Surrey Business School

Fee Waiver Application Guidance Notes – April 2027

Management and Business PhD Fee Waiver – April 2027

Hospitality, Tourism, Transport and Events PhD Fee Waiver – April 2027

PhD Start Date: April 2027 Only (No deferral is possible)

Application Deadline: 14 December 2026, 16:00 GMT

Eligibility: UK and International fee status students.

Funding Package:

- Full tuition fee waiver for 36 months for full-time study (pro rata part-time).
- Research Training Support Grant of £750 per annum, limited to £2,250 in total. To be used during the 36-month fee-waiver period.
- **The funding package does not include a stipend, visa or accommodation fees.**

Application Process

To apply for the above fee waiver, you will need to **complete all 5 steps below by 14 December 2026, 16:00 GMT**. Incomplete or late applications will not be considered.

1. Identify and contact prospective supervisors whose expertise is relevant to your proposed research and obtain their agreement to support your application. Your supervisory team must include at least two academic supervisors from the University of Surrey. Your prospective primary supervisor must be from Surrey Business School. You can explore potential supervisors in the following five disciplines:
   Entrepreneurship and Innovation
   Finance and Accounting
   Management
   Strategy, Marketing and International Business
   Surrey Hospitality and Tourism Management

2. Complete the **Fee Waiver Application Form – April 2027** in conjunction with prospective supervisors. All sections must be completed, including the supervisors' statement and declarations.

3. **Apply for the PhD programme associated with your prospective primary supervisor's discipline**:
   - Apply for the **Management and Business PhD** if your prospective primary supervisor is an academic member of one of the following disciplines:
     - Entrepreneurship and Innovation
     - Finance and Accounting
     - Management
     - Strategy, Marketing and International Business
   - Apply for the **Hospitality, Tourism, Transport and Events PhD** if your prospective primary supervisor is an academic member of Surrey Hospitality and Tourism Management.

   In your online programme application, state:
   - the full name of the fee waiver for which you are applying; and
   - the names of your prospective primary and secondary supervisors.

4. Upload a fully completed **Fee Waiver Application Form – April 2027** as part of this application by 14 December 2026 at 16:00 GMT. Late or incomplete applications will not be considered.

5. Email the completed **Fee Waiver Application Form – April 2027** to:
   Dr Sebastiano Massaro at s.massaro@surrey.ac.uk (for Management and Business PhD); or
   Dr Jason Chen at l.chen@surrey.ac.uk (for Hospitality, Tourism, Transport and Events PhD)
   by 14 December 2026 at 16:00 GMT.

For queries regarding the above fee waiver, please contact Dr Sebastiano Massaro at s.massaro@surrey.ac.uk (for Management and Business PhD) or Dr Jason Chen at l.chen@surrey.ac.uk (for Hospitality, Tourism, Transport and Events PhD). 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.

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 per annum) and 18.75 hours for the Part-Time route (with 2.5 weeks leave per annum).

English Language Requirements The score or level of English language required varies between programmes. Please visit our programme page for specific requirements:

- Management and Business PhD
- Hospitality, Tourism, Transport and Events PhD

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.

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 prizes, awards, publications or conference presentations that are relevant to your proposed PhD programme. Please use the space provided and do not attach additional pages, you may however expand the tables by adding additional rows.

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 particularly this project. Explain how this PhD will support your career aspirations. Assessors will consider your preparedness and potential for doctoral study, drawing on your academic achievements, research experience and other relevant evidence provided in Section 2.

Section 4: Research Project Summary

Please discuss the content of your planned doctoral research 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. The research proposal needs to be appended under Section 8.

Section 5: Supervision (This section must be completed by the supervisors, not the applicant)

To be completed by your prospective supervisory team. You must have at least two academic supervisors from the University of Surrey. Your prospective primary supervisor must be an academic member of the discipline associated with the PhD programme for which you are applying, as specified under the Application Process above. Your secondary supervisor must be an academic member of the University of Surrey. The supervisory team is required to declare how many PhD projects they are currently supervising, whether as the primary or secondary supervisor.

Section 6: 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 7.

Section 7: Supervisor declaration

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

Section 8: Research Proposal

Please append your research proposal under this section. Please note there is a word limit of 3,000 (including references to academic literature) for the proposal.

Next Steps

Once the application deadline has passed, your application will be assessed by a panel of academic reviewers appointed by the Dean of Surrey Business School. Final approval for any fee waiver offer will come from the Executive Dean of the Faculty of Arts, Business and Social Sciences.

We expect to contact applicants with the outcome of this fee waiver competition no later than the end of February 2027. Please note that we cannot provide further feedback on unsuccessful applications.

Evaluation Criteria:

1. Proposal quality (60%)

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	**Contribution**	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.
	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.
	Literature	Limited awareness of the relevant literature. The project is poorly situated within the field, with little indication of how it builds on, differs from, or addresses existing work.		Adequate awareness of relevant literature and debates. The project is positioned within the field at a general level, though the review may be selective, descriptive, or not fully connected to the proposed study.		Strong and critical engagement with the relevant literature. The project is well positioned within the field, clearly identifies the gap or problem being addressed, and shows how the proposed research responds to or advances existing scholarship.
	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 the PhD period. May omit training and other aspects.		Shows how activities generate outcomes on appropriate timescale for the PhD, with intermediate milestones. Provision for training, dissemination, writing-up. Constraints, uncertainties, and risks are noted and/or mitigated.

2. Applicant quality (40%)

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., educational qualifications; 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.