

FAQ's for the Research Fellowship in Arts, Humanities & Social Sciences competition

Stage One - Application

- *"I have already created my online account. Why can't I log in again to complete my application?"*

If you have already used the 'Forgotten Password' option without success, you should contact the Mistress's Office as your user account may have been locked.

- *"I would like to submit my application now, but the online system will not allow me to do so. Why?"*

It is likely that there is a section that you have not fully completed (e.g. Personal, Academic, etc.) or there are documents that you have not uploaded. If all sections are complete however, the problem may simply be because you have not ticked the box in each section to confirm they are complete.

- *"What should I do if I cannot produce PDF documents for uploading?"*

If you cannot convert your documents to PDFs, please send them by email attachment to jrf@girton.cam.ac.uk (explaining why you are emailing), so they can be converted and uploaded to your application.

Stage Two – First Shortlist

- *"I have been successful in the first round and have been asked to send an example of my work. Can I submit more than one piece of work?"*

It is acceptable for the submission to be several different articles, if that is what you wish to send, as long as they do not exceed the total word limit.

- *"What happens if I do not submit my work before the deadline?"*

Unfortunately if this was the case it is unlikely that we would be able to take the application further, as the process has to run to a very strict timescale to succeed and be fair. If you feel you will have problems meeting the deadline, please contact the Mistress's Office to discuss this.

Stage Three – Second Shortlist & Interviews

- *"When will I know if I have been shortlisted for interview?"*

The date for this is stated in the further particulars.

If your question is not covered above, or in the 'Further Particulars', please contact the Mistress's Office.

Any necessary adjustments will be considered to the above in keeping with the requirements of the Disability Discrimination Act 1995.