**SECTION A – BASIC DETAILS**

**Question 1**

Please indicate which type of scholarship you are applying for.

Please insert the project title if known.

Please insert the KESS Proposal Ref. number if know.

**Question 2**

Please insert your details at the time of application (all field must be completed)

**Question 3**

Please insert a personal statement, providing other relevant information or experience, in support of your application.

**Question 4**

Most recent first - please insert details of all Post-Secondary education, academic and professional qualification achieved/expected.

**Question 5**

Please insert details of past and present employment.

**Question 6**

You must declare any possibility of any conflict of interest in this section.

**Question 7**

Please sign, date and print name confirming the details you have entered are correct and agreeing on how the University may use this information; in accordance to the Data Protection Act 1998.

**SECTION C – ELIGIBILITY**

You must bring your completed Section C on the University registration day in order for the KESS Office to confirm your eligibility to receive the ESF funding.

**Question 1**

Please insert your details at the time of **registration** (all field must be completed)

**Question 2**

Please enter highest level of qualification and the name of the awarding academic institution / qualifying body.

**Question 3**

Enter your employment status on registration

**Question 4**

This section is to determine the level of income you have, partners and family are not relevant to the assessment of need, neither are assets or long-term investments such as equities, pensions and life assurance policies – only cash / near cash such as savings accounts accessible without penalty at short notice.

It is a funding requirements that the personal financial circumstances of a participants must be assessed on a case-by-case basis, before any offer for financial support can be justified.

**Question 5**

These series of ‘Support Entry Conditions’ must be supported by original documents; only one item from each list. Bring all the documents to prove eligibility (copies will be made on the day).

If you do not provide the original documents, then your eligibility can not be assessed and will delay your ESF funding and University registration.

**Any queries relating to Section C – Eligibility, please contact Brian Murcutt (see contact page for details).**

**Question 6**

Please sign, date and print name confirming the details you have entered are correct and agreeing on how the University may use this information; in accordance to the Data Protection Act 1998.

**KESS Office approval**

Eligibility to receive ESF Funding will be confirmed, signed by an approved member of the KESS Office.

**Equal Opportunities**

Please complete all questions and sign declaration on the use of personal data in ESF training award applications.

**CONTACT DETAILS**

**KESS Office Contact Details for Cardiff Metropolitan University:**

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Huw Merfyn Hughes

European Projects Director (Research)

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KESS II office – Staff are in the process of being appointed and there will be staff in place from the autumn of 2016.

Email: kess@cardiffmet.ac.uk