

# Doctoral College Studentship Guidance Notes

China Scholarship Council-Surrey

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These guidance notes are for the **China Scholarship Council-Surrey Award**

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

Deadline for applications: 12<sup>th</sup> January 2022

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## General Notes

- To apply for the above studentships, you will need to make three separate applications: an online application for a place on a Surrey PhD Programme; a Funding Application form; and an application to the China Scholarship Council. Late applications will not be accepted.
- You need to apply for a place on a Surrey PhD programme by 12<sup>th</sup> January 2022. 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](mailto:phdstudentships@surrey.ac.uk) by 12<sup>th</sup> January 2022.
- Your fee status will be determined 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 must 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.
- You will receive a notification from the Doctoral College at Surrey if your application has been shortlisted by 1<sup>st</sup> March 2022. If shortlisted, you must also make an application direct to the China Scholarship Council. Information and guidance on how to do this can be found here: <http://www.csc.edu.cn>
- For queries regarding the above studentships or Funding Application Form please contact [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk)
- For queries regarding your online PhD Programme application please contact [admissions@surrey.ac.uk](mailto:admissions@surrey.ac.uk)

## Eligibility criteria

Applications from all research areas at the University of Surrey are eligible to apply, and applications from the following research areas are particularly desirable:

- Communication systems
- Space and materials
- Infection and immunity
- Sustainability
- Electrical and Electronic Engineering and Computer Science

Candidates applying for this award should:

- be citizens of the People's Republic of China, including overseas Chinese students may be eligible for application subject to CSC policy at the time.
- hold an unconditional offer letter from UoS. Therefore, they should fulfill the relevant academic entry requirements set by UoS, including a high level of English language proficiency.
- satisfy other application criteria set out by CSC.
- acknowledge that they should return to China upon completion of their studies through the programme.
- be aged 35 years or younger at the point of application (as required by the China Scholarship Council).

## 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 12<sup>th</sup> January 2022. 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](mailto:admissions@surrey.ac.uk) if you have any problems with the online application process.

If you have not received your URN before the deadline, please enter 'TBC' on your form and then email [phdstudentships@surrey.ac.uk](mailto: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 5 weeks leave) and 18.75 hours for the Part-Time route (with 2.5 weeks leave).

**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](mailto: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](mailto:admissions@surrey.ac.uk) with a copy of your evidence.

## 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

This section is very important as assessors will be looking for exceptional candidates to put forward to the China Scholarship Council.

In this section, you should start by listing your higher educational qualifications and degree programmes you have completed or are due to complete. 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.

If, as part of your current or previous education, you completed a research project, please provide details about it. You should concentrate on providing a brief outline of the project and make sure you state the grade, or the anticipated grade, awarded for the project.

In this section, you should also include any academic prizes you have won. These might include things like scholarships, competitions, or prizes you were awarded for work completed as part of a degree programme.

This section will also be used to assess your preparedness for research. Please use the relevant table to list any research outputs that you have authored, or co-authored, to date. These might include journal articles, patents, conference presentations and so on.

You should also use the relevant table to list any prizes or recognition for your research outputs. These might include prizes at a conference, prizes for an invention, patent or written piece, or success in a competition.

You should also provide information about any employment, work or professional experience (research and /or practice-based) that is relevant to your PhD and would 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.

#### Section 4: Personal Statement

This section of the form is your opportunity to shine. It is your opportunity to expand on the information provided in Section 3 and to *explain i) how your previous experience demonstrates that you are an excellent candidate; ii) how your previous experience demonstrates has prepared you for doctoral research and this project; iii) how this PhD will support your career aspirations*. The assessors will be using the information provided here to make a judgement about your potential excellence as a scholarship holder.

#### Section 5: Research Project Proposal

This section is important 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.

#### 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. For China Scholarship Council application it is advisable to include an experienced and well established supervisor within the team.

### 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: 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 10: 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 **12<sup>th</sup> January 2022**.
- Send your Studentship Application Form to [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk) by **12<sup>th</sup> January 2022**. Please note that your supervisory team may submit the application on your behalf.
- *If shortlisted, submit your application to the China Scholarship Council by their deadline. Please check their website for details of their deadline.*

### 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 a Central Panel which reviews and ranks the top applications.

We will contact you with confirmation of whether you have been shortlisted and bespoke offer letter by 1<sup>st</sup> March 2022.

If you have any queries about your studentship application or process, please contact [phdstudentships@surrey.ac.uk](mailto:phdstudentships@surrey.ac.uk)

## Evaluation Criteria:

### 1. Applicant quality (/10)

This section considers the academic track record of the candidate and their level of preparedness for research.

Score:		1	2	3	4	5
<b>Aspect</b>	<b>Excellence of academic record</b>	The applicant has an unremarkable academic track record evidenced by low degree classifications (<2:1 at UG; <Merit at PG). The applicant has not undertaken a research project or, if they did, they received a low grade. No evidence of academic recognition for work e.g. no prizes, scholarships or success in competitions.		The applicant has a good academic track record (at least a 2:1 at UG and/or Merit at PG). The applicant has undertaken a research project and received a good grade. There is some evidence of recognition of academic work e.g. prizes, scholarships or success in competitions.		The applicant has an excellent track record (top classifications at UG and/or PG level). The applicant has undertaken a research project and received a top grade. There is good evidence of recognition of academic work including prizes, scholarships or success in competitions.
	<b>Research readiness</b>	There is no or limited evidence of research readiness.		There is good evidence of research readiness which might include one or more of: research outputs, prizes, relevant employment experience.		There is strong evidence of research readiness which includes: research outputs, prizes, and relevant employment experience.

### 2. 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
<b>Aspect</b>	<b>Context</b>	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.
	<b>Timeliness</b>	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.
	<b>Objectives</b>	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.
	<b>Methodology</b>	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.
	<b>Planning</b>	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.

### 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
<b>Aspect</b>	<b>Principal Supervisor</b>	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).
	<b>Secondary Supervisor</b>	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).
	<b>Supervisory Team</b>	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.
	<b>Research Environment and Training</b>	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
<b>Aspect</b>	<b>Impact</b>	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.
	<b>Outputs</b>	No research outputs identified.		Research outputs listed but may lack details or an assessment of their		Detailed plan for outputs, including assessment of significance in context of REF and

			significance, or evidence that intended quality will be achieved.	global competition. Evidence supporting quality of outputs. Opportunities for outreach identified.
<b>Strategy</b>	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.
<b>(Inter)national Priorities</b>	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.
<b>Benefits</b>	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.