



Commonwealth Scholarships tenable in the United Kingdom 2020 Guidelines and Declaration for nomination: Mbarara University of Science & Technology UGANDA

The Commonwealth Scholarship Commission in the United Kingdom (CSC) is inviting you to nominate for Commonwealth PhD Scholarships tenable from September/October 2020. Full details of the scholarships are contained in the 2020 Terms and Conditions*, copies of which are enclosed as well as being available on our website. Please refer all prospective candidates to our website for further information: <http://cscuk.dfid.gov.uk/apply/applicants>

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 **18 December 2019**. 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. 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: <http://cscuk.dfid.gov.uk/apply/csc/disability-support-statement>

Full candidate eligibility requirements are outlined in the 2020 Terms and Conditions* which are enclosed and will be available at: <http://cscuk.dfid.gov.uk/apply/phd-scholarships-least-developed-countries-and-fragile-states>

Selection Criteria

The CSC will make the final selection of candidates and host institutions. 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 on the development of the candidate's home country

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 will be available at: <http://cscuk.dfid.gov.uk/apply/phd-scholarships-least-developed-countries-and-fragile-states>

Please draw these 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.**
- Candidates are required to state in their application which of the CSC's six development themes they are applying under.
- Candidates will be asked in their application to select up to three Sustainable Development Goals relevant to their development impact.
- 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 required 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:

- that candidates provide a copy of their submitted CSC application form to you directly (please note that these forms will not include references) or
- that candidates complete your own application form in addition to the CSC's form or
- the CSC can provide you with electronic copies of all submitted application forms including references from the 25 November 2019. To request copies, please contact cscnominations@cscuk.org.uk by 30 September 2019.

How to submit nominations

All nominated candidates must apply to the CSC's online application system by 30 October 2019 (16:00 GMT). Any nominated candidate who has not submitted an application by this date cannot be considered for a scholarship.

The CSC has a deadline of 20 November 2019 (16:00 GMT) for receipt of all required supporting documentation:

- proof of citizenship/refugee status
- all university academic transcripts
- two references
- one supporting statement from a UK institution

Only supporting documentation submitted directly to the CSC's online application system 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. Please do not send any hard copy application forms or supporting documentation to 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 18 December 2019. Please include the six-digit application number of each candidate's approved application next to their name.

Acknowledgement

All queries about this process should be addressed to: cscnominations@cscuk.org.uk.

Please return the enclosed declaration form by 16 September 2019 to cscnominations@cscuk.org.uk to confirm that you have received this invitation to nominate.

*Please note that the Terms and Conditions may be subject to minor changes

COMMONWEALTH SCHOLARSHIP COMMISSION IN THE UNITED KINGDOM

DECLARATION FORM – University Nominators: 2020 SCHOLARSHIPS

Please complete this document and return it by **16 September 2019**. The completed form serves as confirmation of your intent to nominate candidates for Commonwealth PhD Scholarships tenable in the United Kingdom from 2020.

Section 1. Contact details

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

Country	
<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 30 August 2019 inviting my university to nominate candidates for Commonwealth Scholarships tenable in the UK for study commencing in 2020.

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 (<http://bit.ly/CSCanti-fraud>), complaints (<http://bit.ly/CSCcomplaints>) and safeguarding

(<http://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 university **intends / does not intend** (delete as applicable) to advertise for and to nominate candidates for awards tenable in the UK for study commencing in 2020.

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 **16 September 2019** to cscnominations@cscuk.org.uk