1. Please note that it is the responsibility of candidates to give their referees sufficient notice so that the references can be submitted by the competition deadline of noon GMT on Tuesday (7 November 2017). When nominated by candidates, referees will receive an automated email from the College explaining how to submit their references.

2. Instructions to referees can be found on the Magdalene College website at www.magd.cam.ac.uk

3. If you are selected for the initial long-list of candidates whose work is to be read you will be asked to provide 2 or 3 chapters of your dissertation or 2 or 3 published articles (up to a maximum of about 15,000 words) which you specified in your application. Please note that written work must correspond with the titles on your application form. These will be read by experts in the field and on the basis of the information provided in your application form, references, and the reports of the readers a short-list will be drawn up of 3 people for each Fellowship.

4. Short-listed candidates will be called for interview; and the expenses of travel (within the United Kingdom only) will be paid by the College. Candidates from outside the United Kingdom will be interviewed via Skype. It is anticipated that interviews will take place on the morning of Thursday 1 February 2018.

5. If you are asked to come for interview, please note you:
   (i) will be asked to make a 7-minute presentation, which will be followed by a 15-minute discussion;
   (ii) should aim to make your exposition intelligible to the members of the Board some of whom will have no detailed knowledge of your subject; however the panel will also contain an invited expert in your discipline;
   (iii) will be expected to explain what you believe to be your personal, new contribution to your research field;
   (iv) will be asked at the end of the interview whether, if you were to be offered a Research Fellowship, you would accept that offer.
   (v) There will be an opportunity at the end of the interview for you to ask a question about the College or the University, though you are also encouraged to make any pertinent enquiries beforehand.

6. If you accept an offer, you will be required to supply the Bursar with a statement of any external funding and of your earned income from all sources and to notify the College of any change in funding during the tenure of your Fellowship. Please also note that it is a legal requirement for the College to receive from prospective Research Fellows either proof of British citizenship (or EU nationality) or a Home Office letter confirming entitlement to work in the UK. Magdalene College is an Equal Opportunities Employer.

7. The current gross stipend (2017-18) for a Research Fellow is £22,500 p.a. (subject to annual cost of living award). A reduced scale of stipend will apply to Research Fellows who are full-time students. A service charge will be made if the Fellow is resident in College. The level of service charge varies according to the allocated accommodation and is likely to be in the region of around £1,000-£1,700 per annum. If a Fellow is resident in College accommodation outside the College precincts then rent and normal utility bills will be charged. The net stipend paid to a Research Fellow will take into account any grant or stipend which the Fellow receives from other sources. A Research Fellow will receive all the privileges associated with an Official Fellowship and, in the case of a Research Fellow who has not yet taken the Ph.D. degree, the College may pay certain approved University Fees.

Should you need any assistance with this on-line application please contact The President’s Secretary, email: researchfellows@magd.cam.ac.uk