



## Carnegie PhD Scholarships Regulations

The Regulations in this document apply to the following types of PhD Scholarships offered in 2019:

### Carnegie PhD Scholarships

Funded by the Carnegie Trust for the Universities of Scotland, the Scholarships are open for doctoral study in any field.

### Caledonian Research Foundation (CRF) Scholarships

The Trust administers the CRF Scholarships on behalf of the [Royal Society of Edinburgh](#). The Scholarships are awarded and held under identical conditions as the Carnegie PhD Scholarships and are under the charge and control of the Trustees of the RSE Scotland Foundation, who retain the power to alter the rules and to change the purpose and destination of the Scholarships. One Scholarship is usually awarded for study in the Life Sciences and another in Arts and Humanities.

*The Trust hopes to fund a minimum of 16 scholarships for doctoral studies starting in 2019-20.*

## Regulations

### Eligibility and Nomination

1. **A First-Class Honours degree from an eligible Scottish university/Higher Education Institution (HEI)** is a prerequisite for consideration for Scholarships. This First-Class Honours degree **must** be in a subject related to the field of the proposed doctoral studies. Alongside existing graduates, final year undergraduate students expecting to achieve a First-Class Honours degree are also eligible for nomination. *Please note that no exemptions are made to this requirement and nominations for students who do not hold a First-Class Undergraduate Honours degree will not be accepted, except in faculties which do not award Honours, e.g. Medicine, where the equivalent standard will be expected.*
2. Where an award is made in advance of graduation, it will be conditional on obtaining a First-Class Honours degree.
3. Students who have already commenced study for a research degree (MPhil, PhD or equivalent) are not eligible to apply for a Scholarship.
4. The candidate must be nominated by the prospective supervisor of their PhD project and can only be submitted for consideration for a Carnegie or Caledonian PhD Scholarship by one eligible Scottish university/HEI.
5. The number of submissions per (eligible) Scottish university/HEI is subject to a quota (announced annually by the Trust). Each eligible Institution must select its preferred candidates, according to its quota, in sufficient time to permit submission of the online application and endorsement forms ahead of the Trust's deadline. The current quota for nominations is available in the appendix to these Regulations.

6. The candidates selected by the eligible Scottish institutions must register their details on the Trust's online application system and complete an online application form. The application portal will open 4 weeks before the closing date for submissions and will be made available to the selected candidates by the administrator in charge of the selection process for the scholarships at their Institution. The name of the Institutional contact is listed in the appendix to these regulations and on the Trust's website at: <http://www.carnegie-trust.org/schemes/postgraduate-schemes/carnegie-caledonian-scholarships.html>.
7. Ahead of the submission deadline, the PhD candidate's application must be endorsed online by their prospective supervisor. As part of the nomination process, the prospective supervisor must also upload an Institutional Statement of Support completed by a senior academic in the relevant Departmental/School: Head, Deputy Head, Research Director, Postgraduate Studies Director or Dean. The institutional statement of support must also include the signature of an Institutional representative who can confirm the nominee is one of its chosen candidates. The form is available from the Institutional contact listed in the appendix to these Regulations and on the Trust's website at the address above.
8. The full online application and endorsement by the prospective supervisor for the selected candidates must be completed and submitted online to the Trust by **28<sup>th</sup> February 2019, 5:00pm**. The awards are announced by **the end of May** each year.
9. Nominators and Nominees are under an obligation to inform the Trust without delay of any changes to the circumstances of the Nominee, including any awards received and/or examination results obtained after the nomination has been submitted.

## **Tenure**

10. Carnegie Scholarships are awarded for the support of full-time or part-time research studies leading to a doctorate at an eligible Scottish Higher Education Institution (the universities of Aberdeen, Abertay, Dundee, Edinburgh, Edinburgh Napier, Glasgow, Glasgow Caledonian, Heriot-Watt, Highland & Islands, Queen Margaret, Robert Gordon, St Andrews, Stirling, Strathclyde, West of Scotland, the Glasgow School of Art and the Royal Conservatoire of Scotland).
11. To be eligible, part time students should plan to study for no less than 50% of full time. The research expenses and stipend payable to the student may be adjusted accordingly. Part-time students in full-time, or near full-time employment, are not eligible for a stipend.
12. Scholarships are normally awarded for 36 months (3 years) for full-time study and up to 72 months (6 years) for part-time study. The tenure period may be extended to a maximum of 42 months (or 84 months for part-time students), but only when a case for such an extension has been made at the time of nomination and approved by the Trust as part of the award. An extended project duration will require confirmation by the eligible institution that the tuition fees for the final 6 month period (or 12 months if studying part-time) will be waived (the Trust will pay only the other elements of the scholarship pro-rata).
13. Scholarships will normally start on 1<sup>st</sup> October. The Trust may agree to a deferred start date only in exceptional circumstances.
14. Scholars are expected to devote their whole time to the purpose for which the Scholarship was awarded.
15. A Scholarship is not tenable in conjunction with a Government-funded Research Studentship, a Research Council award, or any comparable scholarship.

## **Responsibilities of the institution of tenure**

16. The eligible Scottish university/HEI at which the Carnegie Scholar will be enrolled during their doctorate is responsible for selecting candidates for the scholarship applications as well as for administering and supervising the awarded Carnegie scholarships throughout the students' doctoral studies. The institution must ensure that:
  - Diversity and equality are promoted in all aspects of the selection process and career management of the students;
  - Adequate facilities and resources are made available to the Carnegie scholars during their doctoral research;
  - All health and safety requirements are met, as well as any other legal requirements concerning the health, welfare and rights of students, including the General Data Protection Regulation;
  - Students are given access to training opportunities in generic and transferable skills.
17. The institution of tenure is also responsible for ensuring that:
  - Students and supervisors are aware of the Terms and Conditions of grant;
  - Procedures are in place to effectively address any issues arising from the administration and supervision of the studentship;
  - All ethical issues relating to the funded doctoral research are identified and any ethical approvals required to undertake the research are granted before the start of the project. Ethical issues may include, but are not limited to, relevant codes of practice, involvement of human participants, the use of tissue or data, animals, research that may result in environmental damage or the use of sensitive economic, social or personal data.

## **Financial value of the Scholarship**

18. The annual value of a Scholarship was £16,500 for the academic year 2018-2019 and normally rises in line with awards funded by Research Councils. Payment of the Scholarship stipend is made monthly, in advance, normally starting on 1<sup>st</sup> October.
19. In addition, the Trust will cover tuition fees at the Research Councils UK (RCUK) Indicative Fee Level for the relevant academic year (nominating institutions are expected to waive any outstanding balance).
20. The Trust will support the Scholars with expenses incurred in connection with their study or research up to £3,000 during the tenure of the PhD Scholarship. Scholars can apply for this funding using a research allowance form, which will be emailed to them in advance.
21. Scholars may retain in any one year, without deduction:
  - a. up to a maximum of £3,000 derived from bursaries, scholarships or prizes
  - b. up to a maximum of £3,500 derived from fees from teaching and demonstrating

All income exceeding £6,500 from these sources taken together will be deducted in full from this Scholarship. Income from other sources will be ignored.

## **Annual Progress Report**

22. Scholars and Supervisors are required to send, by August of each year of tenure, an annual report to the Trust. The first part of the form must be completed by the Scholar, and Part 2, by the Supervisor. In case of delay, payment of the Scholar's stipend may be withheld until these reports are received.
23. The Trust's Advisers, experts in the relevant field, will assess the Scholar's progress on the basis of the reports and will make formal recommendations to the Trust. Unsatisfactory progress may lead to the withdrawal of the Scholarship.

## Appendix: Institution quotas and contacts

The following table shows the maximum number of nominations for each eligible institution and the name and contact details of an officer co-ordinating the selection of candidates at that institution.

University	Quota	Contact	Email for Applicant
<b>Aberdeen</b>	<b>5</b>	Ann-Marie Johnston, Postgraduate Research School Adviser	<a href="mailto:a.m.johnston@abdn.ac.uk">a.m.johnston@abdn.ac.uk</a>
<b>Abertay</b>	<b>2</b>	Mr Simon Bright, Research Development Manager (REIS)	<a href="mailto:REIS@abertay.ac.uk">REIS@abertay.ac.uk</a>
<b>Dundee</b>	<b>4</b>	Jillian Balfour	<a href="mailto:j.balfour@dundee.ac.uk">j.balfour@dundee.ac.uk</a>
<b>Edinburgh</b>	<b>11</b>	Tessa Rundell, Scholarships and Student Funding Services Manager	<a href="mailto:studentfunding@ed.ac.uk">studentfunding@ed.ac.uk</a>
<b>Edinburgh Napier</b>	<b>3</b>	Ms Elaine Lambie, Research and Innovation Administrator (Integrity)	<a href="mailto:E.Lambie@napier.ac.uk">E.Lambie@napier.ac.uk</a>
<b>Glasgow</b>	<b>7</b>	Rebekah Derrett, Postgraduate Research Administrator	<a href="mailto:pgr@glasgow.ac.uk">pgr@glasgow.ac.uk</a>
<b>Glasgow Caledonian</b>	<b>3</b>	Professor Bonnie Steves, Director of the Graduate School	<a href="mailto:graduateschool@gcu.ac.uk">graduateschool@gcu.ac.uk</a>
<b>Glasgow School of Art</b>	<b>2</b>	Dr Susannah Thompson, Head of Doctoral Studies	<a href="mailto:s.thompson@gsa.ac.uk">s.thompson@gsa.ac.uk</a>
<b>Heriot-Watt</b>	<b>4</b>	Research Development Team	<a href="mailto:res.research@hw.ac.uk">res.research@hw.ac.uk</a>
<b>Highlands and Islands</b>	<b>2</b>	Janis Mackay, Graduate School Officer	<a href="mailto:Janis.Mackay@uhi.ac.uk">Janis.Mackay@uhi.ac.uk</a>
<b>Queen Margaret</b>	<b>2</b>	Mr Fraser Rudge, Quality Enhancement Officer	<a href="mailto:graduateschool@qmu.ac.uk">graduateschool@qmu.ac.uk</a>
<b>Robert Gordon</b>	<b>2</b>	Mr Martin Simpson, Research Degrees Officer	<a href="mailto:m.simpson@rgu.ac.uk">m.simpson@rgu.ac.uk</a>
<b>Royal Conservatoire of Scotland</b>	<b>2</b>	Professor Stephen Broad, Head of Postgraduate Programmes and Research	<a href="mailto:exchange@rcs.ac.uk">exchange@rcs.ac.uk</a>
<b>St Andrews</b>	<b>5</b>	Ms Vicki Kinninmonth, Registry Senior Administrator (PG Scholarships)	<a href="mailto:pgscholarships@st-andrews.ac.uk">pgscholarships@st-andrews.ac.uk</a>
<b>Stirling</b>	<b>3</b>	Dr Katharine M. Reibig, Researcher Development Policy Officer	<a href="mailto:k.m.reibig@stir.ac.uk">k.m.reibig@stir.ac.uk</a>
<b>Strathclyde</b>	<b>5</b>	Ms Shona Cameron, Postgraduate Research Officer	<a href="mailto:shona.cameron@strath.ac.uk">shona.cameron@strath.ac.uk</a>
<b>West of Scotland</b>	<b>2</b>	Professor Milan Radosavljevic	<a href="mailto:pgr@uws.ac.uk">pgr@uws.ac.uk</a>