

Ustinov College Global Citizenship Programme

Application Process and Guidance 2021/2022

The Global Citizenship Programme (GCP) was established to build a strong academic community and scholarly programme at Ustinov College; to foster critical literacy, inter-cultural communication and inter-disciplinarity; and to provide a space for ongoing exploration of global citizenship in theory and practice.

The stated aims of the GCP are to create an environment that facilitates:

1. Enhancement of Ustinov College's members' global curiosity and inter-cultural communication and understanding.
2. Making contributions to the communities of the North East and reaching out beyond the University.
3. Learning employability, career and research related skills.
4. Personal development opportunities.

The Programme offers leadership roles for postgraduate students, who are able to advance their research through community engagement, and acquire a set of transferable skills both for academic and non-academic fields.

Successful applicants will organise a range of academic and cultural events and projects, including seminars and discussion groups, research forums, careers & development sessions, volunteering exchanges and academic conferences.

GCP Scholars and Fellows hold their positions for an academic year, if applying in September, or until the end of the current academic year, if applying in January.

Benefits of being a Global Citizenship Programme Scholar or Fellow

Community – being part of the Programme (as a scholar or fellow) is a great way of making friends and developing professional networks. You also engage with thinking about our responsibilities to local/global communities while helping build a stronger, more caring College community.

Academic development – you are given – and help create – opportunities to engage with a wide range of disciplines, cultures, paradigms and ways of thinking different from your own, and to further engage with the contested notion of global citizenship.

Skills development – being a scholar offers significant benefits in terms of skills development and can strengthen your CV in areas which may enhance your postgraduate career in both academic or non-academic fields.

GCP Award – the positions are awarded as College awards.

GCP Scholars receive a partial accommodation award. For September start dates, the award is equivalent to a third of the accommodation charge for a single ensuite room in College up to a maximum of £2421. For January start dates, the award is calculated pro rata to reflect the shorter time engaged in programme organisation.

GCP Fellows receive an award of £1000 to coordinate activities under a particular theme.

The Ustinov GCP Awards Committee may at its discretion appoint only a portion of the awards in September/January and reopen the process later in the year to invite further applications from volunteers and new students.

Opportunities for Volunteers

In addition to scholarship and fellowship opportunities, students are welcome to be part of the Programme as a volunteer. Volunteers do not need to complete the application process, but can instead submit an expression of interest to ustinov.gcp@durham.ac.uk.

Application Process, Eligibility, and Criteria

Eligibility criteria

To take up a scholarship or fellowship, you must have been accepted to a full-time programme of postgraduate study at Durham University and be a member of Ustinov College.

Positions and awards are open each academic year to Ustinov College members, from any subject or discipline, including taught and research students.

Students in receipt of a full studentship, such as a Research Council studentship or Durham Doctoral Fellowship, or substantial funding from another source to the approximate value of a full studentship can be considered, but preference may be given to students who are without full funding.

Existing award holders are welcome to re-apply for a position / award for the next academic year.

To be eligible for a GCP scholarship, you should have applied for accommodation for the 2021/2022 academic year at Ustinov College by the time you submit your GCP application.

Applicants to GCP Fellowships may live in College or private accommodation.

Application criteria

Your application will be judged on three criteria:

1. **Ethos & Experience:** How you will contribute to the development of Ustinov College as a postgraduate centre of excellence and to the delivery of the ethos of global citizenship, inter-disciplinarity, and intercultural learning. The committee will be interested in knowing how your skills, experience, and interests equip you to lead the development of the Global Citizenship Programme and specific projects within it;
2. **Team Skills:** Your ability to work as part of a team with the other scholars, volunteers and other members of the College, with developed interpersonal skills, taking the initiative, a willingness to work hard, multi-task and be available throughout the year, and see projects through to a successful conclusion. This experience may have been gained at work, in a voluntary organisation, in a student society or similar;
3. **Academic Merit:** this will be judged on your past academic performance and the statement from your referee; as well as any suggestions for academic projects or explorations of the concept of global citizenship.

Applicants are not expected to meet all the criteria fully, and should indicate their areas of strength. Please bear in mind that the ability to generate ideas is only a small part of the requirements, and the administrative, professional and interpersonal skills involved in being able to coordinate and fulfil project responsibilities are essential.

Experience can have been gained in similar student activities, through voluntary work or in the workplace.

Application Process

The application consists of the following:

- Application form (online)
- CV
- Academic/professional reference(s)
- Statement of achievements to date (current award recipients only)

Your application should clearly detail how your practical skills, experience, and interests equip you to contribute to the development of the Global Citizenship Programme and specific projects within it.

The GCP incorporates three main streams which encompass a wide range of activities;

- Intellectual Curiosity
- Careers, Employability & Personal Development
- Participation & Leadership

You may specify which area(s) you would be interested in contributing to within your application.

Fill in the online form, and email your CV to our College Development Administrator, Helen Luke, at ustinov.college@durham.ac.uk.

Please provide your academic referee with details of your application and a copy of this guidance document. Referees should be able to write about your university or work (voluntary or paid) experience, and, if applicable, professional skills. The reference should be written on official letter headed paper. Ask your referee(s) to send the reference directly to the College Development Administrator, Helen Luke at ustinov.college@durham.ac.uk and to contact her if they have any questions.

Current recipients of a College award should also provide a separate statement of what they have achieved in the current year, and an outline of plans for how to continue their contribution in the 2020/2021 academic year.

Deadline for returning completed applications is 14 August 2020.

An interview may be required; if you are not based in the UK, this may be arranged by telephone/Skype.

Decisions will be communicated by 31 August 2020.

While each team member will have a practical role, all GCP scholars are expected to contribute significantly to the ongoing academic exploration of global citizenship in theory and practice.

See more information about these teams and the skills required, further below. You can also visit our webpage and Facebook page:

<https://community.dur.ac.uk/ustinov.gcp/>

<https://www.facebook.com/ustinovgcp>

Responsibilities of GCP scholars

The responsibilities of GCP scholars will vary according to the specific stream they are involved in, but are likely to include:

- Exploring the concept of global citizenship from a range of perspectives
- Organising and attending regular team meetings
- Generating topic ideas for seminars
- Liaising with internal and external individuals and organisations as necessary
- Managing project budgets and applying for funding
- All aspects of conference and event management
- Liaising with College staff in planning and running events
- Leading on a pre-agreed number of events or projects
- Filming/photographing College events
- Helping to set up media and audio equipment
- Helping to set up and tidy up after events
- Developing the College's communications and social media profile
- Creating posters and publicity campaigns
- Encouraging and facilitating the involvement of all Ustinov students in organising and developing College activities
- Networking with and encouraging involvement of the wider student body and University community
- Updating standard operating procedures for specific College projects
- Writing post-event articles

The Programme also seeks desirable practical skills, which include:

- Photoshop and design skills
- An understanding of social media – Facebook, Twitter, and Instagram
- Photography experience
- Presentation skills
- Chairing seminars
- Filming and video editing skills
- Writing and editing skills
- Event and seminar organisation

GCP Scholarships: Terms and Conditions

1. The awards are only available to full-time students who have applied for membership of Ustinov College or are current members of Ustinov College.
2. There are several awards available each academic year, tenable for one academic year.
3. GCP Scholarship awards are not given in cash, but used to offset the cost of College residence charge for a maximum of one year, up to the value maximum of £2394.
4. If, for any reason, the residence charge is less than the maximum value of an award, the award will be for the actual cost of the room occupied.
5. If the holder of the award is resident in couple or family accommodation which exceeds the maximum value of £2394, the holder will be required to pay any remaining residence charge.
6. If a student receives an award in January, the value of the award is calculated pro rata to reflect the shorter period engaged with the Programme.
7. The awards are intended to provide some additional financial support for applicants who have partial, but not full funding from other sources. The College will require evidence that applicants have sufficient funding to cover tuition fees and living expenses.
8. The College may give preference to applicants who have already obtained funding for tuition fees.
9. If the holder of an award subsequently receives a Research Council studentship, Durham Doctoral Fellowship or similar, or substantial funding from another source (to the approximate equivalent of a full accommodation award), they will no longer be eligible for a full College award. Applicants must inform the College if they are awarded such funding.
10. Awards are open to all eligible applicants, regardless of field of study, nationality or fee status.
11. Award holders must be available to live in College, and fulfil their GCP responsibilities for the academic year, or the remainder of the academic year if joining after the July/August application round.
12. If the holder of an award changes their registration to part-time study, withdraws from their course or suspends full-time study, the award will cease. It is the responsibility of the award holder to inform the College Office of any changes to their registration.

13. If the award holder is absent from his/her course due to illness or exceptional compassionate reasons, the award holder should inform the Assistant Principal. The GCP Committee will make a decision about whether to continue or suspend the award, based on individual circumstances.
14. Award holders must submit satisfactory termly reports to the College relating to their contribution to the College projects.
15. Failure to fulfil the responsibilities of the role as agreed may lead to the role and therefore the accommodation award being suspended or discontinued.
16. Award holders are required to submit an annual report from their academic supervisor/course director confirming that they are making satisfactory progress. Failure to demonstrate satisfactory academic progress may lead to the award role and therefore the award being suspended or discontinued.
15. The accommodation payment will be allocated on a termly basis.
16. The Ustinov GCP committee may use its discretion to make more awards of smaller amounts, depending on the number and quality of applications.
17. The Ustinov GCP committee may use its discretion to appoint only a portion of the awards in the July/August round, and re-open the application process later in the year to invite applications from GCP volunteers and new students.
18. Ustinov College reserves the right to make changes to these terms and conditions and the GCP structure at any time.

GCP Fellowships: Terms and Conditions

1. The awards are only available to full-time students who have applied for membership of Ustinov College or are current members of Ustinov College.
2. There are several awards available each academic year, tenable for one academic year.
3. GCP Fellowship awards are for a maximum of one year, up to the value maximum of £750.
4. If a student receives an award in January, the value of the award is calculated pro rata to reflect the shorter period engaged with the Programme.
5. The awards are intended to provide some additional financial support for applicants who have partial, but not full funding from other sources. The College will require evidence that applicants have sufficient funding to cover tuition fees and living expenses.

6. The College may give preference to applicants who have already obtained funding for tuition fees.
7. If the holder of an award subsequently receives a Research Council studentship, Durham Doctoral Fellowship or similar, or substantial funding from another source (to the approximate equivalent of a full accommodation award), they will no longer be eligible for a full College award. Applicants must inform College if they are awarded such funding.
8. Awards are open to all eligible applicants, regardless of field of study, nationality or fee status.
9. Award holders must be available to fulfil their GCP responsibilities for the academic year, or the remainder of the academic year if joining after the July/August application round.
10. If the holder of an award changes their registration to part-time study, withdraws from their course or suspends full-time study, the award will cease. It is the responsibility of the award holder to inform the College Office of any changes to their registration.
11. If the award holder is absent from his/her course due to illness or exceptional compassionate reasons, the award holder should inform the Assistant Principal. The GCP Committee will make a decision about whether to continue or suspend the award, based on individual circumstances.
12. Award holders must submit satisfactory termly reports to the College relating to their contribution to the College projects.
13. Failure to fulfil the responsibilities of the role as agreed may lead to the role and therefore the award being suspended or discontinued.
14. Award holders are required to submit an annual report from their academic supervisor/course director confirming that they are making satisfactory progress. Failure to demonstrate satisfactory academic progress may lead to the award role and therefore the award being suspended or discontinued.
15. The payment will be allocated on a termly basis.
16. The Ustinov GCP committee may use its discretion to make more awards of smaller amounts, depending on the number and quality of applications.
17. The Ustinov GCP committee may use its discretion to appoint only a portion of the awards in the July/August round, and re-open the application process later in the year to invite applications from GCP volunteers and new students.
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