# Faculty of Engineering – Engineering Graduate School

Faculty (UPGRC) and CSC Scholarships 2020-21

# Background

The University’s PGR Scholarship scheme is now open for applications. Applicants should apply through the online Postgraduate Application system (<https://www.sheffield.ac.uk/postgradapplication/>) as normal, and complete the additional Scholarship application to be found in Part 2 of the form (under Course Applications). Applicants should be encouraged to engage with their proposed supervisor throughout this process, and must complete all sections of the application as fully as possible.

The information which is available to the students is linked from:

[www.sheffield.ac.uk/scholarships](http://www.sheffield.ac.uk/scholarships)

Catherine Wynn has produced a guide with screenshots showing what the student sees - please feel free to share with anyone within the University as relevant:

<https://docs.google.com/document/d/1WyUMRrqU5u9HRmY2EftRJmPqXHE-mkYRoAtxGvSXF54/edit?usp=sharing>

There is also a video which should address some of the more obvious student enquiries:

[https://digitalmedia.sheffield.ac.uk/media/t/1\_don4lyhu#](https://digitalmedia.sheffield.ac.uk/media/t/1_don4lyhu)

# The selection process

Applications will be forwarded to proposed supervisors by Departmental PGR Officers or Tutors. If the supervisor is happy to support the application, he/she will be required to complete a separate nomination form. As a result of high numbers of declined offers in the past, we are keen to ensure that applicants have already established a relationship with their proposed supervisor(s) and are therefore likely to accept an offer of a Scholarship if successful. It is therefore crucial that this nomination includes **details of the relationship with the applicant to date,** methods and frequency of communications, and a clear justification of why they are confident that the applicant is worthy of a Scholarship.

In previous years there have been concerns about academics supporting a high number of students in their Scholarship applications. In order to streamline the process, and in view of the relatively small number of Scholarships which are awarded, the Engineering Graduate School has agreed **a maximum of three applications** may be supported by any individual academic for consideration at Departmental level. Individual Departments may choose to reduce this number if necessary.

To assist with the selection process, Departments may wish to categorise applications as they arrive (e.g. ‘Unqualified’, ‘Qualified but not competitive for Scholarship’, ‘Competitive for Scholarship’), although this remains at Departmental discretion.

Departments will be asked to put forward their top three candidates for a Faculty-level quality check, as well as one China Scholarship Council candidate. **Offers must be in place** for these candidates in order for them to be considered.

One Faculty Scholarship will be allocated to each Department, covering 3.5 years of fees and stipend. If your first choice does not accept the offer of a Scholarship, the next candidate from your Department will automatically be eligible.

The China Scholarship Council scheme operates in parallel to the Faculty Scholarships competition (please see <https://www.sheffield.ac.uk/postgraduate/phd/scholarships/csc> for information). Applicants will have indicated via the on-line system that they wish to be considered only for this scheme or in addition to the Faculty Scholarships. A small committee will assess the CSC nominations, and the top three will be forwarded to RS for final ranking.

As the CSC Scholarships cover fees only, these are felt to be less valuable/prestigious than the Faculty Scholarships. Therefore, if an applicant has expressed a wish to be considered for both schemes, they should be rejected from the Faculty Scholarships before we consider them for a CSC Scholarship.

Each Department is therefore invited to nominate either one or two CSC candidates using the on-line scholarships system. If you have a CSC candidate that is worthy of your top three Faculty Scholarship nominations, please nominate them in your top three, but also indicate that they may also be considered for the CSC scheme. You should also nominate your reserve CSC candidate to the Faculty’s CSC-specific list. Alternatively, if your top CSC candidate is not as strong as your other 3 shortlisted candidates are, then just nominate them to the Faculty’s CSC-specific list.

Please also note the requirement for an applicant to be in possession of an \*unconditional\* offer before they can be considered - this means applicants that are not in possession of an unconditional offer by the time of the Faculty panel will automatically excluded from our discussions.

# Ranking criteria

Some modifications have been made to our ranking criteria, which are now as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Achievements | Suitability/ Potential | Proposal | Referees | General | Total |
| /10 | /10 | /5 | /5 | /10 | /40 |

Please note the following recap of the modifications agreed at last year’s Scholarship consultation meeting:

* The significance of the references/supervisor statement has been reduced but will now be focused mainly on the supervisor statement as per comments above regarding nomination forms
* Suitability/potential has been expanded to reduce emphasis on journal papers and include other ‘extra’ activities/awards
* We will continue to maintain a focus on overseas applicants, as home/EU applicants have other potential funding sources available, often with higher funding rates

**Nomination documentation**

A Nomination form must also be completed by the proposed supervisor, and uploaded to the application before the deadline of 7th February 2020. This can be found at:

<https://docs.google.com/document/d/1W2a_na-tZ4XAngDpSfmLrOlWLlJDHZoNJDjf4-M2ivI/edit>

# Timetable of key dates

For Faculty and China Scholarship Council Scholarship competitions, the deadline for applications to Departments is **29th January 2020 at 17:00**.

Departmental nominations (three candidates for the main scholarships pool, plus one additional for China Scholarship Council scholarship consideration) should be submitted to the Faculty via the on-line scholarships system, with ranking provided in the departmental Google spreadsheet (to be shared by Monica with corresponding PGR Tutor and officer) by **5:00 pm on 7th February 2020.**

A small panel, led by Candice Majewski, will take place in mid-February to:

* Confirm Departmental rankings of first, second and third ranked students, and confirm that each Department’s top-ranked candidate is deserving of a Faculty Scholarship;
* Rank the Faculty’s China Scholarship Council applicants for consideration at the University panel.

The timetable for applications from the Faculty of Engineering for Faculty and CSC Scholarships is as follows:

|  |  |
| --- | --- |
| **Process Step** | Date |
| Closing date for Faculty and CSC Scholarships | 17:00, 29 Jan 2020 |
| Each Department to nominate their three best candidates for Faculty Scholarships and China Scholarship Council, via the on-line scholarships system. Please upload a completed nomination form to the application and ‘nominate to Faculty’ on PG online | 17:00, 7 Feb 2020 |
| Faculty quality check  | mid-Feb 2020 |

# Other points to consider

It is possible to reject applications on academic grounds, even if they have applied for a scholarship, at any point during the process. Nevertheless, candidates who are not strong enough to merit a scholarship nomination, but who could be considered for an offer of a place in a PGR programme, can only have their scholarship application rejected after the deadline for scholarships.

Where a candidate nominated to a Faculty Scholarship has not yet satisfied English proficiency requirements, a statement from the potential supervisor explaining what plans are in place to address this will be necessary to consider the nomination (e.g. to confirm that the applicant is booked to take IELTS or similar at a given future date). Should any candidates in this situation be successful in securing a Faculty scholarship nomination by the panel, the offer will be conditional on the English requirements being met by a deadline (yet to be confirmed) in the Summer. Should the requirement not be met, the scholarship will be re-allocated.

Dr. Candice Majewski (c.majewski@sheffield.ac.uk)

Deputy Head of the Engineering Graduate School (Recruitment and Admissions)

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