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

General Notes on completing the Student-Led Funding Application Form

* Completed DCSA2 Funding Application Forms should be returned to [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk) by 10:00GMT on **Tuesday 17th April 2018**.
* Please note that you also need to apply online by 12 midday, **27th March 2018**. You can access the online application via the programme page for the PhD that you wish to study. See list of PhDs available on the [PhD programmes page](https://www.surrey.ac.uk/postgraduate/research).
* Application forms should be completed by the applicant in conjunction with their proposed supervisor(s).
* If you have a project collaborator then please ensure you include a letter of support from them confirming their commitment to the studentship, if successful.
* Any additional information submitted with the application (for example personal statement or covering letter) will be removed prior to assessment.
* For queries with regards to the DCSA2 please contact [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk)
* For queries regarding your online application please contact admissions@surrey.ac.uk

## Guidance Notes on Section 1: Personal 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

University Number

In order to be eligible for this funding you must apply via the University of Surrey’s online applications system by 27 March 2018. You can access the online application via the programme page for the PhD that you wish to study. See the link below for PhD programmes at Surrey:

<https://www.surrey.ac.uk/postgraduate/research>

Once you have done your online application you will be sent an email with your URN number. If you do not receive this email then firstly check your junk email folder. You can contact Admissions on: [admissions@surrey.ac.uk](mailto:admissions@surrey.ac.uk) if you have any problems with the online application process.

Email Address

Please provide a current email address that you check regularly as this will be the primary means of communication with regards to the progress of your application and the outcome of the competition.

Supervisors

Please give details of your supervisory team. You must have 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.

Mode of Study

Please indicate whether you will be studying Full Time or Part Time. Please note that the maximum period of funded registration for a part time student is 6 years at 50% for completion of a +3.

Fee status

You will be assessed in terms of your fee status when you apply online for a place on the PhD programme. Please see the [Classification of Students](https://www.surrey.ac.uk/fees-and-funding/tuition-fees/classification-of-students) webpage for further details. You may be sent a fee status questionnaire to establish your fee status after you have completed your Surrey online application.

Type of Funding applied for

Please rank in order of preference the type of funding you wish to apply for (1 for preferred option). Please indicate if you would consider fees only funding.

The options available to you will be dependent on your fee status. A full scholarship is based on the RCUK rates. For the academic year commencing October 2018 this is £14,777 for stipend (tax free maintenance grant) and £4,260 for fees (these are full time rates, part time rates are £7,388.50 and £2,130 respectively). 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. Collaborative awards may combine funding from the DCSA2 and an external partner (industrial or non-Higher Education partner) – for further detail on collaborative awards see notes on Section 8 below.

## Guidance Notes on Section 2: Educational Experience

If you have more than one qualification at the same level, please provide details of all those relevant to this application.

## Guidance Notes on Section 3: Professional Experience

Provide information about any employment, work or professional experience (research and /or practice-based) that is relevant to your proposed programme of study and will therefore strengthen your application. Please use the space provided and do not attach additional pages.

## Guidance Notes on Section 4: 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 6: 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 7: University Research Strategy

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

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## Guidance Notes on Section 8: 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 partner organisation can make a financial contribution as cash or “in kind” towards any element of the PhD. 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.

## Guidance Notes on Section 9: Applicant’s declaration

Please sign and date the form confirming that the information provided is complete and accurate. Electronic signatures are acceptable.

Checklist

* Submit your Online Application by 12 midday, **27th March 2018.**
* Send your DCSA 2 Application Form to [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk) by 10am on **Tuesday 17th April 2018**

Funding 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 that the applicant is well-prepared for his/her proposed research and future career**. This will be based on the applicant’s description of how his/her previous experience (academic and professional) has prepared him/her for doctoral-level research. The assessors will be looking for evidence about the applicant's performance at undergraduate and, where relevant, postgraduate level, and of any relevant professional experience. They will also be looking at how the programme will contribute to the applicant’s long-term career aims. Reference will be made to degree transcripts, individual module marks, degree results, and any research outputs or prizes.
3. **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 student’s 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.
4. **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).
5. **Collaboration**. Priority will be given to projects that involve a collaboration with a non-HEI 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.
6. **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.
7. **October 2018 start**. The candidate must be able to start their research degree in October 2018.

Next Steps

You [should find out](https://www.surrey.ac.uk/research/our-approach/strategy) if your application has been successful or not week commencing 21st May 2018. We will contact you as soon as possible. If you have any queries please contact Emma or Christine at [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk)