# UGPN Studentship – Guidance Notes

These guidance notes are for the UGPN Studentship joint/dual degree scheme

General Notes on completing the Funding Application Form

* You will need to submit three applications to be considered for funding under the UGPN dual degree scheme between the University of Surrey and the University of Wollongong:
  + an online application for a PhD Programme at Surrey
  + an online application for a PhD Programme at Wollongong,
  + and a Funding Application form.
* Please note that the deadline for submitting all your applications is **Friday 3 April 2020 at 23:59 GMT**
* You can access the online applications via the programme page for the PhD that you wish to study. See list of PhDs available at [Surrey](https://www.surrey.ac.uk/postgraduate/research) and [Wollongong](https://coursefinder.uow.edu.au/postgrad-research/index.html).
* The completed Funding Application form should be returned to [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk) by **Friday 3 April 2020 at 23:59 GMT**
* 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 online application.
* The Funding Application form should be completed by the applicant in conjunction with their proposed supervisors.
* Any additional information submitted with the application will be removed prior to assessment.
* For queries with regards to the studentships please contact [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk)
* For queries regarding your online application please contact Surrey via [admissions@surrey.ac.uk](mailto:admissions@surrey.ac.uk) or Wollongong via [futurestudents@uow.edu.au](mailto:futurestudents@uow.edu.au)

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

Complete this section of the form with your personal details.

**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.

**University Number:** When you have completed an online application for a place at Surrey and Wollongong, you will receive a reference number. If you have not received a number before the deadline on 3 April 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.

## Guidance Notes on Section 2: Educational Experience

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.

## Guidance Notes on Section 3: Personal Statement

Please note there is a word limit of 500. This section of your proposal will be assessed against the following criteria:

***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 of 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.

Examples of assessable factors include:

* Results in highest academic degree
* Strength of any project mark
* Evidence of research potential (publications, patents, conference presentation, etc.).
* Relevant research/work experience (industry placements or internships)
* Quality of research proposal

## 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 supervisors.

Please note there is a word limit of 1,000 (including references to academic literature).

This section of your proposal will be assessed against the following criteria:

***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.

Examples of assessable factors include:

* Context: importance and specific contribution of project
* Timeliness and specificity: why now? Why Surrey and Wollongong?
* Clear objectives with identified outcomes
* Methodology that is specific, non-trivial, realistic
* Study plan that is realistic, specific, considers constraints, and exhibits correct timescale

## Guidance Notes on Section 5: 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.

## Guidance Notes on Section 6: Supervision

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

Please note there is a word limit of 250.

This section of your proposal will be assessed against the following criteria:

***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.

Examples of assessable factors include:

* Expertise of Primary Supervisors at both institutions in terms of subject and relevant methodology
* Specific role of Primary Supervisors at both institutions: why only they can supervise this project
* Relevance and role of additional supervisors, synergies between them and if any supervisor is not a permanent member of staff please provide information about how supervision will be maintained over the registration period.
* Additional factors giving confidence in supervision and research environment: collaborations, funded research programme, risk mitigation
* Supervision load of the primary supervisori.e., how many full-time, part- time and continuing PGRs (supervisors should quote this in application form, under ‘Supervision arrangements’.)

## Guidance Notes on Section 7: Developing links between Wollongong and Surrey

Please note there is a word limit of 350.

This section of your proposal will be assessed against the following criteria:

**Developing links**: This will take into account the extent to which the proposed project will develop links between the Universities of Wollongong and Surrey, in particular how it is envisioned that the research and collaboration will be impactful.

Examples of assessable factors include:

* Impact is identified, quantified and assessed
* Strength of research outputs (with regards to REF and global competitiveness)
* Fit to strategy of Universities, Departments or Research Centres
* Relation to external or international research priorities
* Benefits this project will bring to the Universities, Departments or Research Centres

## Guidance Notes on Section 8: Applicant’s declaration

Please sign and date the form confirming that the information provided is complete and accurate. Electronic signatures are acceptable. Primary and Secondary supervisors will also be required to sign and date the form.

Checklist

* Submit your Online Applications to each institution by **Friday 3 April 2020 at 23:59 GMT**
* Send your Studentship Application Form to [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk) by **Friday 3 April 2020 at 23:59 GMT**

Next Steps

We will contact you with the result of your funding outcome as soon as possible. If you have any queries please contact [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk)