# Doctoral College Studentship Award 2 (DCSA2) – Guidance Notes

General Notes on completing the Project-Led Funding Application Form

* Please ensure you include a letter of support from your project partner confirming their commitment to the studentship, if successful
* Completed Funding Application Forms should be returned to phdstudentships@surrey.ac.uk by 10:00GMT on **Tuesday 24th April 2018**
* For queries with regards to the DCSA2 please contact phdstudentships@surrey.ac.uk

In response the steer from the Executive Board, project-led applications must include a collaborative partner. Priority will be given to projects that generate leverage through matched or part-funding arrangements with external collaborators.

## Guidance Notes on Section 1: Project and Programme Details

Faculties

FASS: Faculty of Arts and Social Sciences. Any applications from the Department of Higher Education should apply via FASS.

FEPS: Faculty of Engineering and Physical Sciences

FHMS: Faculty of Health and Medical Sciences

Contact for Project

This should be the main contact for the project. Most likely the academic who is in touch with the Project partner. They are also likely to be a member of the supervisory team.

Supervisors

Please give details of the supervisory team. You must have at least two academic supervisors from the University of Surrey.

## Guidance Notes on Section 2: The Research Project Proposal

This section is key to your application. You should discuss the content with your proposed supervisor(s). Use clear and concise language, avoiding jargon. Bear in mind that the members of the Selection Panel may not all be experts in your particular specialist field: you should write your project proposal with this audience in mind, not your proposed supervisor.

Please note there is a word limit of 500-1,000. This should include any brief references.

## Guidance Notes on Section 3: Supervision

There must be at least two academic supervisors from the University of Surrey. Priority will be given to projects that involve an Early Career Researcher from the University of Surrey as the Second Supervisor.

## Guidance Notes on Section 4: University Research Strategy

Further details on the Grand Challenges at the University of Surrey can be found here: <https://www.surrey.ac.uk/research/vision/grand-challenges-research>

## Guidance Notes on Section 5: Details of Project Partners and Collaborators

Collaborating partners can be private sector companies, public sector bodies or voluntary organisations. All collaborating partners should normally have an operating base within the UK in order to ensure that the student can be practically supported and supervised as well as being based within the organisation for part of the studentship. They provide PhD students with the opportunity to gain experience of work outside an academic environment. A key contact or company supervisor should be identified, this is in addition to the academic supervisory team from the University. The collaboration must be a genuine two-way collaboration and this section should seek to demonstrate this as well as clarify the practical aspects of the collaboration.

A letter of support from the collaborating organisation(s) confirming their commitment to the studentship, if successful, is required.

If you have more than one project partner please include details of all collaborators and provide letters of support from all partners.

Funding

A full scholarship is based on the RCUK rates. For the academic year commencing October 2018 this is £14,777 per annum for stipend (tax free maintenance grant) and £4,260 per annum for fees (these are full time rates, part time rates are £7,388.50 and £2,130 respectively). RCUK increases these values annually in line with a GDP deflator. See [RCUK website](http://www.rcuk.ac.uk/media/news/180118/) for further details. Fees only awards would not include a stipend payment. International fee reduction would most likely provide funding for the difference between the home fee rate and the international fee rate with no stipend payment. For further detail on Home and International fee rates please see the University of Surrey’s [Fees and Funding](https://www.surrey.ac.uk/fees-and-funding/tuition-fees/postgraduate-research-2018-entry) page. The options available will ultimately be dependent on your student’s fee status (Home/EU or International).

## Guidance Notes on Section 6: Applicant’s declaration

Please sign and date confirming agreement to adhere to the timelines set out below with regards to student recruitment. Electronic signatures are acceptable.

The Doctoral College will provide a step by step guide to recruiting a student for this project.

Please note that studentships are awarded on the basis of the project outlined and are therefore not transferable. If a student is not recruited within the time lines set out below then the funding will be reallocated to the reserve list from the student-led competition.

Checklist

* Send your application form to phdstudentships@surrey.ac.uk by **10am** on **Tuesday 24th April 2018**
* Ensure you include a letter of support from your collaborating partner

Application Assessment Criteria

1. **Evidence of the quality and feasibility of the project proposal**. The assessors will be looking for evidence of a well-articulated research project, a coherent and well thought-out plan for doctoral study, and a good awareness of the place of the research within the current field.
2. **Evidence of the suitability of the proposed supervision and training**. This will take into account the expertise and relevance of the supervisors’ research areas in relation to the proposed project, the individual roles of the supervisory team, how the particular knowledge of the supervisors works in conjunction for the synergetic support of the project, and the strength of the proposed supervisory structure. The Doctoral College is keen to support junior researchers so priority will be given to projects that involve an Early Career Researcher from the University of Surrey as the Second Supervisor.
3. **University Research Strategy**. This will take into account the extent to which the project and student are aligned with the University’s [Research Strategy](https://www.surrey.ac.uk/research/vision/research-strategy), in particular how the work will contribute to addressing the [Grand Challenges](https://www.surrey.ac.uk/research/vision/grand-challenges-research) and how it is envisioned that research will be [impactful](https://www.surrey.ac.uk/research/vision/grand-challenges-research).
4. **Collaboration**. Projects must involve a collaborative partner. In particular, the panel will favour applications involving matched or part-funding arrangements with external collaborators. The strength of the supervisory support from the project partner may also be taken into consideration.
5. **New to Surrey**. Priority will be given to postgraduate researchers new to the University of Surrey and not currently studying a PhD at the University of Surrey.
6. **October 2018 start**. The candidate must be able to start their research degree in October 2018.

Next Steps

Recruit a student: You will be advised week commencing 21st May if your project has been funded. You can then recruit a student to your project through the usual channels. The PGR Campaigns Officer will offer support in how to advertise your project (please contact c.gammell@surrey.ac.uk for support with this). The deadline for applicants to apply for the project is Thursday 21st June 2018. The Doctoral College must be informed by 10am Thursday 5th July 2018 of the name of the student recruited to the project. Note that if a student is not recruited by this point, the funding may be re-allocated. Funding offers will be sent to students w/c 16th July 2018.