**Guidelines for nomination: University of Ghana, GHANA 2019 Commonwealth Scholarships**

The Commonwealth Scholarship Commission in the United Kingdom (CSC) is inviting you to nominate for Commonwealth PhD Scholarships tenable from September/October 2019. Full details of the scholarships are contained in the 2019 terms and conditions, copies of which are enclosed as well as being available on our website (http://cscuk.dfid.gov.uk/apply/applicants). Please refer all prospective candidates to our website for further information.

# Nominations

You are invited to nominate **1 candidates for Doctoral Study** for consideration by the CSC. Please ensure that your nominations are made by 19 December 2018.

**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 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. 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.](http://cscuk.dfid.gov.uk/apply/csc-disability-support-statement) The CSC is keen to ensure an equitable distribution of awards amongst men and women. We ask you to take this particularly into account when making your nominations.

As in previous years, we are inviting substantially more nominations than scholarships available. In view of this, 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.

# Candidate eligibility

Eligibility requirements are outlined in the 2019 terms and conditions. You should note the following in particular:

* Candidates must hold, or expect to hold by October 2019, a first degree of at least upper second class (2:1) honours standard or a second-class degree and a relevant postgraduate qualification (normally a Master’s degree).

* Candidates must be able to take up their awards at the commencement of the academic year in September/October 2019, deferments are granted in only the most exceptional circumstances, and will not be considered for start dates beyond January 2020.

* These scholarships are offered under six development themes and all candidates must apply under one of these themes (fuller descriptions are included in a separate document):

* + Science and technology for development o Strengthening health systems and capacity o Promoting global prosperity
  + Strengthening global peace, security and governance o Strengthening resilience and response to crises o Access, inclusion and opportunity

* 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.

* All PhD candidates must provide a supporting statement from a named supervisor from at least one of

the UK universities to which they are applying. If a supporting statement is not provided for their first choice university, the CSC reserves the right to place the candidate at another institution for which they have a supporting statement.

Awards are tenable at any approved UK university or higher education institution with which the CSC has a part-funding agreement. A list of these institutions can be found at <http://cscuk.dfid.gov.uk/apply/uk-universities/part-funding>

Awards are no longer offered to complete PhD study already underway in the UK.

Candidates are expected to state at least one, and are strongly advised to propose three, institutions of study on their application form. The final decision on host institution will be made by the CSC. Candidates are strongly advised to submit independent applications directly to their preferred institutions in advance of, or at the same time as, their scholarship application, particularly given the later timetable for applications in 2019. Where formal offers of admission have been obtained, these should be included within the application and any subsequent correspondence with UK universities listed within the application should be submitted to the CSC in order to avoid delays in the placement process.

Those applying for doctoral study may, if they wish, propose one institution for a four-year PhD but this must be in a recognised Doctoral Training Centre. Candidates are asked to research this option thoroughly and justify the added value of this above a three-year PhD. As the CSC will only fund a small number of four-year PhDs, candidates who choose this option are strongly advised to also propose at least one three-year PhD option.

The Commission does not require candidates from any country to take an IELTS test as part of the application process. However, as a condition of offering a place on a course, the host institution in the UK may require a candidate to take particular English tests and reach a particular level. The Commission will not confirm an award until all such conditions have been met and will withdraw the offer of award if conditions are not met in sufficient time for the scholar to arrive in the UK by the commencement of the academic year.

# 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. Please note that the CSC's selection panel 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

Details of the CSC's selection criteria are enclosed and will also be available at

<http://cscuk.dfid.gov.uk/apply/phd->[scholarships-low-middle-income-](http://cscuk.dfid.gov.uk/wp-content/uploads/2017/12/selection-criteria-phd-scholarships-low-middle-income-2018.pdf)countries

(for PhD Scholarships) and

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

* + All candidates must be able to 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 will be asked in their application to state which of the CSC’s six development themes they are applying under. You should ensure that each candidate you nominate has done this.

* + Candidates will be asked in their application to select up to three Sustainable Development Goals relevant to their development impact. You are advised to note this when assessing 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.

# Transparency and fairness

The CSC is committed to administering and managing its scholarships and fellowships in a fair and transparent manner. We therefore ask for your assistance in ensuring that the nomination process is impartial by:

* Recruiting candidates in line with the CSC anti-fraud policy and procedure which can be found at:

[www.gov.uk/cscuk](http://www.gov.uk/cscuk) as well as the DFID guidance on reporting fraud: [https://www.gov.uk/government/organisations/department-for-international-development/about#reporting-f raud](https://www.gov.uk/government/organisations/department-for-international-development/about#reporting-fraud)

* Making the Commission’s anti-fraud policy and procedure available to all candidates as well as providing them with a link to your own anti-fraud policy and procedure (where you have one)

* Advertising these scholarships for a minimum period of four weeks (on an external public website at a minimum)

* Allowing a minimum period of four weeks for applications to be submitted to you.

* Making clear, in your publicity materials, any local eligibility criteria that you have set (in addition to the Commission’s own eligibility criteria)

If you anticipate a problem in meeting any of these requests, please do inform the CSC immediately.

# How to submit nominations

All nominated candidates must apply using the CSC’s Electronic Application System (EAS). Any nominated candidate who has not submitted an application via the EAS cannot be considered for a scholarship.

There are three options available to agencies:

1. Ask all candidates to complete the EAS, and assess and then nominate them using the EAS. You will need to ask the CSC to set you up as a nominator in order to do this. You will still need to confirm your nominations to the CSC in writing (see below).

1. Use a printed PDF copy of the EAS application form to assess candidates. In this case, you should ask all candidates to complete and submit the EAS form and print and send a hard copy of it to you. You can then opt to use the EAS to nominate candidates to the CSC (by asking to be set up as a nominator), or can nominate them by sending a list of their names (see below).

1. Use your own application form to assess candidates, and then ask only your chosen nominated candidates to complete and submit the EAS form to the CSC. You can then opt to use the EAS to nominate candidates to the CSC (by asking to be set up as a nominator), or can nominate them by sending a list of their names (see below)

**All nominated candidates must have submitted their EAS application by 17 December 2018 (23.59 GMT). Applications not received in the EAS by this date will not be considered.**

The EAS is very busy in the days leading up to the closing date, so agencies should ask their nominated candidates to complete the EAS well in advance of this deadline. Please note that the Commission has a deadline of 19 December 2018 for receipt of two of the references and one supporting statement from a UK institution. Candidates whose applications do not include these documents by this date will not be eligible for further consideration for a Commonwealth Scholarship.

Each candidate must upload a scanned photograph, scanned transcripts of all higher education qualifications, a scanned copy of the relevant section of their passport as proof of citizenship and date of birth, and a scan of any offer letter received from a UK institution they have listed in their application form. In addition, the EAS puts the onus on the candidate to ensure that referees are available.

If any of your nominated candidates have been unable to scan documents to their application, they may send them to the CSC by post to be received by the applicable deadline. Documents received after the deadline will not be considered.

Nominators who wish to nominate candidates using the EAS can see what is involved by looking at the 'How to assess applications' guide available at<http://cscuk.dfid.gov.uk/apply/eas/agencies>. Nominators can set their deadlines for receipt of applications, or ask the EAS team to do this by emailing the relevant information together with the first name, last name and email address of the agency contact. For any support with using the EAS, please email eas@cscuk.org.uk

You must confirm the names of your nominated candidate(s) to the CSC on letterhead sent by email to cscnominations2019@cscuk.org.uk . Your email must reach the CSC by **25 January 2019 (23.59 GMT)**. Please include the six-digit EAS number of each candidate's approved application next to their name.

All queries about this process should be addressed to my colleague James Goldsmith at james.goldsmith@cscuk.org.uk

# Dr Joanna Newman MBE FRSA Executive Secretary