

31 July 2012

Our Reference: 2013STAFFSCHOL



COMMONWEALTH
SCHOLARSHIPS

Vice-Chancellor
University of Science, Malaysia
11800 USM
Pulau Pinang
MALAYSIA

Commonwealth Scholarship Commission
in the United Kingdom

Secretariat:
c/o The Association of Commonwealth Universities
Woburn House
20-24 Tavistock Square
London WC1H 9HF
United Kingdom

Telephone: +44 (0)20 7380 6700
Fax: +44 (0)20 7387 2655
www.cscuk.org.uk

Dear Vice-Chancellor

Commonwealth Scholarships in the United Kingdom – 2013

I am writing to invite you to take part in the nomination process for Commonwealth Scholarships in the United Kingdom, tenable from October 2013. Full details of the competition, including the number of nominations sought from you, can be found in the 'Guidelines for Nomination' which are enclosed. Copies of the 2013 Prospectus are enclosed with this letter, and it is available on our website for you and your candidates to access by following the appropriate link at: <http://bit.ly/cscuk-apply>. We are not sending hard copy application forms as we expect all nominated candidates to complete our Electronic Application System (EAS).

The closing date for your nominations to reach the Commission is 21 December 2012, but please note that all nominated candidates must have completed the application form using the EAS before it closes on the 7 December 2012.

The continued success of Commonwealth Academic Scholarships depends on our ability to attract candidates of the highest quality, including an increasing percentage of women. Nominating bodies such as yourselves play a vital role in this process, and I would like to take this opportunity of thanking you and your colleagues for your on-going support. The results of our selections will be sent to you in April 2013.

Further information on the current work of the Commission can be found in our most recent Annual Report, which will be made available shortly on our website (<http://bit.ly/cscuk-annual-reports>). I hope that you will find this interesting, and welcome any comment on our work, or suggestions for future activity. If you should have any questions about this invitation or the nomination process, please contact my colleague Deborah Bennett (deborah.bennett@cscuk.org.uk).

Yours sincerely

Joe Kirkland

Dr John Kirkland
Executive Secretary

Encs: Guidelines for Nomination
Copies of 2013 Scholarships Prospectus
Table showing how the EAS works

Chair Professor Tim Unwin BA, PhD
Deputy Chair Sir Brian Donnelly KBE, CMG
Executive Secretary Dr John Kirkland BSc, PhD

Funded by:

DFID

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**BRITISH
COUNCIL**

The Scottish
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② To Hj. Romli
minta senok calon
RKA yang boleh
mendapatkan program

① Prof Ahmad Shukri

ASIS ?
PROFESOR DATO OMAR OSMAN
Naib Canselor
Universiti Sains Malaysia

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④ P.S. Dab...

Guidelines for nomination: University of Science, Malaysia, MALAYSIA
Scheme: Commonwealth Scholarships
Nominations invited for 2013: 2 specifically for Split-Site Study.

I am pleased to confirm that the Commonwealth Scholarship Commission in the United Kingdom is able to invite nominations from University of Science, Malaysia for scholarships to be held in the United Kingdom from October 2013. Full details of the awards are contained in our 2013 Prospectus, copies of which are enclosed for your reference. An electronic version is available on our Website and we kindly request that you refer all interested candidates to our Website at: <http://bit.ly/cscuk-apply>

Number of Awards

2 nomination(s) should be candidates who wish to undertake one year research on a split-site basis, towards a PhD registered at the candidate's home institution. It is not a requirement that these candidates hold full-time university teaching posts.

Split-site doctoral candidates should be **registered at their home university (not the UK institution)**, and should wish to undertake a period of study in a UK university as an integral part of their home PhD. It is hoped that this method will assist in the development of viable doctoral programmes at the candidate's home university and reduce the risk of brain drain by shortening the Scholars' absence from service in their own countries. Please note that award holders will not be permitted to register for separate, UK based academic qualifications during their scholarships. Awards are for one academic year and are designed to fund the UK year of the PhD programme in the full-time mode, providing for one year's tuition fee to the UK institution in return for specialised training and supervision as well as laboratory facilities perhaps not available at home. The scholars' return airfare and maintenance for the year is also covered. Further information is available in the prospectus.

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. I would be grateful if you could make it clear to all nominees that to be nominated does not in any way guarantee selection or placement. The Commission will not be able to process any nominations submitted in excess of the number invited above.

Eligibility

Eligibility requirements are outlined in the Scholarship Prospectus. I would particularly draw attention to the following:

- candidates should hold, or expect to hold by October 2013, a first degree of at least upper second class honours level or a degree of second class and a relevant postgraduate degree.
- candidates should be able to take up their awards in October 2013; deferments are only granted in the most exceptional circumstances, and in any event will not be considered for start dates beyond January 2014.
- Applications for split-site study must be made in context of an institutional link between the institution where the candidate is registered in their home country and the one at which they are applying to study in the UK. Candidates must provide the Commission with evidence of support from their prospective supervisor at the UK institution as well as from their home supervisor at the time of application.

- **Awards are tenable at any UK institution of higher education with which the Commission has a part-funding agreement; a list of these institutions can be found at: <http://bit.ly/cscuk-uk-universities> , and in any subject area that you consider meets the selection criteria.**

The Commission will not normally offer awards to scholars already close to completing a doctorate in their home country, though awards may be tenable to complete doctoral studies already underway in their home country or in the UK.

In addition, the Commission remains concerned at the modest number of women proposed by many participating institutions. We are keen to ensure an equitable division of awards, and would ask you to particularly take this into account in selecting your nominations this year.

Selection Criteria

Final selection of candidates and host institutions will be made by the UK Commission. 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. In order to maximise your institution's opportunities we advise you to note that the selection committees will grade applications on:

- their academic merit
- the quality of their study plan
- the likely development impact that a candidate will have after their award.

Details of the Commission's selection criteria will be posted on our Website at <http://bit.ly/cscuk-scholarships-developing-cw> and we would recommend you take these into account when making your selections. We would particularly draw attention to the fact that whilst awards remain open to all subjects of study, our Selection Committee will particularly favour applications that demonstrably link to the development priorities of your institution (where applicable) and your country. Candidates should be encouraged to make any such links explicit in their applications. Nominating institutions are also encouraged to state their own priorities, and make any comment on the future employment prospects of applicants

In addition, the Committee will have regard for any priority areas that have already been agreed between the UK Department for International Development (DFID) and authorities in your country.

Candidates should address the general priorities of DFID which include:

- Education
- Health
- Economic Growth and the Private Sector
- Governance and Conflict
- Climate and Environment
- Water and Sanitation
- Food and Nutrition
- Humanitarian Disasters and Emergencies

The Commission does, however, recognise that development objectives can be pursued through a wide variety of subject areas, and encourages candidates to specify the potential benefits that will arise from their application, whatever field of study is proposed.

Arrangements for Submitting Nominations

The Commission is not sending out any hard copy application forms for 2013 as we request that all

candidates who are being nominated for a Commonwealth Scholarship use our Electronic Application System (EAS). There are three options available to Nominators:

1. to ask all candidates to complete the EAS and to assess and then nominate them using the EAS – you will need to ask the Commission to set you up as a nominator in order to do this.
2. to use a printed PDF copy of the EAS application form to assess candidates – in which case you should ask all candidates complete the EAS form and print and send a hard copy of it to you. You can then opt to be set up on the EAS to nominate candidates to the Commission or can nominate them to us by sending a list of their names (as detailed below).
3. to use your own application form to make your selections and then to ask only those candidates you are nominating, to complete the EAS form to be submitted to the Commission. You can then opt to be set up on the EAS to nominate candidates to the Commission or can nominate them to us by sending a list of their names (as detailed below).

Details of the different procedures can be seen in the enclosed table. **The most important of which is that all candidates nominated to the Commission must have completed their EAS applications by 7 December 2012.** Universities in South Asia are not in the EAS and consequently, candidates apply directly to the nominating body (e.g. UGC or HEC as appropriate).

The procedure for nomination by universities changed in 2012 so that when a candidate submits his/her application, an email will automatically be sent to the university's Vice-Chancellor/Rector/Executive Head. The email contains a link to the candidate's application enabling the Vice-Chancellor/Rector/Executive Head to view the candidate's application and to enter comments that support the university's nomination of the candidate. The candidate cannot see the comments of the Vice-Chancellor/Rector/Executive Head. Please note that the Commission does not want the Vice-Chancellor/Rector/Executive Head to be one of the candidate's referees. A consequence of the new arrangement is that any member of staff of the university can nominate a candidate using the EAS and it no longer needs to be the Vice-Chancellor/Rector/Executive Head. Each of the candidate's 3 referees will also receive an email with a link to the candidate's application.

Institutions proposing to nominate using the EAS can see what is involved by looking at the Assessment guide on one of the pages linked to <http://bit.ly/cscuk-eas-agencies>. Although you can set the deadline for receipt of applications, the EAS Team will do this if you email the information together with the first and last name and email address of the Nominator Contact. Support will be provided to Nominators using the EAS to nominate by means of email (eas@cscuk.org.uk), by phone and, as necessary, by co-browsing (in which the EAS Team can view the screen of the Agency needing help and can give advice)

The EAS asks each candidate to upload a scanned passport-size photograph scanned transcripts, a scanned birth certificate 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 references are available.

All nominators are required to confirm the name(s) of their nominated candidate(s) by letter sent direct to the Commission in hard copy and by e-mail to Deborah Bennett (deborah.bennett@cscuk.org.uk) with the e-mail to reach by the 21 December 2012. Please include the six digit EAS application reference number next to the name of each candidate in your letter.

Further Information

Finally, I would like to express the gratitude of the Commission for your help in ensuring that Commonwealth Scholarships continue to attract applicants of the very highest standards. I look forward to receiving your nominations in due course, and in the meantime would be grateful if you acknowledge receipt of this letter, quoting Ref:CSC2013CN, as soon as possible. If you would prefer, confirmation (and any queries) can be sent by e-mail, to deborah.bennett@cscuk.org.uk

John Kirkland
Executive Secretary



COMMONWEALTH SCHOLARSHIPS

Table to Show the Options for Handling Applications and Nominations for Commonwealth Scholarships and Fellowships through the EAS in 2013: University Nominations

	University uses EAS to select and nominate to CSCUK	University uses hard-copy of EAS applications to select and nominate to CSCUK	University selects using own application procedure and then asks selected candidates to complete EAS
Candidates' deadline for completing EAS application and submitting to nominator	Determined by the nominating University; it must be no later than 23:59 GMT on 07-Dec-12	Determined by the nominating University; it must be no later than 23:59 GMT on 07-Dec-12	Determined by the nominating University; to give selected candidates sufficient time it has should be at least 2 weeks before 23:59 GMT on 07-Dec-12
University's deadline for submitting nominated candidates to CSCUK	23:59 GMT on 21-Dec-12	23:59 GMT on 21-Dec-12	23:59 GMT on 21-Dec-12
University sends list of selected candidates to CSCUK	Yes	Yes	Yes
Candidates' referees asked to complete references on-line	Yes	Yes	Yes
Candidates asked to send hard-copy of EAS application to nominating University	Yes	Yes	Yes
References	Visible to nominating University in the EAS application. If the nominator wishes to see signed copies on headed paper of references completed using the EAS, please email eas@cscuk.org.uk	Referees must send as hard-copy to nominating University	Referees must send as hard-copy to nominating University
Photograph	Visible to nominating University in the EAS application	Candidates must send as hard-copy to nominating University	Candidates must send as hard-copy to nominating University
Birth Certificate and Transcripts	Visible to nominating University in the EAS application (but not on the hard-copy)	Candidates must send as hard-copy to nominating University	Candidates must send as hard-copy to nominating University

Notification of candidates whether or not they have been nominated to CSCUK	Candidates can track the progress of their application on the EAS. Candidates not nominated to CSCUK automatically receive an email telling them so	By nominating University	By nominating University
University Nominators' deadline for receipt of applications from candidates earlier than 23:59 GMT on 07-Dec-11 can be set in the EAS	Yes	Yes	No
University Nominator can seek on-line comments on an application from an external referee	Yes	No	No
University Nominator can enter comments on an application for CSCUK to see	Yes	No	No

Notes:

1. Do allow referees time to complete references. Although the EAS sends an email to each referee with a link to the candidate's application, the email is only sent when the candidate submits his/her application. So that if a candidate submits just before the deadline and if the Nominator's deadline for its candidates is the latest possible, the references may not be written in time to influence the Nominator's selection procedure. You may therefore want to have a deadline for receipt of applications that is earlier than 23:59 GMT on 07-Dec-12