

# Commonwealth Scholarships

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## United Kingdom Awards 2010

This prospectus and an online version of the application form are available on our website: follow the links at [www.cscuk.org.uk/apply/postgraduate\\_study.asp](http://www.cscuk.org.uk/apply/postgraduate_study.asp)



COMMONWEALTH

## INTRODUCTION

Since their inception in 1959, some 26,000 individuals have benefited from the award of Commonwealth Scholarships and Fellowships to pursue advanced academic study in other Commonwealth countries. About two thirds of awards have been tenable in the United Kingdom. The vast majority of award holders have returned to make a significant contribution to their home countries, in many cases at the highest level, making the award scheme one of the largest and most prestigious in the world.

This prospectus describes the Commonwealth Scholarships offered by the Commonwealth Scholarship Commission in the United Kingdom for citizens of other Commonwealth countries in 2010-2011. Separate programmes and prospectuses exist for the scholarships offered by distance learning and on a shared funding basis, and for short mid-career fellowships, both academic and professional, offered by the Commonwealth Scholarship Commission. Please visit the CSC website at [www.cscuk.org.uk](http://www.cscuk.org.uk) for details of these programmes. For information on Commonwealth Scholarships offered by other Commonwealth countries, please visit the Commonwealth Scholarship and Fellowship Plan (CSFP) website at [www.csfp-online.org](http://www.csfp-online.org)

The secretariat of the Commonwealth Scholarship Commission in the United Kingdom is provided by the Association of Commonwealth Universities (ACU), which is responsible for all matters concerning selection and academic studies. The British Council is responsible for payments to scholars, and for arranging travel, reception and other support services for them.

## ELIGIBILITY

To apply for the awards covered in this prospectus, candidates should:

- Be Commonwealth citizens, refugees, or British protected persons
- Be permanently resident in a Commonwealth country other than the United Kingdom, the Channel Islands or the Isle of Man
- Be available to commence their academic studies in the United Kingdom by the start of the UK academic year in September/October 2010
- Hold, by October 2010, a first degree of upper second class Honours standard (or above); or a second class degree and a relevant postgraduate qualification, which will normally be a Master's degree

AND

- In the fields of medicine and dentistry, have qualified between 1 October 2000 and 1 October 2005

The Commission wishes to promote equal opportunity, gender equity and cultural exchange. Applications are welcomed from the many different races and origins that comprise the Commonwealth's rich variety of cultures, traditions and institutions.

## WHAT TYPES OF AWARD ARE AVAILABLE AND HOW CAN I APPLY?

The Commission invites the nomination of candidates for Commonwealth Scholarships from a number of sources. These are described below. Candidates may choose any of these 'nominating routes' for any category of award, subject to the exceptions noted. Candidates must, however, apply locally in the first instance. **The Commission does not accept direct applications.**

**For the following categories of award...**

- 12-36 months' support towards completion of either a **full-time** taught or a doctoral postgraduate qualification at an eligible UK institution. These awards are open to those candidates nominated either by the Vice Chancellor/Executive Head of their employing institution or by the appointed agency in their home country
- 12 months' non-degree study in the United Kingdom on a Split-Site basis to aid the completion of a doctoral degree undertaken at a university in the candidate's home country
- 6 months' clinical training in medicine or dentistry (available only to candidates from developing countries). These awards are only open to candidates nominated by their Vice Chancellor/ Executive Head or by the appointed agency in the home country

**... nominations are invited through the following channels**

- The candidate's national Commonwealth Scholarship agency. This is the main route of application and a full list of Commonwealth Scholarship agency addresses can be obtained from the CSC website
- The Executive Head of an eligible developing country university on whose staff the applicant serves. (In the case of Bangladesh and India, nominations are made through the University Grants Commission; in Pakistan, through the Higher Education Commission; and in Sri Lanka, through the Secretary, Ministry of Tertiary Education and Training)
- Selected non-governmental organisations or charitable bodies

Please note that candidates from developed Commonwealth countries – Australia, the Bahamas, Brunei Darussalam, Canada, Cyprus, Malta, New Zealand and Singapore – can only apply for doctoral or split-site study (not Master's study) and can only apply to study at a UK institution on the Commission's approved list (available by following the links at [www.cscuk.org.uk/apply/postgraduate\\_study.asp](http://www.cscuk.org.uk/apply/postgraduate_study.asp)).

Please note that candidates from developing Commonwealth countries (i.e. all other countries) can apply to study at doctoral (including split-site) and Master's level at any UK institution with degree-awarding powers.

**In addition, the Commission offers:**

- Support for study towards an undergraduate degree in the United Kingdom for citizens of the Falkland Islands, Maldives, St Helena and the Seychelles. Nomination is through the national Commonwealth Scholarship agency

A full list of universities and other organisations invited to nominate can be found on the CSC website. Those wishing to be considered for inclusion in the list of universities and other organisations invited should contact the Executive Secretary of the Commonwealth Scholarship Commission (c/o The Association of Commonwealth Universities, Woburn House, 20-24 Tavistock Square, London WC1H 9HF).

Applications must be submitted on the appropriate application forms, which are available from and must be signed by the nominating authorities listed above. An online version of this form is also available on the Commission's website by following the links at [www.cscuk.org.uk/apply/postgraduate\\_study.asp](http://www.cscuk.org.uk/apply/postgraduate_study.asp). Awards made by the Commission are subject to the ongoing endorsement of the nominating body. The Commission regrets that it is not possible to accept nominations from other organisations, or applications directly from individuals, and that these cannot be acknowledged.

## TENURE AND PLACEMENT

Awards are tenable at any approved UK university or higher education institution or, for developed Commonwealth country candidates, a university on the Commission's approved list, for a specific programme of study or research and are not restricted to particular subject areas. Awards are to obtain one degree and funding will not be extended to enable candidates to complete an additional or higher qualification than that for which the selection was made. Scholarships are made in respect of **full time** study only and no other courses of study may be undertaken at the same time.

It is important that candidates make clear at the point of application the qualification for which they are applying, especially if they wish to be considered for a Scholarship intended to lead to a doctoral degree. This will enable the Commission to consider the application in the correct category.

The final decision on institution of study will be made by the Commission, which reserves the right to overrule any preferences expressed by the candidate at the application stage. The Commission will consider the suitability of the course and its value for money when considering any overrule. Applicants are, however, expected to identify up to three institutions and courses (or supervisors for research degree applicants) that they consider most appropriate on the application form, and explain the reasons for their selection. This is important since the Commission will not change the institution or course for which the candidate has been provisionally selected after the Commission's selection committee has met, unless exceptional information becomes available that could not have been foreseen at the time of application. Many courses have strict admission deadlines (particularly at the Universities of Oxford, Cambridge and London) and candidates **must** take the necessary steps to secure admission to their preferred institutions in advance of any Scholarship application to the Commission. Candidates in business, management, economics and other related fields should note that a number of university departments will require a candidate to demonstrate a valid GMAT or GRE score before an offer of admission can be made. Candidates should check admission requirements carefully at the time of application.

Applications for 12 months' study in the United Kingdom on a Split-Site basis must be made in the context of a departmental/institutional link

with a UK university already in operation or currently under negotiation. Candidates will have the option of one full 12 month period of study or two six month periods with a period not greater than 12 months elapsing between each term. Those candidates who have not yet commenced their home PhD at the time of application will be eligible to spend a maximum of six months in the UK in the first year of their studies.

Please note that where the Commission selects a candidate who will have already started their PhD study by the time of their selection, their Scholarship will commence at the start of the next academic year (i.e. in September/October following the selection) and will end after the Scholar has been registered for their PhD for 36 months, in line with the Commission's policy on PhD length.

## THE SELECTION PROCESS

Nominations for 2010 Commonwealth Scholarships tenable in the United Kingdom are required to arrive with the Commission no later than 31 December 2009. Most nominating authorities will have organised their own competitions in advance of this, with earlier deadlines, that you are strongly advised to check.

In order to ensure a competitive process in the United Kingdom, the Commission normally seeks approximately three times more nominations than there are Scholarships available. Following this deadline, each nomination is first considered by a member of the Commission's panel of advisers with expertise in the subject area concerned and then by the Commission's selection committee in competition with other applicants.

Applications are considered according to the following selection criteria:

- Academic merit of the candidate
- The quality of the proposal
- For those candidates from developed Commonwealth countries (see list on previous page), the potential of the candidate to lead in the pursuit of global excellence in research and knowledge
- For those candidates from developing Commonwealth countries (i.e. all others), the likely impact of the work on the development of the candidate's home country

## VALUE OF AWARDS

Each Scholarship provides:

- Student concessionary or other approved airfare to the United Kingdom and return on expiry of the Scholarship (the cost of journeys made before final award confirmation will not normally be reimbursed, nor can fares be paid for a Scholar's dependants)
- Approved tuition and examination fees
- A personal maintenance allowance at the rate of £828 per month (£1024 per month for those studying at institutions in the London Metropolitan area)
- A grant towards the expenses of preparing a thesis or dissertation, where applicable
- An initial arrival allowance, incorporating an initial clothing grant for Scholars from tropical countries

## SCHOLARSHIP AND FELLOWSHIP PLAN

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## SHIP AND FELLOWSHIP PLAN

- A grant for expenses for approved travel within the United Kingdom or overseas
- A grant towards fieldwork costs for those Scholars undertaking doctoral studies for whom a case has been made for fieldwork outside the United Kingdom. This shall not normally exceed one economy class return airfare to the fieldwork location
- A paid mid-term fare to their home country for Scholars on three year doctoral awards. Scholars for whom fieldwork fares are provided to their home country shall not be entitled to a mid-term fare home, nor Scholars who have claimed (or intend to claim) spouse or child allowances for more than 12 months during their award.

The level of financial support given towards the costs of family maintenance in the UK is under review. The following rates currently apply but are subject to change in terms of both eligibility and rate availability.

- For married Scholars selected by the Commission for awards exceeding one academic year, a marriage allowance of £220 per month is payable provided that the husband and wife (or civil partners) are residing together at the same address in the United Kingdom. It is not paid when a husband or wife (or civil partner) of the Scholar is also in receipt of an award. For such married couples accompanied by their children, a child allowance is payable at the rate of £136 per month for the first child, and £106 per month for the second and third child under the age of 16, provided they are residing with their parents. The Commission's spouse and family allowances represent only a contribution towards the costs of family maintenance in the UK and Scholars should expect and be able to supplement these allowances to support family members who choose to come to the UK.

Irrespective of the length of the award, a Scholar who is widowed, divorced or a lone parent will receive an allowance in respect of the first accompanying child and child allowances for the second and third accompanying children.

More information can be found about the terms and conditions of the Scholarships in the Handbook for Commonwealth Scholars and Fellows, available on the CSC website.

## GENERAL CONDITIONS OF AWARD

Applicants should be aware of the following general conditions:

- The Commission reserves the right to publish the names of candidates provisionally selected for awards on the CSC website. By applying for an award, the candidate gives consent for such publication in the event that his/her application is successful
- Candidates will be notified of their provisional selection by the Commission: that is, selection for award subject to the Commission agreeing the terms of admission to the university/institution

- Candidates will be given a formal Notification of Award – the offer of a Scholarship – as soon as terms of admission to the university/institution have been agreed
- Formal confirmation of the award will be issued when all conditions of the Notification of Award have been met
- Scholars will be expected to take up the award from the date stated by the Commission in its Notification of Award
- A Commonwealth Scholarship covers fees, fares and personal maintenance. Similar awards may not be held concurrently
- Scholars will be expected to reside in the United Kingdom throughout their award, and to seek prior approval for any proposed visits abroad
- Scholars may not undertake paid employment during their award without prior consent
- The Commission will require a medical report before an award can be confirmed
- Scholars will be required to sign an undertaking to return to their home country as soon as their award comes to an end
- The Commission will only consider requests to extend leave to remain in the UK post-award for those wishing to move from Master's to PhD study. Strict conditions will apply
- The Commission will therefore be unable to provide any letter of support which might be required by an award holder to stay on to work in the UK

## ADDITIONAL REQUIREMENTS

The Commission may require candidates to undertake the IELTS English language test as a condition of eligibility. It is the candidate's responsibility to check with their nominating agency whether this requirement applies to them and to note that an IELTS test will only be considered valid if taken after 1 October 2009 and before 6 March 2010. As a further condition of award, the Commission, or a host institution in the United Kingdom, may require a candidate to take particular English tests and/or training in English.

**Applicants in medicine and dentistry** whose programme requires them to practise clinically, or to work in a laboratory department reporting on samples from patients, must state how the skills acquired by the training programme will be put into practice post-award. Such applicants can be considered only if they are eligible for registration with the General Medical Council or the General Dental Council. Information about current conditions for registration can be obtained from the GMC and GDC websites: [www.gmc-uk.org](http://www.gmc-uk.org) and [www.gdc-uk.org](http://www.gdc-uk.org). Please note that the GMC currently requires applicants for their registration to obtain an overall score of 7.0 in the academic IELTS test, with minimum scores of 7.0 in speaking and 6.0 in listening, reading and writing.



COMMONWEALTH  
SCHOLARSHIPS

Commonwealth Scholarship Commission in the United Kingdom  
c/o The Association of Commonwealth Universities  
Woburn House, 20-24 Tavistock Square, London WC1H 9HF  
[www.cscuk.org.uk](http://www.cscuk.org.uk)

C

Full name of candidate

For office use only

Please securely  
attach a passport  
sized photograph  
here

A

# Application for a Commonwealth Scholarship

## Tenable in the United Kingdom 2010

The Commission recommends candidates to complete the online version of this application form if possible (and with the approval of your nominating agency).

This is available on our website: follow the links at  
[www.cscuk.org.uk/apply/postgraduate\\_study.asp](http://www.cscuk.org.uk/apply/postgraduate_study.asp)



COMMONWEALTH  
SCHOLARSHIPS

Commonwealth Scholarship Commission in the United Kingdom  
c/o The Association of Commonwealth Universities

# THIS SECTION MUST BE COMPLETED BY THE NOMINATING BODY

Please note all agencies and Vice-Chancellors must supply a full list of nominated candidates. You are asked to attach a brief statement outlining the methods used in selecting your nominee(s), and any subject or other criteria used in relation to institutional or wider forms of capacity building following the award.

## A. To be completed by the nominating agency where this is NOT a university (e.g. Ministry of Education or UGC/HEC)

Name of country: .....

Name of nominating body: .....

.....

.....

Nomination is for: ☐ Doctoral ☐ Master's ☐ Split-Site study

Signed: .....

Date: .....

Agency stamp:

**B. To be completed where the nominating body is the Vice-Chancellor/Executive Head or representative of a university (including Split-Site awards)** Please note that the Commission will only accept nominations from the candidate's employing Vice-Chancellor or Executive Head, or by their appointed official. If the candidate's employing institution is affiliated to a university, the parent university should complete this section. If the candidate is employed by an autonomous non-university institution this should be made clear.

1. Name of nominating university .....

2. This candidate is being nominated for: ☐ Doctoral ☐ Master's ☐ Split-Site study

3. The plan of work to be undertaken by this candidate is relevant to the home institution's development for the following reasons (the selection committee place great emphasis on this section):

.....

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5. (For university employees only) This candidate will be granted leave in order to undertake his/her studies in the UK and on return from successful completion of his/her studies, he/she will be employed as:

**6. If the nomination is for a Split-Site award:**

I confirm:

a) that the university is making this nomination specifically for the award to be tenable at (*name of UK institution*)

b) that on return the candidate will be given sufficient study time in order to complete his/her PhD

I note the statement made by the supervisor in Section 5.2.

**7. For all applications:**

Approved by:

Name (*please print*): .....

Position (*Vice-Chancellor or appointed official – please state*): .....

Signed: .....

Date: .....

**Note to candidates:**

Before completing this form, it is in your interest to read the attached 'Notes for candidates' and the prospectus, which gives further advice and states eligibility criteria. This can be obtained from the CSC website at [www.cscuk.org.uk/apply/postgraduate\\_study.asp](http://www.cscuk.org.uk/apply/postgraduate_study.asp). Before submitting the form, you must confirm that all requirements in the checklist below have been met. Failure to do so may render the application ineligible.

**Checklist and confirmation**

*Please tick all applicable boxes and sign below*

- ☐ I have read and understood the 'Notes for candidates' and the prospectus
- ☐ I am a Commonwealth citizen or refugee residing in .....
- ☐ I confirm that all information in this application is true to the best of my knowledge, and unless otherwise stated is my own work (See Note 1)
- ☐ I have read the data protection statement (See Note 2) and specifically confirm my consent to the terms outlined
- ☐ I have read the health statement (See Note 3) and, if selected, I note that I will have to undertake a medical examination

**I have enclosed:**

- ☐ Five copies of this form
- ☐ Five recent passport sized photographs
- ☐ Five copies of my university/college transcript(s) and certificate(s), certified by the awarding body
- ☐ A certified copy of my birth certificate
- ☐ Certificate of English language proficiency
- ☐ Five copies of any university admissions letter
- ☐ Five copies of a letter of acceptance from my UK supervisor (for Split-Site applicants)

**Signed:** .....

**Date:** .....

**SECTION ONE:  
PERSONAL INFORMATION**

**Name:** .....

*(as it appears on your passport; please underline your family name)*

**Title (Mr/Mrs/Miss/Ms/Dr etc):** .....

**Nationality/citizenship:** .....  
(See Note 4)

**Place and date of birth:** .....

**Religion (See Note 5):** .....

Are you?

- ☐ Male ☐ Female
- ☐ Single ☐ Married

If applicable, will your spouse accompany you to the UK?

- ☐ Yes ☐ No

Do you have children? ☐ Yes ☐ No

If yes, how many would accompany you? (Please state their ages)

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.....  
.....

**Your address for correspondence:** .....

.....  
.....  
.....  
.....

**Email:** .....

**Telephone:** .....

**Permanent address (if different):** .....

.....  
.....  
.....

**Email:** .....

**Telephone:** .....

If your permanent address is not in the country of your birth, state the year in which you left that country and mention any subsequent change of permanent residence. ....

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**Emergency contact:** .....

.....

.....

**Email:** .....

**Telephone:** .....

**Relationship:** .....

## SECTION TWO: YOUR CAREER TO DATE

### 2.1 EDUCATIONAL BACKGROUND

a. Please list all university-level qualifications gained below, and enclose certified copies of transcripts and certificates for all formal courses of higher education study. (See Note 6)

| Name of institution | Years attended | Subject | Language of instruction | Qualifications awarded & class of award | Date of award | Awarding body |
|---------------------|----------------|---------|-------------------------|-----------------------------------------|---------------|---------------|
|                     |                |         |                         |                                         |               |               |
|                     |                |         |                         |                                         |               |               |
|                     |                |         |                         |                                         |               |               |
|                     |                |         |                         |                                         |               |               |
|                     |                |         |                         |                                         |               |               |
|                     |                |         |                         |                                         |               |               |

b. Are you currently registered for any higher education qualification? If so, please give details

| Name of institution | Years attended | Subject | Language | Qualification sought | Expected date of completion | Awarding body |
|---------------------|----------------|---------|----------|----------------------|-----------------------------|---------------|
|                     |                |         |          |                      |                             |               |
|                     |                |         |          |                      |                             |               |

c. Academic distinctions or prizes

d. Publications, including titles of any theses submitted (please do not attach hard copies)

## 2.2 PROFESSIONAL RECORD

a. Please list any employment held to date, starting with the most recent

| Date(s) | Name of employer | Title | Main responsibilities |
|---------|------------------|-------|-----------------------|
|         |                  |       |                       |
|         |                  |       |                       |
|         |                  |       |                       |
|         |                  |       |                       |
|         |                  |       |                       |
|         |                  |       |                       |
|         |                  |       |                       |

b. Please list any professional qualifications obtained

| Qualification | Date awarded | Awarding body | Other information |
|---------------|--------------|---------------|-------------------|
|               |              |               |                   |
|               |              |               |                   |
|               |              |               |                   |
|               |              |               |                   |

c. Please list any short courses attended that you consider relevant to the application

| Subject | Place of study | Date(s) | Organising body/qualification awarded (if any) |
|---------|----------------|---------|------------------------------------------------|
|         |                |         |                                                |
|         |                |         |                                                |
|         |                |         |                                                |

d. Voluntary activity – please list any charitable/voluntary or public activity undertaken

| Date(s) | Organisation | Brief description of activities/achievements |
|---------|--------------|----------------------------------------------|
|         |              |                                              |
|         |              |                                              |
|         |              |                                              |
|         |              |                                              |
|         |              |                                              |

## 2.3 OTHER INFORMATION

a. Language proficiency (See Note 7)

Is English your first language? ☐ Yes ☐ No

If No, please state whether you have taken a formal test of English and, if so, the date of the test and result

☐ IELTS ☐ School Certificate of English ☐ TOEFL ☐ Other (*please specify*)

Please list all languages spoken, stating whether you regard your capability as good, average or poor

☐ Good ☐ Average ☐ Poor .....

☐ Good ☐ Average ☐ Poor .....

☐ Good ☐ Average ☐ Poor .....

Please note that evidence of a minimum IELTS score of 6.5 may be required as a condition of eligibility



## SECTION THREE:

### PROPOSED STUDY IN THE UK – TAUGHT MASTERS' COURSES AND CLINICAL TRAINING ONLY

Doctoral and research Master's candidates should go straight to SECTION FOUR, and Split-Site doctoral candidates should go straight to SECTION FIVE

Please read Notes 9 and 10 before completing this section. You should note that SECTION THREE will be given a special grade in assessing your application. If successful, it may also form the basis of our submission to your chosen institution. You should indicate if the course is longer than one academic year, and justify the added value of such a course in your plan of study (3.3).

Proposed date of commencement: .....

| Preferred institutions of study (in order of preference) | Course title (Masters' candidates) | Length of course (years)<br>(Masters' candidates) |
|----------------------------------------------------------|------------------------------------|---------------------------------------------------|
| 1 .....                                                  |                                    |                                                   |
| 2 .....                                                  |                                    |                                                   |
| 3 .....                                                  |                                    |                                                   |

3.1 The Committee will pay particular attention to contact you have had with the institutions listed above. Please indicate details of any applications submitted, or acceptances obtained. (See Note 12)

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3.2 Would you be willing to consider any alternative institution, if recommended by the Commission? (See Note 13)

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### 3.3 DETAILED PLAN OF STUDY

Although the final selection committee will be well informed, remember that they are not likely to be specialists in your subject. You should therefore describe clearly the key things you are looking for in a course, your reasons for choosing the above courses and institutions, and the aim of your proposed specialisation and/or topic for your Master's dissertation. You should also justify why you want to undertake this study in the UK. (300 words maximum)

If you are completing the paper version of this form, you are requested to type your answer to this question either directly into the box below or on a separate piece of paper and then paste it into the box.

Word count

Words in excess of the prescribed length of 300 words will be ignored.

Taught Masters' candidates should now go straight to SECTION SIX

**SECTION FOUR:**

**PROPOSED STUDY IN THE UK – RESEARCH DEGREES ONLY**

**(UK registered PhDs and Research Masters')**

Please read Notes 9 and 10 before completing this section. You should note that SECTION FOUR will be given a special grade in assessing your application and will form the basis of any submission to your chosen institution(s).

Proposed qualification and length of stay: .....

Subject or field of study: .....

Proposed date of commencement: .....

Preferred institutions of study (in order of preference):

1 .....

2 .....

3 .....

4.1 What factors led you to choose the above institutions? (100 words maximum)

.....

.....

.....

.....

.....

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.....

.....

.....

4.3 Would you be willing to consider any alternative institution, if recommended by the Commission? (See Note 13)

.....

.....

4.4 Has the following plan of study been discussed with, or produced in conjunction with, any prospective supervisor or host institution in the UK? If so, please provide details.

.....

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Although the final selection committee will be well informed, remember that they are not likely to be specialists in your subject. You should therefore describe clearly the aim of your research, the methodology that you will use, and the potential significance of this study to your discipline. You should also justify why you want to undertake this study in the UK. (500 words maximum)

If you are completing the paper version of this form, you are requested to type your answer to this question either directly into the box below or on a separate piece of paper and then paste it into the box.

Word count  Words in excess of the prescribed length of 500 words will be ignored.

Doctoral and research Master's candidates should now go to SECTION SIX

## SECTION FIVE:

### PROPOSED STUDY IN THE UK – SPLIT-SITE AWARDS ONLY

#### 5.1 TO BE COMPLETED BY THE CANDIDATE

Please read Notes 9 and 10 before completing this section. You should note that SECTION FIVE will be given a special grade in assessing your application and will form the basis of any submission to your chosen institution(s).

Award will be undertaken as follows (*please choose one option and give dates*):

- ☐ one period of 12 months .....
- ☐ two periods of 6 months .....
- ☐ other (subject to agreement by the Commission – *please specify*) .....

Subject or field of study: .....

Name and department of supervisor in home institution: .....

Institution of study in the UK which will host the Scholarship: .....

Name and department of supervisor in the UK: .....

Email address of supervisor in the UK: .....

**Please enclose written evidence from your UK supervisor agreeing to offer supervision for the period required and confirming that your plan of study has been seen and approved. Your application will be ineligible if this is not enclosed.**

#### 5.2. TO BE COMPLETED BY THE CANDIDATE'S SUPERVISOR IN THE NOMINATING INSTITUTION

Candidates for Split-Site awards must be nominated in the context of a departmental/institutional link with a UK institution already in operation or currently under negotiation. Please provide brief details of this link and of the arrangements already in place for joint supervision of this candidate:

#### 5.3. TO BE COMPLETED BY CANDIDATE

Candidates should be registered at their home institution for an MPhil or PhD before coming to take up any award in the UK. Please give details below of the PhD for which you are currently registered. If you have not yet registered but will shortly be registering, please indicate the expected registration date and enclose documentation from your nominating institution confirming this.

| Name of Institution | Qualification Aimed for | Subject | Language of Instruction | Registration Date | Expected Completion Date |
|---------------------|-------------------------|---------|-------------------------|-------------------|--------------------------|
|                     |                         |         |                         |                   |                          |

#### 5.4. DETAILED PLAN OF STUDY

Although the final selection committee will be well informed, remember that they are not likely to be specialists in your subject. You should therefore describe clearly the aim of your research, the methodology that you will use, and the potential significance of this study to your discipline.

It is essential to include a clear timetable to describe which work will be completed prior to your travel to the UK and which will be undertaken at the UK institution, and to outline the timetable for completion of your PhD after your return home. You should justify the added value that the time in the United Kingdom will give to your home PhD (400 to 750 words maximum).

If you are completing the paper version of this form, you are requested to type your answer to this question either directly into the box below or on a separate piece of paper and then paste it into the box.

Word count

Words in excess of the prescribed length of 750 words will be ignored.

## SECTION SIX: BENEFIT TO YOUR HOME COUNTRY

Commonwealth Scholarships in the United Kingdom receive funding from the UK Department for International Development. Preference will therefore be given to candidates who can demonstrate that their work will help achieve the development objectives of their home country.

Candidates are asked to provide a statement explaining how the proposed study will benefit their home country, and how the skills and qualifications obtained will be applied on their return. References to any existing national shortages or needs would be particularly welcome.

Please note that this section will be given a specific grade in assessing your application (500 words maximum). (See Note 14)

If you are completing the paper version of this form, you are requested to type your answer to this question either directly into the box below or on a separate piece of paper and then paste it into the box.

Word count

Words in excess of the prescribed length of 500 words will be ignored.

## SECTION SEVEN: REFERENCES

Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching. Please refer to Note 15 for guidance in this area.

- 1 .....
- 2 .....
- 3 .....

## SECTION EIGHT: FUTURE CAREER PLANS

The Commission would like to get a clear idea of how the proposed qualification will assist you in your planned career. Please give brief details of the skills that you expect to gain from this award and of your professional plans once you return home on completion of your award.

Objectives during the award: .....

.....

.....

.....

Career plans in the 5 years following the award: .....

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.....

.....

Long-term career plans: .....

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.....

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## NOTES FOR CANDIDATES

The notes below are intended to assist candidates to present their application in the best possible manner. You are strongly advised to read this section carefully before completing the form.

### Note 1: Accuracy of information supplied

In submitting this application, the candidate confirms that all information and documents submitted are, to the best of the applicant's knowledge, genuine and accurate. The Commission reserves the right to suspend, withhold or withdraw any subsequent award at any time, should it have reasonable evidence that this is not the case.

### Note 2: Data protection

The attention of candidates is explicitly drawn to the data protection statement below:

In order for the Commonwealth Scholarship Commission in the United Kingdom to administer your application effectively and efficiently, it will be necessary for your details to be kept on file. All personal data held on you will be processed according to the principles of the United Kingdom Data Protection Act 1998. Applicants are asked to give their consent to such process and by signing this form also agree that their name may be made public in the event that they are selected for award. The Commission reserves the right to publish the names of all provisionally selected candidates on its website.

Candidates are reminded that, by signing this application, they give their consent to the terms above.

### Note 3: Health issues

Please note that all offers of award will be conditional on receipt of a medical report. To assist with planning and our liaison with possible host institutions, selected candidates will be required to state:

- a. any medical condition or disability that might be expected to restrict their ability to complete the course of study in a timely manner
- b. any special assistance of any kind which might be required from their institution of study as a result of such conditions

Candidates may declare at the time of application any medical condition or disability they consider to be relevant to the proposed course or institution of tenure.

### Note 4: Nationality & citizenship

Candidates should include **all** citizenships held in this section.

### Note 5: Religion

This question is optional. If you choose to answer, the information given will have no influence on the selection process, but may be helpful in assisting successful candidates to settle in the United Kingdom.

### Note 6: Educational background

You should list your qualifications in chronological order, starting with the degree that you obtained most recently. Please ensure that you attach a certified copy of transcripts and certificates from your university and/or college.

### Note 7: Language proficiency

The Commission may require candidates to undertake the IELTS English language test as a condition of eligibility. It is your responsibility to check with your nominating agency whether this requirement applies to you. You should note that an IELTS test will only be considered valid if taken after 1 October 2009 and before 6 March 2010. As a further condition of award the Commission, or the host institution in the UK, may require a candidate to take particular English tests and/or training in English.

If you have any doubt over your English skills you are advised to practise them as you prepare your application.

### Note 8: Additional information

Candidates should feel free to include any further information that they consider relevant to their application, which they have not had the opportunity to include on the application form. In the interests of equal treatment of candidates, however, such information should be specific and will be considered only at the discretion of the Commission; any full curriculum vitae submitted in answer to Question 2.3 (d) will be discarded. Under no circumstances can the Commission undertake to return, or be responsible for any loss or damage to, any materials submitted by candidates.

### Note 9: Detailed plan of study

Section Three (for taught Masters' and clinical training students), Section Four (for research degree students) and Section Five (for Split-Site students) constitute the plan of study and are particularly important; along with the academic quality of the applicant, and likely development impact of their work, it is one of three categories to which the selection committee will give a grade in assessing your application. It is therefore important that candidates complete this section with particular care.

Candidates should be aware that the responsibility for highlighting the relevance and reasons behind their choices rests with the applicant. Whilst the Commission does take specialist advice on applications, it should not be assumed that the final selection committee will contain a member with expertise in your precise field.

For both Masters' and doctoral candidates, the degree awarding body must be a UK institution. For Split-Site candidates the degree awarding body must be the candidates' home institution.

**Taught Masters' candidates** should list their preferred institutions and specific courses. Section 3.3 gives the opportunity to identify areas of particular interest, in which the applicant may specialise as part of the degree dissertation. Words in excess of the prescribed length of **300 words** will be ignored.

For Masters' applications, the committee will consider factors including:

- Extent to which the proposed course/institution of study has been well researched (including specific options and dissertation topics, where appropriate) and presented
- Extent to which the choice fits well with the strengths and possible future career of the candidate

In assessing **doctoral candidates** and **candidates for research Masters'**, particular attention will be paid to the answer to Question 4.5. Words in excess of the prescribed length of **500 words** will be ignored. This is important since, in addition to examining the quality of the programme, the committee will wish to see evidence of the candidate's ability to present an argument in a coherent and concise manner.

For doctoral applications, factors taken into account by the committee will include the following:

- Extent to which the project has been well researched and thought out, including where appropriate the identification of an appropriate institution and supervisor
- Degree of innovation in the project
- Likely impact of the project
- Clarity of the proposal
- Relevance and timeliness to the field of study
- Feasibility of the project, and likelihood that it can be completed in the period proposed

In assessing **Split-Site candidates**, particular attention will be paid to the answer to Question 5.4. Words in excess of the prescribed length of **750 words** will be ignored.

For Split-Site applications, it is essential to:

- include a clear timetable to describe the work that will be completed prior to your travel to the UK and what will be undertaken at the UK institution
- outline the timetable for completion of your PhD after your return home
- justify the added value that the time in the United Kingdom will give to your home PhD

Factors taken into account by the committee will also include the following:

- Extent to which the project has been well researched and thought out, including where appropriate the identification of an appropriate institution and supervisor
- Likely impact of the project

For Split-Site awards the Commission normally offers one year of full-time study in the UK as part of a PhD that the Scholar is and remains registered for at an institution in their home

country. Where required, a Scholarship may be made available for two six-month periods with a period of not greater than 12 months elapsing between each term. Please note that the Commission will only fund the period of study spent in the UK (up to a maximum of 12 months) and the qualification gained will be from the institution of registration in the Scholar's home country. It is not possible for joint degrees to be awarded or for registration to be transferred to the UK institution or for a qualification to be gained from the UK institution.

#### **Note 10: Proposed institution of study**

Candidates are expected to have undertaken appropriate research on suitable courses and institutions of study prior to submitting their application. Where appropriate, please indicate the name of the particular course identified, as well as that of the institution.

Although every effort is made to take account of candidate's preferences, it is stressed that the final decision on institution of study will be made by the Commission, which reserves the right to overrule any preferences expressed at the application stage. The Commission will consider the suitability of the course and its value for money when considering any overrule.

Please note that the Commission will be unable to take into account any change of preference notified by the candidate after 31 December 2009, unless there are exceptional reasons for this, such as course closure or the transfer of a named supervisor, which could not have been known to the candidate at the time of application. Where applicable, please list institutions of study in order of preference, from 1 to 3 (with 1 being the preferred option).

#### **Note 11: Intellectual property rights**

Collaboration is a feature of doctoral research. The Commission expects that participants in collaborative projects will develop a collaborative agreement to clarify the contributions and rights of each partner. The Commission will not get involved in negotiating an exploitation agreement, but will need to be assured that an arrangement acceptable to both parties exists.

Arrangements should be made to identify, protect and value any arising intellectual property and to secure a suitable return to the institution and the investigators through exploitation. The Commission considers the intellectual property ownership to lie initially with the student; however, many universities have their own policy which is locally applicable. In many cases it is in the best interest of the student for ownership to be vested with the university which will have greater negotiating powers and will be likely to be able to seek the best returns in any exploitation agreement.

Award holders are expected to notify the Commission when Commission-funded intellectual property is exploited.

**Note 12: Independent applications to UK universities**

In order to help secure admission, candidates should make independent applications to UK universities; deadlines may apply equally for entry to taught and research programmes.

**Note 13: Alternative institution**

Unless otherwise stated, it will be assumed that courses and institutions are listed in order of preference. Candidates who indicate that they are not willing to consider alternatives will be automatically withdrawn from consideration if the institution(s) that they have indicated are deemed inappropriate by the Commission, or are not able to offer a place.

**Note 14: Benefit to your home country**

As in the case of Note 9, Section Six is particularly important. UK Commonwealth Scholarships for candidates from developing countries are funded by the Department for International Development (DFID). The selection committee will therefore be particularly keen to support proposals that are likely to have a clear benefit for the development of the candidate's home country.

Words in excess of **500 words** will be ignored. Answers should demonstrate, in particular, any ways in which the proposed work will increase knowledge about development issues, and promote solutions to poverty reduction in areas such as (among others) public health, education, environment, governance, political, social, economic, scientific or technological development. This section should also make reference to any ways in which the results of your work, or skills acquired during your course, are likely to be implemented. Any link with existing national or regional development plans should be included, as should any relevance to particular DFID programmes. More information on the work of DFID can be found at [www.dfid.gov.uk](http://www.dfid.gov.uk).

The Commission recognises that development benefits can arise from a wide range of subjects, and does not, therefore, seek to restrict applications to specific subject areas. It is, however, the responsibility of each candidate to link their work to development issues. This section will be given a specific grade in assessing your application, and your own arguments will raise or lower your marks. As stated in Note 9, it should not be assumed that all members of the selection committee will be expert in your particular area.

**Note 15: Submission of references**

The Commission attaches great importance to references from people who are well acquainted with your academic or professional work. Please note that:

- where a candidate has studied at a UK university or is currently doing so, at least one referee should be from the institution concerned
- at least two referees should have taught or supervised you on an area of study relevant to this application
- for Split-Site awards, one reference must be from the PhD supervisor at the candidate's home institution.

Referees should comment as fully as possible on the candidate, keeping in mind the following points for inclusion, as appropriate:

- How long, and in what capacity, you have known the applicant
- Your views on the candidate's academic record and suitability for the course in general and need for the particular course of study in the UK
- Information on how, and to what extent, the candidate has shown ability in terms of:
  - capability to grasp concepts and reason analytically
  - capacity for original thought
  - motivation and perseverance in achieving objectives
- Assessment of the candidate's particular strengths and weaknesses
- Any other general qualities which you consider would make the candidate a good recipient of a Scholarship

References should be submitted to the nominating agency along with your application. Any late references should be sent directly to the CSC (with the approval of your nominating agency) to reach us no later than 31 December 2009.

**It is the responsibility of candidates to approach referees; it is in your interest to do this promptly since the Commission cannot undertake to consider references arriving after the closing date.**

## FEEDBACK FORM

The Commission welcomes feedback from candidates on the application process, and will use this to inform and improve changes to the process in the future.

The following questions are optional, though by answering them you will be helping the Commission improve its application process for future applicants. Please note that this form will be kept separate from your application. The information you provide in this section is anonymous, and will in no way affect your application for a Scholarship.

1. What is your country of origin?

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2. What type of Scholarship are you applying for?

☐ Master's   ☐ PhD   ☐ Split-Site

3. How did you *first* find out about Commonwealth Scholarships? (*Please tick one*)

☐ CSFP website – [www.csfp-online.org](http://www.csfp-online.org)   ☐ CSC website – [www.cscuk.org.uk](http://www.cscuk.org.uk)   ☐ Other website – *please specify:* \_\_\_\_\_

☐ Current institution   ☐ UK institution   ☐ Nominating agency   ☐ Other – *please specify:* \_\_\_\_\_

4. What sources did you use to find out *more* about Commonwealth Scholarships? (*Please tick as many as appropriate*)

☐ CSFP website – [www.csfp-online.org](http://www.csfp-online.org)   ☐ CSC website – [www.cscuk.org.uk](http://www.cscuk.org.uk)   ☐ Other website – *please specify:* \_\_\_\_\_

☐ Current institution   ☐ UK institution   ☐ Nominating agency   ☐ Other – *please specify:* \_\_\_\_\_

5. How clear was the information contained in the Commonwealth Scholarship *Prospectus*?

☐ Extremely clear   ☐ Very clear   ☐ Quite clear   ☐ Not very clear   ☐ Not clear at all   ☐ Did not read the prospectus

Are there any comments you would like to make?

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6. How clear was the information contained in the Commonwealth Scholarship *Application Form*?

☐ Extremely clear   ☐ Very clear   ☐ Quite clear   ☐ Not very clear   ☐ Not clear at all

Are there any comments you would like to make?

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7. How easy did you find it to complete the Commonwealth Scholarship *Application Form*?

☐ Extremely easy   ☐ Very easy   ☐ Quite easy   ☐ Not very easy   ☐ Not easy at all

Are there any comments you would like to make?

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8. How did you complete the Commonwealth Scholarship *Application Form*?

☐ Electronically   ☐ By hand   ☐ Using a typewriter

Thank you for completing this feedback form.