

Doctoral College Studentships – Guidance Notes

These guidance notes are for the **Doctoral College Studentship Award (DCSA4)**, the **Vice Chancellor's Studentship Award** and the **Fee Reduction Studentship**.

These studentship awards are for **October 2020 entry** only.

Deadline for applications: 23:59 GMT on Monday 13th January 2020.

General Notes

- To apply for the above studentships, you will need to make two separate applications: an online application for a place on a Surrey PhD Programme and a Funding Application form. Late applications will not be accepted.
- You need to apply for a place on a Surrey PhD programme by 23:59 GMT on Monday 13th January 2020. 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](#). *Please note that PsychD, MD, PDS and EngD programmes are not eligible for the above studentships.*
- The completed Funding Application Form should be completed, saved as a PDF file, and returned to phdstudentships@surrey.ac.uk by 23:59 GMT on Monday 13th January 2020.
- 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](#) 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.
- The Funding Application Form should be completed by the applicant in conjunction with their prospective supervisors.
- If you have a project partner or collaborator, external to the University of Surrey, 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 Funding Application Form (for example personal statement or covering letter) will be removed prior to assessment.
- For queries regarding the above studentships or Funding Application Form please contact phdstudentships@surrey.ac.uk
- For queries regarding your online PhD Programme application please contact admissions@surrey.ac.uk

Section 1: Personal Details

Complete this section of the form with your personal details.

University Number In order to be considered for these funding awards you must apply via the University of Surrey's online applications system by 23:59 GMT on Monday 13th January 2020. Once you have submitted your online application you will receive a confirmation email within 48 hours. This confirmation email will include your university number, also known as an URN. The URN is a 7-digit reference number emailed to you within 48 hours of creating an online application for a place on a PhD programme. If you do not receive this email, then firstly check your junk email folder. You can contact admissions@surrey.ac.uk if you have any problems with the online application process.

If you have not received your URN before the deadline on 13th January 2020, please enter 'TBC' on your form and then email phdstudentships@surrey.ac.uk once you have received this. This will not affect your application.

Mode of Study Please indicate whether you will be studying Full-Time or Part-Time. Please note that Full-Time hours are around 37.5 hours per week (with 25 days leave) and 18.75 hours for the Part-Time route (with 12.5 days leave).

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.

English Language Requirements The score or level of English language required varies between courses. Please visit our [postgraduate research course pages](#) for specific requirements. Further information on our English language requirements can be found here: <https://www.surrey.ac.uk/apply/international/english-language-requirements>. You can contact admissions@surrey.ac.uk if you have any questions.

Please note that you will need to submit evidence of meeting the university English Language Requirements by Thursday 5th March 23:59. If you have not uploaded this at the time of making an online application please email admissions@surrey.ac.uk

Studentship Award The options available to you will be dependent on your fee status. Those with UK/EU fee status may apply for the Doctoral College Studentship Award. Those with International fee status may either apply for the Vice Chancellor's Studentship Award or Fee Reduction Award (or both).

- Doctoral College Studentship Award (UK/EU only) – Full tuition fee Waiver, £15,000 stipend, a Research Training Support Grant (RTSG) of £1,000 per annum.
- Vice Chancellor's Studentship Award (International only) – Full tuition fee Waiver, £15,000 stipend, a Research Training Support Grant (RTSG) of £1,000 per annum.
- Fee Scholarship (International only) – Reduction of overseas tuition fee to the UK/EU rate.

Section 2: Programme Details

This is to confirm which Faculty, PhD Programme and Department/School you are applying to.

Faculties

FASS: Faculty of Arts and Social Sciences (*Including the Department of Higher Education*)

FEPS: Faculty of Engineering and Physical Sciences

FHMS: Faculty of Health and Medical Sciences

Section 3: Education and Qualifications

Provide details on your educational and professional experience. If you have not yet received a Degree Result, please enter your predicted result. If you have more than one qualification at the same level, please provide details of all those relevant to this application.

Provide information about any employment, work or professional experience (research and /or practice-based) that is relevant to your proposed PhD programme and will therefore strengthen your application. Please use the space provided and do not attach additional pages, you may however expand the tables by adding additional rows.

Prizes and Other Outstanding Achievements This may include prizes, awards, publications or conferences presentations that are relevant to your proposed PhD programme.

Section 4: Personal Statement

Please use this section to detail what skills and experience you possess that show your passion for your chosen field, and how this previous experience (academic and professional) has prepared you for doctoral-level research.

Please note there is a word limit of 250-500.

Section 5: The Research Project Proposal

This section is key to your application. You should discuss the content with your proposed supervisors. Use clear and concise language, avoiding jargon. Bear in mind that the members of the Selection Panel may not all be experts in your 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 (including references to academic literature) for 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.

Section 6: Project Costing

This section of the form should be completed with your prospective supervisory team. Provide an estimate of the cost of project, other than fees and stipend, this may include but not limited to: consumables, conference and travel. Provide a clear description of how each of these costs will be met. If it is not evident how an element of cost will be made please also make that clear.

Section 7: Supervision

To be completed by your prospective supervisory team. You must have at least two academic supervisors from the University of Surrey. The supervisory team are required to declare how many PhD projects they are currently supervising, whether as the primary or secondary supervisor. The Doctoral College encourages involvement of Early Career Researchers and/or Early Career Academics, from the University of Surrey, on supervisory teams. For the purposes of this studentship competition Early Career Researchers and Academics are defined as:

Early Career Researcher (ECR) – appropriately qualified staff on research only contracts who have been employed in a research role for fewer than five years

Early Career Academic (ECA) – appropriately qualified teaching/research staff who have been employed on an academic contract for fewer than five years.

The assessors 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.

Section 8: University Research Strategy

To be completed by your prospective supervisory team. 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>

Please note there is a word limit of 350.

The assessors will consider the extent to which the project and student are aligned with the University's Research Strategy, in particular how the work will contribute to addressing the Grand Challenges and how it is envisioned that research will be impactful.

Section 9: Details of Project Partners and Collaborators

To be completed by your prospective supervisory team. Please only complete this section of the form if the project has a partner or collaborator involved.

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 as an “in kind contribution” 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. If you have more than one project partner please include details of all collaborators.

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

Section 10: Applicant’s declaration

Sign and date the form confirming that the information provided is complete and accurate. Electronic copies of signatures will be accepted. Please note that it is the applicant’s responsibility to ask their supervisory team to sign the form also, under section 10.

Section 11: Supervisor and Head of Department/School/Centre declaration

Your supervisors (both primary and secondary) are required to sign the form confirming that the information provided is complete and accurate.

The Head of Department/School/Centre will also be required to sign the form confirming that adequate resources are in place to support this studentship application, including provision of a personal computer.

Checklist

- Submit your Online PhD Application by **23:59 GMT on Monday 13th January 2020**
- Send your Studentship Application Form to phdstudentships@surrey.ac.uk by **23:59 GMT on Monday 13th January 2020**. Please note that your supervisory team may submit the application on your behalf.

Next Steps

Once the deadline has passed your Funding Application Form will be assessed in three stages:

1. Firstly, your application will be assessed and scored by two academic reviewers, one of which will be a specialist in your field.
2. All applications and scores are then sent to the Faculty panel, led by the Faculty Associate Dean for the Doctoral College (ADDC), who then review the top applications.
3. At the third and final stage, all scores and rankings are reviewed by the Doctoral College panel, led by the Doctoral College Director, who finalises the list of students to receive awards and also approves a reserve list.

We will contact you with the result of your funding outcome by Friday 13th March 2020. If you have any queries about your studentship application or process, please contact phdstudentships@surrey.ac.uk