



Postgraduate Scholarships Briefing Session

5 November 2015

09:15 – 11:00 am

Speakers: Professor Richard Hall
 Caroline Neave



General Overview

Professor Richard Hall

Chair of the Group on Scholarships, Studentships and Prizes

- Leeds Anniversary Research Scholarships (LARS)
- University Research Scholarships
- China Scholarship Council-University of Leeds Scholarships
- Importance of School Supporting Statements



Leeds Anniversary Research Scholarships (LARS)

- 128 Leeds Anniversary Research Scholarships replace the 110 UoL Anniversary Scholarships and the Leeds International Research Scholarships (LIRS).
- Central Postgraduate Scholarships Budget will pay for 50% (64 scholarships).
- Matched funding to come from external sources and/or Faculty resources (not Research Council funds).
- Schools may nominate international students, but Schools **must pay the difference between UK/EU and international fee rate** (not the student)
- Deans agreed on the Faculty allocation
 - Arts 12; PVAC 12; ESSL 12; LUBS 12; Biological Sciences 15; MAPS 15; Engineering 15; Environment 15; Medicine & Health 20
- Faculties manage their own selection procedure for the quota awards, to be sent forward to the Chair of the Group on Scholarships, Studentships and Prizes for final approval.



Leeds Anniversary Research Scholarships (LARS) – Cont'd

- Fully-funded awards providing academic fees at the University of Leeds standard UK rate + maintenance grant (£14,057 in Session 2015/16). Awards made for one year and renewable for further 2 years, subject to satisfactory academic progress.
- Faculties top up the fees to the international rate where applicable
- Different English Language requirements:
 - UK/EU applicants (where applicable) must meet the University's English Language requirements prior to or at registration
 - International applicants **must have already met** the University's English Language requirements by the relevant scholarship closing date



Leeds Anniversary Research Scholarships (LARS) – Cont'd

- VERY competitive.
- Successful applicants likely to:
 - be in the top 5% of their MSc/MA **and** BSc/BA cohorts
 - already be in receipt of prizes
 - Already published papers at national and international level
- Schools should therefore sift applications and only send the **very best** applicants forward for approval by the Chair of GSSP.



University Research Scholarships (URS)

- Funded from Central Postgraduate Scholarships Budget – no cost to Schools/Faculties.
- Fully-funded awards providing academic fees at the University of Leeds standard UK rate + maintenance grant (£14,057 in Session 2015/16). Awards made for one year and renewable for further 2 years, subject to satisfactory academic progress.
- 18 awards available in Session 2016/17 – two per Faculty.
- Faculties manage their own selection procedure for the 2 awards and up to 8 reserves, to be sent forward to the Chair of the Group on Scholarships, Studentships and Prizes for final approval.



China Scholarship Council-University of Leeds (CSC-UoL) Scholarships

- Funded from Central Postgraduate Scholarships Budget – no cost to Schools/Faculties.
- Fees only awards providing full international fees. Awards made for one year and renewable for further 2 years, subject to satisfactory academic progress.
- China Scholarship Council provide a maintenance grant (£11,400 - £13,200 in Session 2015/16), return airfare and visa application fees.
- Up to 13 awards available in Session 2016/17.



Importance of School Supporting Statements

- The School Supporting Statement forms a **crucial** part of the application.
- If a set of recommendation papers is not completed in full or supporting evidence is missing or unreadable, then the paperwork will be returned - No appeals permitted.
- Some School Supporting Statements have been brief in the past, or the same text has been cut and pasted for a number of students.
- The Dean of Postgraduate Studies has requested that recommendations with a below standard School Supporting Statement **should be marked down**, which may result in an excellent student not being awarded a scholarship.
- Schools should therefore consider carefully if they should recommend a candidate if the School Supporting Statement is of a poor quality.



Importance of School Supporting Statements cont'd

- School Supporting Statements should
 - address a general audience
 - provide a clear explanation of the standard of foreign qualifications and equivalence to UK degrees, giving either the % **or** the equivalent GPA mark(eg 85% or 3.85 out 4.0)
 - provide details of the range of scores in the highest NARIC banding, eg
 - 65-100% = First Class/Division **or** Grade A = Excellent 4.0 **or** Grade 1 = Classification Sehr Gut (Very Good)
 - give details of the quality and ranking of previous institution
 - highlight any exceptional marks or give examples of upward trajectory
 - outline the applicant's research potential
 - give details of any previous contact with the applicant and in what capacity
 - provide details of any particular high achievements, eg publications; performances; compositions; exhibitions; prizes/awards
 - summarise key points to bring to the attention of the Scholarships Committee



Importance of School Supporting Statements Cont'd

- **Information Requested on School Supporting Statements**

- the appropriate NARIC page outlining the Grading System should be included with supporting documentation
- NARIC provides guidance and Schools should make an informed judgement as to the comparative classification level compared with the highest banding
- References are acceptable in different formats, as long as body of reference no more than **two A4 pages** (excluding any pre-typed front page)
- School Supporting Statements will be available from SES Staff website:

http://ses.leeds.ac.uk/info/22200/postgraduate_scholarships_and_studentships/857/postgraduates-university_scholarships



Good School Supporting Statement Example 1

[Name of student]'s resume is excellent. He is just completing his BSc degree in Mechanical Engineering and is predicted to obtain a First Class Honours degree with very high marks. His examination marks in earlier years of the programme are outstanding (average mark 88%).

This degree will be obtained from [Name of University], one of the highest ranked institutions in [Country]. We have already had [Number] research students from that university. With an IELTS score of [Score], his level of English is excellent.

During his undergraduate studies he has authored 5 journal papers, 4 of which have already appeared. These papers are in international journals and clearly indicate [Name of student]'s potential for further research activity.



Good School Supporting Statement Example 2

[Name of student] has an exceptionally strong academic record, consistently scoring first class marks in BSc rising to well above 80% in final 3 semesters and consistently high marks throughout the MSc. [Name of University] is ranked 11th overall in [Name of Country].

[Name of student] has remarkable research potential and has already published six papers, four as first author and one as senior author in Internationally recognised journals, with three more papers under review.

The supervisor has had extremely positive interactions with [Name of student] via Email and Skype.

[Name of student] has received a scholarship from [Name of University] during both BSc and MSc and received numerous University awards for being ranked first each year.



Advice for Applicants

- Research project details should be clear (within the maximum word limit) and written for the general lay audience
- For any GPA quoted, indicate clearly what the mark is out of, eg 3.5/4
- No reference should be made to financial circumstances as awards based on academic merit and research potential
- Application forms and further information available on the web:
<http://scholarships.leeds.ac.uk>



Administrative Processes

Caroline Neave

Postgraduate Scholarships Office

- Leeds Anniversary Scholarships
- University Research Scholarships
- CSC-UoL School Recommendations
- Summary of other Scholarships administered centrally



General Points to Note – Supporting Paperwork

- It is a School's responsibility to work with the applicant and to send forward a complete set of paperwork, promoting the applicant and highlighting their abilities to the full.
- If Schools experience problems in obtaining a full set of paperwork, PSO should be contacted in good time, in order that we can work with Schools to find a possible solution - we are here to help where we can.
- The School must take ownership and failure to provide incomplete paperwork will mean the applicant cannot be considered.
- Same methodology as a job application – only one attempt to provide all required documentation.
- Weak School Supporting Statements will disadvantage the applicant, as will be marked down.
- It is **ESSENTIAL** that if a candidate is required to be fee assessed or their English Language qualification reviewed, that they do this well in advance of a Scholarship recommendation date, as the process has to have been completed by the School Recommendation deadline to enable them to be put forward.



General Points to Note – NARIC Comparisons

- Schools should be mindful of the various banding tables for different countries, when assessing the applications, in order to make informed judgements.
- For example, according to NARIC
 - India's highest banding is 65-100% First Class/Division
 - USA's highest banding is Grade A Excellent 4.0 or Grade A 90-100%
 - Germany's highest banding is Grade 1 Sehr Gut (Very Good)



Acceptable Reference Formats

- Student's name must be clearly visible on all references (can be handwritten at the top of the reference) and the reference must be typed.
- Current University study application Referee form, provided actual body of reference no more than **two A4** pages (excluding any pre-typed front page).
- School/Faculty's own Referee form, provided actual body of reference no more than **two A4** pages (excluding any pre-typed front page).
- Email references, provided the email is from the referee's institution/employer – address line of email must be supplied and the actual body of reference to be no more than **two A4** pages.
- References on letter-headed paper, provided actual body of reference no more than **two A4** pages.
- Acceptable signatures on references – can be hand-written, scanned or typed as in an email reference, provided the above is adhered to.



Leeds Anniversary Research Scholarships (LARS)

- 128 awards – Faculties allocated agreed quota.
- Central Scholarships Budget will pay for 50% (64 awards).
- Faculties to pay for remaining 50%.
- If Faculties wish to nominate an international student, Faculties also responsible for paying difference between home and international rate of fees.
- Separate Faculty competitions – own selection procedures.
- Postgraduate Scholarships Office issues letters and payments for all the awards – **No Form 21 or 22 to complete** (unless an international student, then Form 21 to be raised by the Faculty for difference in fees).



Leeds Anniversary Research Scholarships (LARS)

Faculty	Quota Allocation
Arts	12
Biological Sciences	15
Business	12
Engineering	15
Environment	15
ESSL	12
MAPS	15
Medicine & Health	20
PVAC	12



LARS Scholarships

Eligibility Criteria (detailed list on Information Sheet)

- Applicants must:
 - Normally be liable to pay academic fees at the UK/EU home rate or full international rate.
 - Be in receipt of a Student ID Number.
 - Hold a First Degree at undergraduate level equivalent to at least a UK Upper Second Class Honours Degree (can be in final year of study).
 - Meet the University's English language requirements
 - UK/EU students - prior to or at registration
 - International students – by the relevant scholarship closing date
 - Not already been awarded or currently studying for a Doctoral degree.



LARS	Applicant Deadline	Faculty Recommendations	Award List
Jan Timetable	15 Jan	12 Feb	End Feb
Arts; Biological Sciences, Business; Engineering; MAPS; Medicine & Health			
Mar Timetable	11 Mar	15 Apr	End Apr
ESSL; Environment			
Jun Timetable	1 Jun	27 Jun	Mid Jul
PVAC			

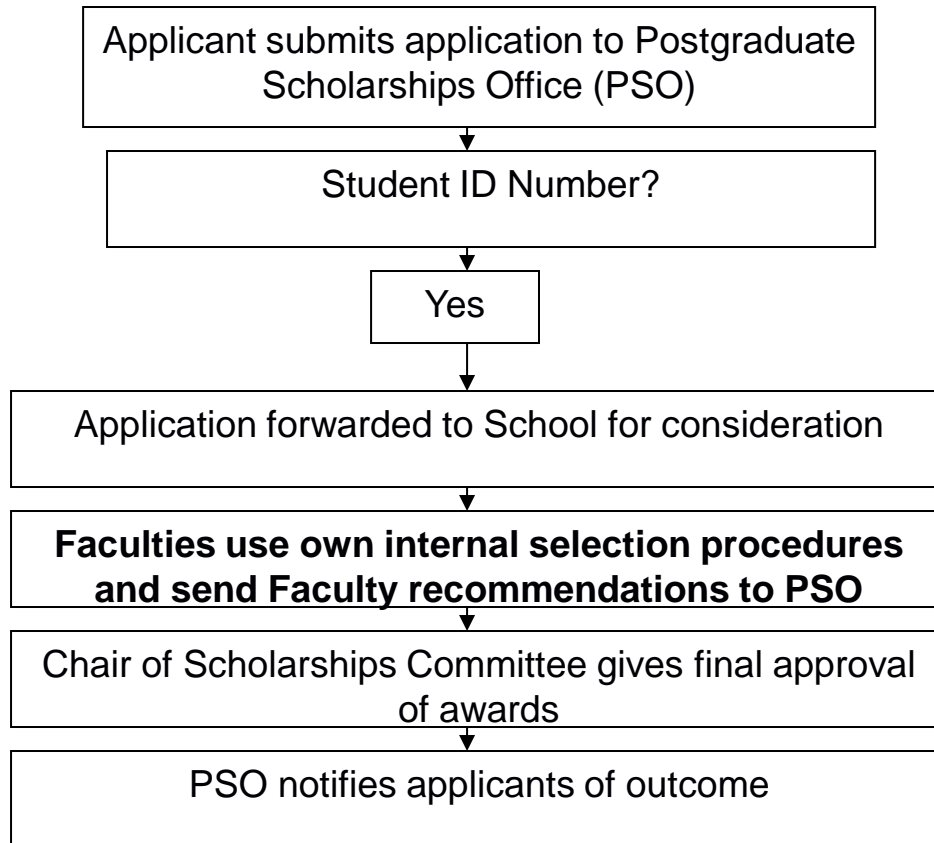


LARS Procedure

- Each Faculty runs its own competition to decide on the list of awards (up to agreed quota) and reserves per recommended candidate to be sent forward to the Chair of the Group on Scholarships, Studentships and Prizes.
- Faculties are responsible for setting their own selection procedure.
- Unfilled Jan/Mar deadlines can roll forward to June.
- Faculties complete a Faculty Recommendation Form listing the awards and reserves (2 per recommended candidate) and send copies of the application forms and all supporting paperwork to PSO – form available from the Staff SES website.
- PSO sends recommendations to the Chair of the Group on Scholarships, Studentships and Prizes for final approval.
- PSO issues award and reserve letters and informs unsuccessful applicants of outcome.



Application Procedure for LARS Competition





Leeds Anniversary Research Scholarships

Value of Award

- Awards provide fees at standard University of Leeds UK rate and a maintenance grant – (£14,057 in Session 2015/16)
- Schools/Faculties responsible for paying difference in fees for any international candidate



University Research Scholarships for new UK/EU students

- Any decisions on awards made SOLELY on academic merit
- Separate Faculty competitions – own selection procedures
- Two awards per Faculty
- All costs met by the Postgraduate Scholarships Office Central Budget
- Postgraduate Scholarships Office administers the awards and payments to the students – **No Form 21 or 22 to complete**



University Research Scholarships	Applicant Deadline	Faculty Recommendations	Award List
Jan Timetable	15 Jan	12 Feb	End Feb
Engineering			
Mar Timetable	11 Mar	15 Apr	End Apr
Arts; Biological Sciences; Environment; MAPS; Medicine & Health			
Jun Timetable	1 Jun	27 Jun	Mid Jul
Business; ESSL; PVAC			

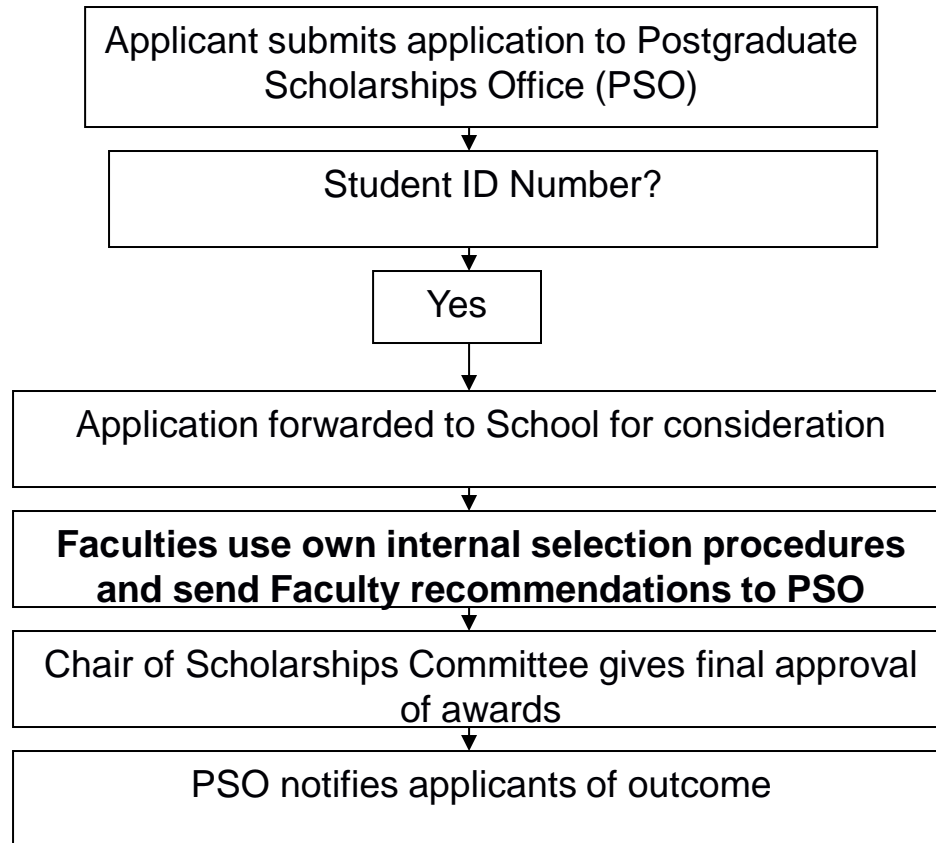


URS Procedure

- Each Faculty runs its own competition to decide on the list of 2 awards and **up to 8** reserves to be sent forward to the Chair of the Group on Scholarships, Studentships and Prizes.
- Faculties are responsible for setting their own selection procedure.
- Faculties complete a Faculty Recommendation Form listing the 2 awards and up to 8 reserves and send copies of the application forms and all supporting paperwork to PSO – form available from the Staff Restricted Area of PGR & Operations website.
- PSO sends recommendations to the Chair of the Group on Scholarships, Studentships and Prizes for final approval.
- PSO issues award and reserve letters and informs unsuccessful applicants of outcome.



Application Procedure for URS Competition





University Research Scholarships

Eligibility Criteria (detailed list on Information Sheet)

- Applicants must:
 - Normally be liable to pay academic fees at the UK/EU home rate.
 - Have a Student ID Number.
 - Hold a First Degree at undergraduate level equivalent to at least a UK Upper Second Class Honours Degree (can be in final year of study).
 - Meet the University's English language requirements (some School requirements higher than the University minimum), ie have a valid test result no more than 2 years old **by official start date** at the University.
 - Not already been awarded or currently studying for a Doctoral degree.
 - Available for full-time or part-time study.



University Research Scholarships

Value of Award

- Full-time awards provide fees at standard University of Leeds UK rate and a maintenance grant – (£14,057 in Session 2015/16)
- Level of funding for part-time awards will be pro-rata at 50%

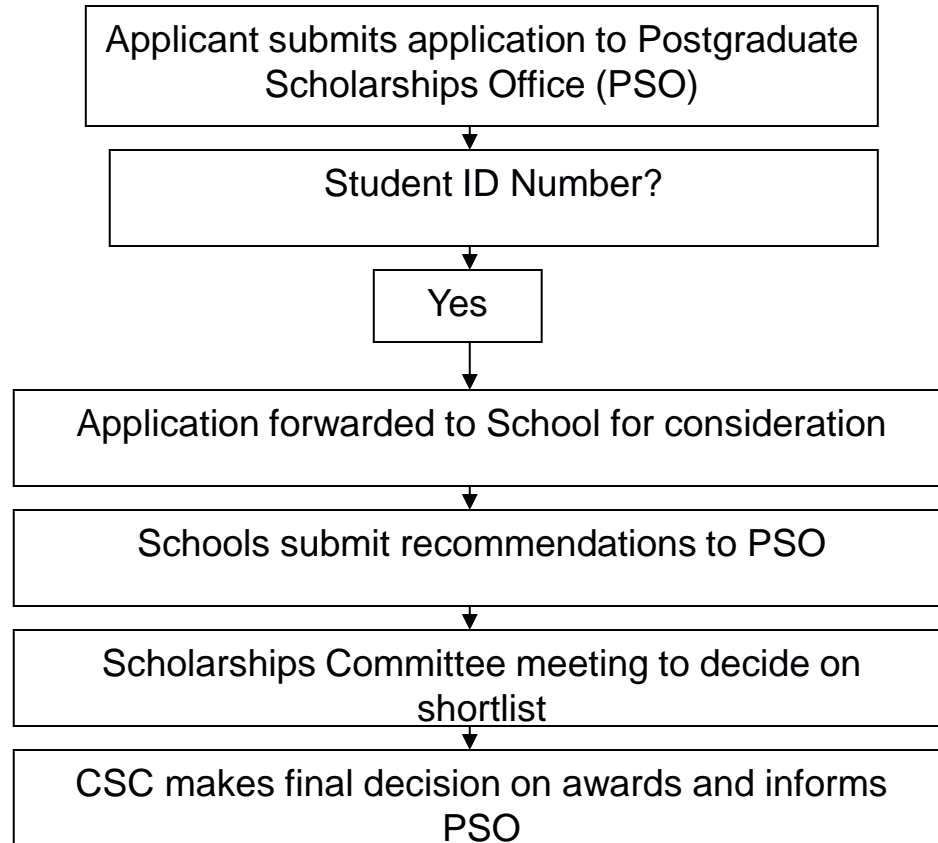


CSC-UoL Timetable 2016 – University of Leeds

8 Jan 2016	Deadline for receipt of CSC-UoL applications from applicants in the Postgraduate Scholarships Office
29 Jan 2016	School recommendations and all accompanying paperwork to be received in the Postgraduate Scholarships Office
23 Feb 2016	Scholarships Committee meets to decide on shortlist
26 Feb 2016	Shortlisted applicants sent to CSC for consideration



Application Procedure for CSC-UoL Competition





China Scholarship Council-University of Leeds Scholarships Eligibility Criteria (detailed list on Application Form)

- Applicants must:
 - Normally be liable to pay academic fees at the full international fee rate.
 - Be in receipt of a Student ID Number.
 - Be citizens and permanent residents of the People's Republic of China at the time of application.
 - Normally be studying or working at a Chinese University at the time of application (although limited number of places open to students in final year of postgraduate study overseas).
 - Satisfy the selection criteria set out by the China Scholarship Council (CSC) by completing the CSC Application Form and CSC Employer Reference Form (ensuring correct scheme selected).



China Scholarship Council-University of Leeds Scholarships Eligibility Criteria (detailed list on Application Form) – cont'd

- Applicants must:
 - Hold a First Degree at undergraduate level equivalent to at least a UK First Class Honours Degree (can be in final year of study).
 - Have **already met** the University's English language requirements by 8 January 2016 (some School requirements higher than the University minimum).
 - Be commencing PhD research degree study at the University of Leeds for first time in Session 2016/17.
 - Not already awarded or currently studying for a doctorate or equivalent qualification.
 - Not hold another Scholarship (other than with the China Scholarship Council).



Submitting School Recommendations for CSC-University of Leeds Scholarships

- Up to 2 Recommendations per School (ie Registration Unit/Parent Department where successful students will be registered)
- Paperwork required for each recommended applicant:
 - School Supporting Statement – If not completed in full or supporting paperwork is missing, paperwork will be returned to Schools as unacceptable and **will not be considered further** in the competition. **Reminder – NO APPEALS permitted.**
 - Scholarship Application Form.
 - Two Academic References – must be typed.
 - Full Transcripts for Undergraduate Degree and Masters if applicable, including Grading System and appropriate NARIC page .
 - Study Application Form + Study Offer Letter (with correct date).
 - IELTS/TOEFL Certificate. If an applicant is to be fee assessed or English Language qualification reviewed, the process has to have been completed by the School Recommendation deadline.
 - **All other paperwork will be disregarded.**



Value and Length of CSC-UoL Awards

- Full international fees.
- Awards made for one year in the first instance, renewable for further 2 years, subject to satisfactory academic progress.
- All costs met by the Postgraduate Scholarships Office Central Budget.
- Postgraduate Scholarships Office administers the international fee payments to the students – **Schools do not need to complete Form 21.**
- **Schools are required to waive any bench fees for any successful applicant.**
- CSC responsible for providing maintenance to students.



China Scholarship Council-University of Leeds Scholarships

Problem Areas Highlighted in Previous Years

- Lack of clear guidance provided by the China Scholarship Council.
- Several different China Scholarship Council schemes can cause confusion.
- Various China Universities often have different closing dates for applicants to apply for the China Scholarship Council maintenance award.
- Conflicting lists of awards provided by China Scholarship Council.
- Maintenance levels set by China Scholarship Council and are for 36 months (less than standard Research Council maintenance rate).
- Delays in CSC sending out award letters for maintenance awards.
- Questions relating to CSC scholarships should be directed to Lucy Wang (lqwang@csc.edu.cn).



Summary Other Scholarships Administered Centrally

Scholarship	Support	Study Option	Selection Process
International Taught			
Tetley & Lupton Scholarship	Fees	Taught Masters/Masters by Research	Scholarship Selection Panel
Commonwealth Shared Scholarship Scheme	Fees, maintenance & allowances	Taught Masters	Scholarship Selection Panel/CSC
Beit Trust-University of Leeds Scholarship	Fees, maintenance & allowances	Taught Masters	Beit Trust Board Selection
SPDC Niger Delta-University of Leeds	Fees, maintenance & allowances	Taught Masters	Scholarship Selection Panel/SPDC
Allan & Nesta Ferguson-University of Leeds Scholarship	Fees, maintenance & allowances	Taught Masters	Scholarship Selection Panel
OSI-University of Leeds Scholarship	Contribution Fees	Taught Masters	OSI Selection
UK/EU Taught			
Fee/Santander Scholarships	Fees	Taught Masters	Scholarship Selection Panel
Taught Endowed Scholarships	Fees & maintenance	Taught Masters	Scholarship Selection Panel



Summary Other Scholarships Administered Centrally Cont'd

Scholarship	Support	Study Option	Selection Process
UK/EU Taught			
AHRC WRoCAH	Fees, maintenance & allowances	Taught Masters/ Masters by Research/PhD	School Recommendation/ WRoCAH Selection Panel
ESRC WR DTC	Fees, maintenance & allowances	Taught Masters +PhD or PhD	School Recommendation/ WR DTC Selection Panel
UK/EU Research			
White Rose Research Studentships	Fees & maintenance	PhD	School Recommendation
AHRC WRoCAH	Fees, maintenance & allowances	Taught Masters/ Masters by Research/PhD	School Recommendation/ WRoCAH Selection Panel
ESRC WR DTC	Fees, maintenance & allowances	Taught Masters +PhD or PhD	School Recommendation/ WR DTC Selection Panel



UK Higher Education Providers – Advice on Consumer Protection Law

- Consumer protection law generally applies to the relationship between HE providers and prospective and current students and sets minimum standards.
- Likely to be other, non-course-related information that students consider important and likely to impact on their decision-making, such as availability of funding and support (eg type of funding help that may be available and who can apply for it). Consumer protection law will generally apply to these services, and providing misleading information, or omitting information may breach Consumer Protection from Unfair Trading Regulations (CPRs).
- Information provided in writing, verbally or visually must be correct, and should not contain inaccuracies, that may impact students' decisions.
- Any claims in prospectuses or other marketing materials, as well as information staff tell prospective students at an open day or over the telephone must be accurate.
- Some instances in the past where Schools have provided students with incorrect information about award components.



Questions and Discussion

