

Commonwealth Scholarships tenable in the United Kingdom 2021

Guidelines and Declaration for nomination: Makerere University

The Commonwealth Scholarship Commission in the United Kingdom (CSC) is inviting you to nominate for Commonwealth PhD Scholarships tenable from the 2021 academic year. Full details of the scholarships are contained in the 2021 Terms and Conditions which are available on our website: cscuk.fcdo.gov.uk/about-us/scholarships

Number and Type of Nominations

You are invited to nominate **4 candidate(s) for Doctoral Study** consideration by the CSC. Please ensure that your nominations are made by **1st March 2021**. We will not be able to consider or acknowledge any nominations beyond the number requested. Please make it clear to all nominated candidates that their nomination does not in any way guarantee selection or placement.

All nominated candidates should hold full-time university teaching posts at your institution at the time of their application, to which they intend to return following any scholarship.

The CSC is focussing on ensuring an equitable distribution of awards amongst men and women. **We ask you to take this into account when making your nominations and that you nominate an even number of men and women. Nominations without an even gender balance will not be accepted.** (This does not apply for female only institutions).

The CSC aims to identify talented individuals who have the potential to make change. We are committed to a policy of equal opportunity and non-discrimination and encourage applications from a diverse range of candidates. It is CSC policy to consider personal circumstances in all applications to ensure that, all other things being equal, candidates from disadvantaged or marginalised backgrounds are selected.

The CSC is committed to supporting outreach activities and providing additional investment for scholarships for people with disabilities and in subject areas related to the rights of people with disabilities. For further information on the support available to candidates with a disability, please see the CSC disability support statement at: cscuk.fcdo.gov.uk/apply/csc-disability-support-statement

Full candidate eligibility requirements are outlined in the 2021 Terms and Conditions which are available at: cscuk.fcdo.gov.uk/about-us/scholarships

Selection Criteria

The CSC will make the final selection of candidates. We seek candidates of the highest academic quality who demonstrate a real capacity to make a difference to

their home country on completion of their award. The CSC's selection committee will grade applications on the following criteria:

- Academic merit of the candidate
- Quality of the study plan
- Potential impact of the work on the development of the candidate's home country

It is CSC policy to consider personal circumstances in all applications to ensure that, all other things being equal, candidates from disadvantaged or marginalised backgrounds are selected.

The CSC invites around three times more nominations than scholarships available – therefore, nominated candidates are not guaranteed to be awarded a scholarship. There are no quotas for scholarships for any individual country.

Details of the CSC's selection criteria are enclosed and are available at:

cscuk.fcdo.gov.uk/about-us/scholarships

Please draw the selection criteria to the attention of candidates, and take these into account when making your nominations, along with the following:

- All candidates must demonstrate in their application the **direct** and **applied** relevance of their study to development in their home country. **Candidates should make any such links explicit in their applications.**
- Commonwealth Scholarships are aimed at individuals who could not otherwise afford to study in the UK. Every candidate will be required to sign a declaration that they do not have access to sufficient funds to study in the UK and no candidate with the independent means to study in the UK should be nominated to the CSC.
- Candidates will be asked to supply a personal statement within their application which will provide the selection panel with more information about their background and give an additional context to their application. It will be taken into account by the selection panel but will not be graded.

Communications and Advertising

As outlined in the MOU, you are asked to advertise the Scholarships for a minimum period of four weeks to all eligible applicants within the university.

The CSC can also provide support with advertising the scholarship, including logos and templates for social media posts. If you require assistance or if you anticipate any problems with advertising Commonwealth Scholarships that you would like to bring to the CSC's attention please contact communications@cscuk.org.uk

Reviewing applications

There are different methods to review applications, you can request:

1. that candidates provide a copy of their submitted CSC application form to you directly (please note that these forms will not include references); or
2. that candidates complete your own application form in addition to the CSC's form;
or
3. the CSC can provide you with electronic copies of all submitted application forms

including references. To request copies, please contact the CSC at cscnominations@cscuk.org.uk by 18th January 2021. Please note that if you select this option you will be required to sign a data sharing agreement with the CSC which is required by the CSC under UK data protection legislation.

How to submit nominations

Applications will open on the 14th December 2020. All nominated candidates must apply to the CSC's online application system by 18th January 2021. Any nominated candidate who has not submitted an application by this date cannot be considered for a scholarship.

The CSC has a deadline of 1st February 2021 for receipt of all required supporting documentation:

- proof of citizenship or refugee status in a Commonwealth country
- all university academic transcripts
- two references
- one supporting statement from a UK institution for PhD candidates

Only supporting documentation submitted directly to the CSC's online application system in the correct format will be accepted and candidates whose applications do not include these documents by this date will not be eligible for further consideration for a Commonwealth Scholarship.

No hard copy documentation will be accepted by the CSC.

You must confirm the names of your nominated candidate(s) to the CSC on letterhead sent by email to cscnominations@cscuk.org.uk. Your email must reach the CSC by 1st March 2021. Please include the six-digit electronic application number of each candidate's approved application next to their name.

Acknowledgement

Please return the enclosed declaration form by 18th December 2020 to cscnominations@cscuk.org.uk to confirm that you have received this invitation to nominate.

All queries about this process should be addressed to the CSC at cscnominations@cscuk.org.uk

COMMONWEALTH SCHOLARSHIP COMMISSION IN THE UNITED KINGDOM

DECLARATION FORM – University Nominators: 2021 SCHOLARSHIPS

Please complete this document and return it by 18th December 2020. The completed form serves as an acknowledgement of receipt of our invitation to nominate and as confirmation of your intent or otherwise to nominate candidates for awards tenable in the United Kingdom from 2021.

Section 1. Contact details

Please provide full contact details for the relevant contact at your university

| | |
|---|--|
| <i>Country</i> | |
| <i>Name</i> | |
| <i>Job role</i> | |
| <i>Address</i> | |
| <i>Telephone number</i> | |
| <i>Email address</i> | |
| <i>Website(s) (where the scholarships will be advertised)</i> | |

Section 2. Additional eligibility requirements

2.1 Does your university set any additional eligibility criteria for Commonwealth Scholarships in addition to those set by the CSC itself?

Yes No

2.2 If yes, please list them below. We remind you that you must make these criteria clear to applicants in all your materials. The criteria must not discriminate and must be in line with the CSC's own criteria, as outlined in the MOU.

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Section 3. Confirmation of receipt

1). I confirm receipt of the invitation letter dated 11/12/2020 inviting my university to nominate candidates for Commonwealth Scholarships tenable in the UK for study commencing in 2021.

2). I confirm that my organisation has noted the information in the guidelines for nominating relating to transparency, and read and noted the contents of the CSC's anti-fraud (bit.ly/CSCanti-fraud), complaints (bit.ly/CSCcomplaints) and safeguarding (bit.ly/CSCsafeguarding) policies and procedures. I confirm that my agency will advertise and make selections in line with that policy and will make our own anti-fraud policy available to candidates. **If you anticipate a problem in meeting this request, please inform the CSC immediately.**

3). I confirm that my agency **intends / does not intend** (delete as applicable) to advertise for and to nominate candidates for awards tenable in the UK for study commencing in 2021.

The CSC is committed to protecting personal information and to being transparent about the information we are collecting and what we do with it. To find out more, see our privacy notice: cscuk.dfid.gov.uk/privacy-notice

Signed

Date

Name (please print) _____

Title/Position _____

University _____

Please return this form by 18th December 2020 to cscnominations@cscuk.org.uk