to achieve from further study? (limited to 460 characters)
- What has been the main focus of your studies at university/music college/conservatoire, including any prizes and awards won? (limited to 444 characters)
- List the most significant public performances in the last 12 months, with dates (limited to 474 characters)
- What are your career aims? (limited to 350 characters)

E. **Financial Information:**

- Student Debt & any other debts - amounts outstanding and repayment terms
- Details of any funding received for your current studies or have received in the past towards your studies - space for the names of up to 4 sources and amounts received
- Details of where you have already applied for funding or where you intend to apply for funding, in connection with the course of study to which this application relates – please include details of any applications pending - space for the names of up to 6 sources (only enter figures if the amounts are confirmed).
F. **Any Other Information:**

Please enter any other information that you feel is relevant to this application, including details of any disability or special requirements that you would like the Trust to be aware of. Limited to 1015 characters.

G. **Uploading of MP3s:**

Please read this information carefully - a poor quality recording WILL disadvantage your application:

- **Instrumentalist and Singers** (except Percussion – see below)
  To accompany your application form, please upload two MP3s:
  - Not exceeding 5MB in size each
  - Contrasting in period, style and tempo. Please note that, if you are called to audition, you will not be able to perform the pieces you have submitted by MP3
  - Do not submit two movements from the same work, or two pieces by the same composer
  - Recorded within the last 3 months. If you have applied to the Trust in the past, you must not submit a recording/piece that you have used to support a previous application
  - Please include your name in the track title eg. Joe_Bloggs_Track1.mp3
  - Accompanists/Repetiteurs – please submit two MP3s of you accompanying a singer. Please ensure that the piano part is NOT an orchestral reduction: in other words, you should submit a piece that is written for piano and voice. The recording submitted is assessed as a musical whole and so applicants are advised not to include recordings in which the performance standard of the singer is significantly lower than that of the applicant.

- **Percussion**
  To accompany your application form, please upload two MP3s:
  - One MP3 should consist of the following pieces: Timpani: Hindemith Metamorphoses on Themes of Weber AND Snare Drum: Rimsky-Korsakov Scheherazade (Mvts 3 and 4)
  - The other MP3 should consist of the following pieces: Xylophone: Gershwin Porgy and Bess Introduction AND Vibraphone: Bernstein West Side Story
  - Please include your name in the track title eg. Joe_Bloggs_Track1.mp3
  - The MP3s should not exceed 5MB in size each
  - If you have any difficulties with these requirements please contact the Secretary on admin@munstertrust.org.uk

- **Composers**
  To accompany your application form, please upload two MP3s:
  - Of two recent compositions contrasting in style
  - Recorded within the last 3 months, if possible
  - Not exceeding 5MB in size each
  - Please include your name in the track title eg. Joe_Bloggs_Track1.mp3
  - Do not submit scores unless requested to do so.

**Additional information about recordings**

- **A poor quality recording WILL disadvantage your application.** It is better to submit a shorter piece/extract of higher recording quality than a longer piece at a lower quality.
- Recordings should be submitted in **MP3 format only** – other formats will not be considered,
and your application will be rejected.

- **Recordings should not be edited** - please submit a one-off performance. **Applications where editing of the recordings is detected will be rejected.**
- Please ensure that the file is not 'protected' and ensure that the recording level and, where appropriate, the balance (e.g. between instrument & accompaniment) is suitable.
- The music should begin immediately at the start of the MP3. Please do not include long introductions by accompanying instruments or introduce yourself or the piece.
- Live performances should have applause cut. Please note: for this purpose a live recording is not regarded as intrinsically better than a studio recording.
- It is not acceptable to submit an accompanied piece without the accompaniment – this will result in your application being rejected. However, a recording of a solo performance is preferred to performances of chamber music or pieces with orchestral accompaniment.
- The recording submitted is assessed as a musical whole and so applicants are advised not to include recordings in which the performance standard of any accompanying instrumental part is significantly lower than that of the applicant.
- All MP3s will be deleted from our server once the audition selection process has been completed.

**H. Referees:**

Details of two referees are required. You must ensure that two references are submitted online by the closing date (10th February). One reference must be from your **current teacher**, the other from a **person with up-to-date knowledge of the applicant's musical training and study plans, for instance, your Head of Department**.

- Name of referee
- Position
- Contact details (telephone and email)

References can be submitted online from **1 January** – please ask your referees to go to [http://www.munstertrust.org.uk/awards/study-grant-reference-form](http://www.munstertrust.org.uk/awards/study-grant-reference-form). The closing date for submission of references is **10 February**. References received after this deadline are unacceptable and the application will be considered invalid. It is the responsibility of the applicant to ensure that the references are submitted in time. **Please contact the Secretary on +44 (0)1428 685427 or admin@munstertrust.org.uk if your referees have any difficulties submitting online.**