

Full name of candidate

For office use only

Please securely
attach a passport
sized photograph
here

Application for a Commonwealth Scholarship

Tenable in the United Kingdom 2009

The Commission recommends candidates to complete the electronic version of this application form if possible (and with the approval of your nominating agency). This can be downloaded from our website at www.cscuk.org.uk/apply/applyagency.asp



COMMONWEALTH
SCHOLARSHIPS

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)

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 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 university's development for the following reasons (the selection committee place great emphasis on this section):

4. I recommend the candidate for the following reasons:

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:

THIS SECTION ONWARDS MUST BE COMPLETED BY THE CANDIDATE

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

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)

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.

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)

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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

b. Are there any health issues relating to your ability to complete the proposed course that you would like to include in your application?
(See Note 3)

c. Have you been nominated by your agency/home institution for a Commonwealth Scholarship before?

Yes No

If yes, what was the outcome?

I was not offered a Scholarship

I was selected for a Scholarship, but had to withdraw/decline

Reason:

I was selected and took up the award

Years award held:

d. Other information – please include any other information about your career to date that you consider relevant to this application.
(See Note 8)

SECTION THREE :

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

Doctoral 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 institution of study	Course title (Masters’ candidates)	Length of course (years) (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)

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

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:

Preferences regarding institution of study:

1

2

3

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

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

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.

4.5 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. 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 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, what 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:

Long-term career plans:

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 2008 and before 6 March 2009. 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 2008, 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.

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.

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:

- a. where a candidate has studied at a UK university or is currently doing so, at least one referee should be from the institution concerned
- b. at least two referees should have taught or supervised you on an area of study relevant to this application
- c. 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:

- a. How long, and in what capacity, you have known the applicant
- b. 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
- c. Information on how, and to what extent, the candidate has shown ability in terms of:
 - i. capability to grasp concepts and reason analytically
 - ii. capacity for original thought
 - iii. motivation and perseverance in achieving objectives
- d. Assessment of the candidate's particular strengths and weaknesses
- e. 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 2008.

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?

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 CSC website – 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 CSC website – 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?

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?

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?

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

Electronically By hand Using a typewriter

Thank you for completing this feedback form.



COMMONWEALTH
SCHOLARSHIPS

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