

Surrey Business School- Management and Business PhD Studentship -January 2023.

Guidance Notes

These guidance notes are for the Surrey Business School - Management and Business PhD Studentship – January 2023.

These studentship awards are for **January 2023 entry point**. Applicants may not request deferral of the studentship award. Deadline for studentship applications: *Thursday 20 October 2022, 23:59 BST*.

General Notes

- To apply for the above studentship, you will need to make two separate applications: an online application for a place on the University of Surrey’s Management and Business PhD Programme and a Studentship Application Form submission. Late applications will not be accepted.
- To be considered for this studentship competition, you need to apply for a place on the Management and Business PhD programme by Thursday 20 October 2022. You can access the online application via the programme page for the Management and Business PhD (<https://www.surrey.ac.uk/postgraduate/management-and-business-phd>).
- The Studentship Application Form must also be completed, saved as a PDF file, and emailed to sbs@surrey.ac.uk by Thursday 20 October 2022, 23:59 BST. Please ensure that your email has ‘SBS PhD Studentship Application’ in the email subject line.
- 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 Studentship Application Form should be completed by the applicant in conjunction with their prospective supervisors.
- Any additional information submitted with the Studentship Application Form (for example personal statement or covering letter) will be removed prior to assessment.
- For queries regarding your PhD Programme online application please contact admissions@surrey.ac.uk
- For queries regarding the above studentship or Studentship Application Form please contact sbs@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 this studentship award you must apply via the University of Surrey's online application system for a place on the Management and Business PhD programme by Thursday 20 October 2022. Once you have submitted your online application you will normally 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 for submission of the Studentship Application Form on **Thursday 20 October 2022 23:59 BST**, please enter 'TBC' on your form and then email sbs@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 annual leave per year) and 18.75 hours for the Part-Time route (with 2.5 weeks annual leave per year).

English Language Requirements Please visit our [postgraduate research course pages](#) for specific requirements for the PhD Management and Business. 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 on this.

Section 2: 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 do not attach additional pages, you may however expand the tables by adding additional rows.

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

Section 3: 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. as per Section 2).

Section 4: 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 1300 words (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 and may contribute to the [key research themes of Surrey Business School](#) research centres and departments and in addressing the university's research [grand challenges and strategic research themes](#). Consideration will be given to how it is envisioned that research will be impactful.

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 is 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 met, please also make that clear. Please also note how the £750 per annum (pro-rata for part-time) Research Training Support Grant (RTSG) will support this.

Section 6: Supervision

To be completed by your prospective supervisory team. You must have at least two academic supervisors from the University of Surrey. The Primary Supervisor must be from Surrey Business School. The supervisory team is required to declare how many PhD projects they are currently supervising, whether as the primary or secondary supervisor.

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 7: 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 8: 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 9.

Section 9: Supervisor declaration

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

Checklist

- Submit your PhD Management and Business online application by Thursday 20 October 2022.
- Send your Studentship Application Form to sbs@surrey.ac.uk by Thursday 20 October 2022, 23:59 BST. Please ensure that your email has 'SBS PhD Studentship Application' in the email subject line. *Please note that your supervisory team may submit the application on your behalf.*

Next Steps

Once the submission deadline has passed your Studentship Application Form will be assessed by a panel of academic reviewers appointed by the Dean of Surrey Business School. Final approval for any studentship offer will come from the Executive Dean of the Faculty of Arts and Social Sciences.

We expect to contact successful applicants with the result of the studentship application outcome by 14 November 2022. Please note that we cannot provide further feedback on unsuccessful applications. If you have any queries about your studentship application or process, please contact sbs@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.		Some indication that the project is timely, perhaps not urgent. Project matched		Compelling and urgent case for timeliness. Project uniquely suited to expertise or facilities at Surrey.

		Project not specific for Surrey's strengths.	(but not uniquely) to Surrey capabilities.	
	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 (/30)

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	Primary 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/ECA).
	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/ECA).		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, local training, mentorship, 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 and may contribute to the key research themes of Surrey Business School’s research centres and departments and in addressing the university’s grand research challenges and strategic research themes. Consideration will be given to how it is envisioned that the 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 impacts 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 / School level.		Project is aligned to known University/ Faculty/ School strategic priorities, but lacking detail of specific contribution or its value.		Significance of the outputs specified in relation to priorities at University / Faculty / School 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 School / Faculty / University identified, including reputation, collaboration, training, establishing new methodologies, etc.