FREQUENTLY ASKED QUESTIONS

Enquiries about Eligibility

Q. Is there an age limit?
A. No. Applicants are normally at an early stage in their academic career, but there is no age limit.

Q. I have had a part-time academic job since finishing a PhD. Am I eligible to apply?
A. The Committee will consider applicants who are still at an early stage in their academic careers.

Q. I have been out of academia for a number of years since completing my PhD. Am I eligible?
A. Yes. There is flexibility in assessing eligibility especially where a candidate.

Q. I have held a Junior Research Fellowship at another institution. Am I eligible to apply?
A. There is no rule against this, but generally Fellowships are given to candidates at an early stage of an academic career.

Q. My written work is not in English. If I am invited to submit work will that be eligible?
A. No. We require all written work submitted to be in English. You may, if you wish, have work translated (which you should acknowledge) but you will have to bear the cost and be confident that the translation accurately reflects your work. If you are interviewed, the interview will take place in English.

Q. I gained my PhD in December 2013, do I have I chance at this Research Fellowship?
A. Candidates should normally have completed two or three years of research and may have written a PhD dissertation. Candidates who have been out of academic world for a prolonged period of time are eligible. If you have held an academic post since 2013 you may be deemed to be no longer at an early stage of your career.

Q. Does the University offer sponsorship for work visas for the Research Fellowship positions?
A. Fellowships are open to anyone who fulfils all the criteria, not just UK or EU scholars. If your application was successful the College would liaise with you regarding the application for a work visa.

Q. Can I apply with a year of postdoc?
A. Yes, you can.

Q. Can I be away from the College for research purposes?
A. You will need to request permission to be away for extended periods of time. This is a regular occurrence for researchers and it is normally granted. Time away will not be granted for paid teaching or a research post somewhere else.

Enquires about Deadlines

Q. I have missed the deadline and wonder whether I can send a late application?
A. No. We do not accept late applications.
Q. I tried to apply in time but my computer or internet link was not working. Can I still apply?
A. No. We do not accept late applications.

Q. I am applying from abroad and did not realise that there was a time difference, the online page has now closed. Can I still apply?
A. No, we do not accept late applications. The deadline is advertised as GMT and the competition closes at the time specified.

Q. When will I hear if I need to submit written work?
A. Lumley Fellowship (Humanities); You will be emailed on or after 11 December 2019.
Neville Fellowship (Sciences): You will be emailed on or after 3 January 2020.

Q. How long will I have to submit my written work?
A. You will have 2-3 days to submit work.

Enquiries about References

Q. Who should I ask to be my referees?
A. You are free to choose who to ask, one of your referees could be your Research Supervisor (doctoral). The other referee should be someone else who knows your work well, if you have completed your PhD, you might choose to ask one of your examiners.

Q. Can my referee send the reference directly to Magdalene?
A. No. The reference needs to be uploaded using the online application form.

Q. My referee forgot to complete the reference. What can I do?
A. Nothing. Your application is incomplete, the committee will look at the materials available, but it is not possible to add anything after the deadline.

Q. My reference is lodged with a Scholars’ Service (eg. Interfolio). Can you access this?
A. No. Reference need to be uploaded onto the online application form. Only materials that have been uploaded to your online application will be available to the short listing committee.

Q. I have added the contact details of my referees. However, there is no option to request references, where can I find that link?
A. The Personal section must be completed before references can be requested.

Enquiries about Submitted work

Q. Is there guidance on what kind of work the selection committee would like to see?
A. 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.

Q. What is the word count of submitted work?
A. The word-count for submitted work is a maximum of 15,000 words in total.
Q. Does the ‘15,000 words’ refer to the word count of the main texts only, or include footnotes and bibliography?

A. The word count includes main texts and footnotes but not bibliography.

Q. Who will read my submitted work?

A. Submitted work will be read by experts in the field.

Q. How is the short-list of candidates drawn up?

A. From the information provided in your application, references, and the reports from the readers of your submitted work, a short-list will be drawn up of candidates to be interviewed.

Enquiries about the Application Form

Q. What do you mean by ‘academic record’?

A. An academic record is your educational record since school (high school), such as undergraduate degrees (including class attained or the GPA) and post graduate degrees such as MA, MPhil, MSc, PhD etc. You should also record any prizes awarded.

Q. For the question asking “How much time will you have spent in full time research up to 30 November 2019?”, does this include time spent working on my PhD, or is this excluded (i.e. just post-PhD)?

A. Any element not taught counts as research. A taught Masters course would not count, but time spent as a PhD student or post-doc would.

Q. Since completing my application, I have additional achievements (e.g. a book contract, completion of PhD etc). Can these be added to my application?

A. No. It is not possible to add these to your application after the deadline. If you are short-listed to submit written work you can include a letter with the additional information.

Q. When I am completing the name of my current university, the box remains empty.

A. Start typing the name and a drop down list will appear.

Q. I have applied for the wrong Fellowship, can I change?

A. If the short-listing panel consider you have applied for the wrong Fellowship, they may decide to submit your application to the relevant Fellowship for consideration.

Q. Can I submit the application form before my referees have submitted their references?

A. Yes. You may submit the application form as soon as you have completed your sections, your referees can submit their reference up to the application deadline.

Enquiries about the Fellowships

Q. If I do not live in College, will there be any additional payment in lieu of accommodation?

A. No. There is no additional payment in lieu of accommodation not taken. All Junior Research Fellows are offered single accommodation in College, if you do not live in College owned property you are not liable for the accommodation service charge that resident Fellows are charged.
Q. If I am offered the Fellowship will I be able to delay taking it up for a year?

A. It is unusual to allow this, but not unheard of. Such requests are considered on a case by case basis.

Q. Will I be allowed or required to teach?

A. There is often some teaching available but this is not the primary purpose of the Fellowship. You may be invited to do a small amount of teaching and/or assist with the process of admitting undergraduates. Most Junior Research Fellowships limit teaching to up to 4 hours a week contact time.

Enquiries about the interview expenses/travel

Q. I will be abroad on the interview date, is it possible to have a different interview date?

A. No. Candidates from outside the United Kingdom will be interviewed via Skype.

Q. Will travel expenses be reimbursed?

A. Travel expenses within the United Kingdom will be reimbursed by the College. The College will try to provide accommodation if required the night before or after your interview.