



Guidelines for Applicants to the University of Birmingham

Universitas 21 PhD Scholarships 2012 - 2013

Introduction

These guidelines have been created to help you consider whether you would like to apply for the PhD Scholarship award and to assist you in the application process. For more details regarding the *Universitas 21* (U21) network, a full list of U21 institutions and details of the University of Birmingham's activities go to: <http://www.universitas21.com> and <http://www.birmingham.ac.uk/international/collaborate/universitas21.aspx>

Main aims of the award

The primary aims of the award are:

- To allow the student to enrich their PhD research by providing access to expertise or resources not readily available in Birmingham.
- To provide an opportunity for a PhD student to strengthen their thesis through international collaboration and research.
- To enhance the student's skills through organisation of an exchange trip, presentation of their work externally, networking internationally and generally raising the profile of their work.
- To facilitate collaboration, networking and partnership arrangements between Schools/Departments across U21 institutions.
- To assist in strengthening the research profile of the University.
- To raise the profile of research students, Schools and academic staff.
- To expand student mobility and strengthen the global network of academics within U21.
- To assist in further marketing and the recruitment of PhD students.

Nature of the Award and Eligibility

You should note that:

- Up to a maximum of £1,500 can be applied for in any one academic year.
- Around twelve awards will be available per year, though this is reviewed on a regular basis.
- An application is not a guarantee of a Scholarship award – all applicants will be considered on the merits of their proposal.

- Students will be allowed only one Scholarship during the full course of their study, although they can re-apply if unsuccessful.
- The funding is intended for travel and accommodation; other items of expenditure must be explicitly justified and must be essential for the success of the exchange (e.g. fees for access to a specific resource).
- An applicant can be either a part or full time PhD student registered with the University of Birmingham.
- An applicant must be in their 2nd, 3rd or 4th year of study during their visit.
- However, 1st year students can apply on the proviso that they successfully complete their first year of PhD study prior to the proposed visit.
- Whilst there is no set time for the length of the visit, as a general guide a period of up to one month would be the norm.
- Scholarships will be awarded in June 2012 and travel should be undertaken between 1st August 2012 and 30th July 2013

Application Procedure

- If you decide to make an application you will be expected to:
 - Outline the nature of your PhD thesis and a brief synopsis of your research.
 - Indicate, through a 'personal statement', the main reasons for making the proposed visit and express how this will be advantageous to you.
 - Explain how your experience of the visit will be disseminated.
 - Obtain the support of your supervisor.
 - Contact the host institution to ascertain the suitability of your proposal and obtain permission to visit and study there.
 - Be aware that the timing of your visit will be determined by the host institution's academic year, which may be very different to that of the University of Birmingham.
- *Supervisors* will be expected to write a supporting statement outlining:
 - The personal qualities and academic standing of the student.
 - Expected benefits from the visit (for the student and University).
 - The importance of the visit to a student's research
 - The appropriateness of the exchange arrangement.
 - The student's capacity to act in an ambassadorial role on behalf of the University, if required.
- Following submission of your application.
 - A panel of judges appointed by the *U21 Advisory Group* or the *Graduate School* will consider your application. You will *not* be required to make a

presentation. The panel are **not** obliged to offer detailed feedback to those who do not succeed in receiving a Scholarship.

The Offer of the Award

All applicants will be notified of the decision by the end of May 2012. If you are successful in receiving an award you will be contacted with the following information:

- The exact total of the award.
- The time limit for you to complete your visit
- How the award will be paid (normally paid directly into your personal account).
- The deadline date for your report.

If you decide to accept the award you will be expected to:

- Confirm acceptance of the award as soon as possible.
- Notify the International Relations Office as soon as travel dates are confirmed.
- Notify your supervisor and U21 destination contacts as soon as possible.
- Be responsible for your own itinerary. (Note: the International Relations Office will be available to provide general advice on the financial, cultural and administrative aspects of your visit).
- Book travel yourself.
- Act as an (informal) ambassador for the University of Birmingham during your visit. You may be called upon to undertake minor additional duties as a representative of the University and in the spirit of *Universitas 21* cooperation (where appropriate).

Following your visit you will be expected to:

- Write a brief report (the report is not onerous, and should normally amount to approximately 500 words).
- Be willing to give a short presentation to inform academic staff and students.
- Be willing to allow details of your visit to be published in order to promote future Scholarships or in the recruitment of PhD students.

If you have any queries or require further clarification please contact:

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