Doctoral College Studentship Guidance Notes

Doctoral College Studentship Award 6 (DCSA6)

These guidance notes are for the **Shine Scholars Studentship Award 2022,** and **Breaking Barriers Studentship Award 2022** and **Vice-Chancellors Studentship Award 2022**.

These studentship awards are for **October 2022 entry** only. Deferrals will not be possible.

Deadline for applications*:* **Monday 17 January 2022 at 23:59 GMT**

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 Monday 17 January 2022 at 23:59 GMT. 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 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 Monday 17 January 2022 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 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.

- 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.

<u>University Number</u> In order to be considered for these funding awards you must apply via the University of Surrey's online applications system **Monday 17 January 2022 at 23:59 GMT**. Once you have submitted your online application you will received 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 17 January 2022, please enter 'TBC' on your form and then email phdstudentships@surrey.ac.uk once you have received this. This will not affect your application.

<u>Mode of Study</u> 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 5 weeks leave) and 18.75 hours for the Part-Time route (with 2.5 weeks leave).

<u>English Language Requirements</u> 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 Tuesday 1 March 2022. If you have not uploaded this at the time of making an online application, then please email admissions@surrey.ac.uk with a copy of your evidence.

<u>Studentship Award</u> The options available to you will be dependent on your fee status and the set eligibility criteria.

- **Shine Scholars Studentship Award -** Applicants must be Black British UK-permanent residents from the following ethnic groups: Black or Black British African, Black or Black British Caribbean, Black or Black British other or Mixed Black or Black British. All PhD programmes are eligible under this scheme. The funding available is for 3.5 years full-time (pro rata for part-time): Full UK tuition fee waiver and stipend set at the standard UKRI rate per annum and a £3,000 Research Training Support Grant (RTSG) to be used during the funded period.

- **Breaking Barriers Studentship Award** – This studentship is available to UK and International applicants who identify as women in the following programmes: Chemistry, Chemical and Process Engineering, Physics, Music and Media, Computer Science, Electrical and Electronic Engineering, Civil and Environmental Engineering, Mathematics, Mechanical Engineering Sciences. UK and International applicants who identify as men in Psychology, and non-binary applicants in all PhD programmes. Applicants from any department where there are particular issues in relation to gender balance amongst their PGR community. The funding available is for 3.5 years full-time (pro rata for part-time): Full UK tuition fee waiver and stipend set at the

standard UKRI rate per annum and a £3,000 Research Training Support Grant (RTSG) to be used during the funded period.

- **Vice-Chancellors Studentship Award** - Open to applicants applying to any of our PhD programmes and who have International Fee Status. The funding available is for 3.5 years full-time (pro rata for part-time): Full UK tuition fee waiver and stipend set at the standard UKRI rate per annum and a £3,000 Research Training Support Grant (RTSG) to be used during the funded period.

Section 2: Programme Details

This is to confirm which Faculty, PhD Programme and Department/School you are applying to. Please check the eligibility criteria.

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 anticipated 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 <u>do not</u> 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

This section of the form should be used to explain how your previous experience has prepared you for doctoral research and in particular, this project. Explain how this PhD will support your career aspirations. The assessor will be considering the overall suitability of your research excellence and track record (e.g., publications, prizes, previous research experience etc stated in section 3).

Section 5: 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. They will also consider the extent to which the project is 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 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. Please also note how the £1,000 Research Training Support Grant (RTSG) will support this.

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.

If the application is for the Breaking Barriers Studentship Award and is not from one of the highlighted departments listed in the eligibility criteria, the supervisor team will need to include a supporting statement to summarise the issues that the Department/School/Centre has faced in relation to gender balance amongst their PGR community and any actions taken to date to try to help resolve these. Please note there is a word limit of 200.

Checklist
- Submit your Online PhD Application by **Monday 17 January 2022 at 23:59 GMT**.
- Send your Studentship Application Form to phdstudentships@surrey.ac.uk by **Monday 17 January 2022 at 23:59 GMT**. *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.
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 on Tuesday 1 March 2022. If you have any queries about your studentship application or process, please contact phdstudentships@surrey.ac.uk

Evaluation Criteria:

1. Proposal quality (/25)

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 how this research contributes to the current field.

	Score:	1	2	3	4	5
Aspect	**Context**	Contribution of project not established. No relation to state of the field.		Project advances current understanding, perhaps in a generic way.		Importance of specific contribution of project in advancing state of the field is clearly established.
	Timeliness	No indication of why the project should be done now. Project not specific for Surrey's strengths.		Some indication that the project is timely, perhaps not urgent. Project matched (but not uniquely) to Surrey capabilities.		Compelling and urgent case for timeliness. Project uniquely suited to expertise or facilities at Surrey.
	Objectives	Objectives are not clear, specific and related to outcomes.		Objectives are relevant but generic or incomplete. Outcomes don't flow from objectives or lack quantification.		Specific objectives, relevant to context, and leading to specific and measurable outcomes.
	Methodology	Insufficient detail to assess methodology, or methodology that is superficial or unrealistic.		Methodology is feasible and sufficient to meet aims but may be generic.		Methodology well matched to project aims, and academically robust. May exploit unique facility or expertise at Surrey or represent an advance in itself.
	Planning	Absence of any planning beyond listing the objectives and methods.		Main activities listed and sequenced within 3-year PhD period. May omit training and other aspects.		Shows how activities generate outcomes on appropriate timescale for PhD, with intermediate milestones. Provision for training, dissemination, writing-up. Constraints, uncertainties, and risks are noted and/or mitigated.

2. Applicant quality (/5)

This section considers the overall suitability of the candidate for research and their potential. It draws on their previous experience and track record (e.g., publications, prizes, previous research experience etc) and focusses on their preparedness to undertake a PhD.

	Score:	1	2	3	4	5
Aspect	**Candidate suitability and track record**	The student may not be suitable or may not be well prepared to undertake and complete the proposed project. Their potential for PhD study is limited.		A student who is well suited and prepared to undertake the project and who demonstrates promise.		A student who is exceptionally well suited and prepared and who demonstrates a high level of potential as a PhD student.

3. Supervision and training (/20)

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.

	Score:	1	2	3	4	5
Aspect	**Principal Supervisor**	Expertise that is relevant to project is not demonstrated.		General academic credentials established, lacking specifics in relation to project. Past record of supervision not established (not relevant to ECR/ECA).		Expertise of supervisor clearly demonstrated, and uniquely suited to project. Track record in successful supervision (unless ECR/ECA).

		Secondary Supervisor	Expertise that is relevant to project is not demonstrated.		General academic credentials established, lacking specifics in relation to project. Past record of supervision not established (not relevant to ECR/ECA).		Expertise of supervisor clearly demonstrated, and uniquely suited to project. Track record in successful supervision (unless ECR).
		Supervisory Team	No obvious complementarity or discussion of roles. Supervisors unsuitable due to e.g. lack of continuity.		Supervisors have different expertise but implications for project or student management not discussed. Limited record of contact between supervisors (not relevant to ECR).		Complementary expertise and distinct roles identified. Synergies (maybe interdisciplinarity) between supervisors or research operations. Past success in collaboration or co-supervision. Continuity of supervision addressed for non-permanent staff. Management of student and project described.
		Research Environment and Training	No discussion of research environment or training. No connection of project to wider research activity. Obvious risks not addressed.		Some limited evidence for a research environment that supports progression and development of PGR student.		Excellent PGR research environment that supports progression and development of PGR student. (e.g. seminar series, journal clubs, local training, mentorship, social activities, alignment with funded research project, etc). Opportunities for external engagement e.g. research network or consortium.

4. Fit to Research Strategy (/25)

This 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.

	Score:	1	2	3	4	5
Aspect	**Impact**	No impact identified.		Impacts are stated, but there may be a lack of objective evidence to support claims, and/or impacts may be broad and unquantified.		Specific impact of project outcomes are identified, assessed with reference to cited evidence and quantified where possible.
	Outputs	No research outputs identified.		Research outputs listed but may lack details or an assessment of their significance, or evidence that intended quality will be achieved.		Detailed plan for outputs, including assessment of significance in context of REF and global competition. Evidence supporting quality of outputs. Opportunities for outreach identified.
	Strategy	No plausible connection to strategy, or lack of awareness of strategy at University / Faculty / Department level.		Project is aligned to known University strategic priorities, but lacking detail of specific contribution or its value.		Significance of the outputs specified in relation to priorities at University / Faculty / Department level. Describes how project will advance or modify strategy.
	(Inter)national Priorities	No discussion of research priorities beyond local environment.		Relevance to (inter) national priorities described. Might lack details or corroborating evidence for significance.		Establishes significance of outcomes to research priorities beyond Surrey: consortia, (inter)national programmes, etc, with evidence for significance.
	Benefits	No discussion of research benefits.		Limited benefits identified, and/or may lack sufficient details to assess value.		Credible benefits to Centre / Faculty / University identified, including reputation, collaboration, training, establishing new methodologies, etc.