University of Essex Social Sciences Doctoral Scholarships 2015-16

Our University of Essex Social Sciences Doctoral Scholarships support talented PhD students to study at the University. These awards are available to students who can demonstrate an excellent academic background and the potential for future achievement, as well as financial need. They are awarded for each year of study during the standard minimum period of enrolment for your degree, subject to satisfactory progress.

TERMS AND CONDITIONS

These terms and conditions apply to University of Essex Social Sciences Doctoral Scholarships awarded to students entering our University in October 2015.

What does the award offer?
We are offering 12 scholarships in our Faculty of Social Sciences for entry in 2015-16. The Departments of Government, Economics, Sociology, Language and Linguistics and The Essex Business School are participating in the scheme. The award consists of a full Home/EU fee waiver or equivalent fee discount for overseas students (£4,050 in 2015-16), living costs of £12,000 per year (combining an annual stipend (£8,000) and a Graduate Teaching or Research Assistantship (£4,000) in years two and three), plus a training bursary of £250 per year and Proficio points, which may be used to 'buy' advanced skills training.

Who is eligible?
- This award is available to UK, EU and international full-time PhD students;
- Successful international applicants will need to fund the balance of the tuition fees;
- You must hold an offer from the University of Essex for a PhD, Integrated PhD or full-time Professional Doctorate (not MPhil, Doctor of Medicine, Masters by Dissertation or full-time Professional Doctorate);
- Receipt of the scholarships is subject to applicants firmly accepting the offer of study, registering as students of the University of Essex for the 2015-16 academic year, and meeting all conditions of our offer;
- No alternative form of the scholarship is available and the award cannot be deferred to a later year from the one for which you are admitted;
- Applicants may only receive one award administered by the University of Essex. In the event that an applicant is already in receipt of another University award (including the Alumni Loyalty Discount), the larger of the two awards will be kept and the other released;
- Where a student applies for and is awarded a scholarship and subsequently obtains full external funding, the University will rescind the scholarship offer. Where partial external funding is obtained, the department may choose to continue, reduce or rescind the scholarship offer as it sees fit.

How do I apply?
You should complete the University of Essex Social Sciences Doctoral Scholarship application form online via your myEssex applicant portal. This will become available to you once you have received an official offer of admission for a relevant course.
from the Graduate Admissions Office. Please note that you must be applying for a new programme of study at the University of Essex, starting in October 2015, in order to be eligible. Students who are already completing one degree at Essex but wish to apply for support for another are eligible to apply. Applications for the University of Essex Social Sciences Doctoral Scholarship close on 1 March 2015.

**How are candidates selected?**
Candidates will be selected for the award of a scholarship on the following criteria:
- academic ability - based on previous academic qualifications, normally a Master's degree with distinction or merit;
- research potential - based on the candidate's research proposal submitted with their application, as well as their statement on the scholarship application form;
- professional development potential - based on the candidate's skills, aptitudes and potential to support their department's undergraduate teaching or research activities; and
- financial need - based on evidence provided on the scholarship application form. Candidates should provide evidence that they have applied for financial support from other sources.

**When are successful candidates notified?**
Successful candidates will normally be notified by the end of April 2015 by our Funding Team. Acceptance of the scholarship constitutes acceptance of these terms and conditions. A scholarship will not commence until the student formally registers on a relevant course at the University of Essex.

**How will the money be paid?**
Our scholarships are awarded for each year of study during the standard minimum period of enrolment for your degree. The fee element will be deducted automatically, and the stipend will be paid in three annual instalments. Awards are granted for one year in the first instance but will be renewed, subject to the award holder's satisfactory progress (as defined by the Code of Practice: Postgraduate Research Degrees), for a second and third year – up to a maximum tenure of nine terms or three years, provided the award holder is still engaged in full-time research (and excepting the circumstances stated in the section on termination, below). Where progress is satisfactory, renewal of the award is automatic. Students who wish to extend their minimum period of study will have to meet the additional costs themselves. Students applying for a four-year PhD programme will have to meet one year's costs themselves.

**Intermission**
Intermission from registration will only be granted in exceptional cases. During the period of intermission, scholarship payments will be suspended. Periods of intermission will not normally be granted for periods longer than six months. Applications for intermission should be made in advance and require the support of the supervisor and approval from our Dean of Postgraduate Research & Education.

**Illness**
Periods of illness for a continuous period of two weeks or more require medical certification and should be reported to the supervisor. During periods of certified
illness, scholarship holders may be paid at the full rate of their stipend for the first eight weeks within any 12 month period. After eight weeks the scholarship will be suspended until the student resumes full-time study. Should a period of illness exceed four weeks, students are advised to request a period of intermission (see above).

**Maternity/Adoption Leave**
Scholarship holders who become pregnant during the period of registration will be entitled to three months maternity leave, during which the scholarship payments will continue. The total period of the scholarship may thus be extended to a maximum of 39 months (the financial support available will not extend beyond the usual 36 months plus the period of up to three months maternity leave). Scholarship holders may also apply for a further period of up to nine months of unfunded intermission as a result of the pregnancy, providing a maximum period of 12 months (funded and unfunded) maternity leave.

**Holidays**
Scholarship holders are entitled to a maximum of eight weeks' holiday (including bank holidays and the University closure at Christmas) per annum and pro-rata. Holidays should be agreed in advance with the supervisor and, in cases where the scholar is engaged in teaching and demonstrating, with the approval of the head of the student's department, school or centre.

**Graduate Teaching/Research Assistantships**
For Graduate Teaching or Research Assistant posts, scholarship holders will be required to sign a separate employment contract with the University before the commencement of these posts and abide by the terms therein. Prior experience is not required but applicants for these awards are asked to indicate which particular skills and aptitudes they would bring.

**Termination of Scholarship**
Our University will terminate a scholarship when progress or performance is deemed to be unsatisfactory. The scholarship will be terminated if a student ceases to be registered as a student with the University, or for good cause at the discretion of our Dean of Postgraduate Research & Education, or his/her nominee for this purpose. If a scholarship is terminated prematurely for any reason, a scholar must repay to the University any monies including maintenance, travel, subsistence, fees overpaid from the date of the termination of the scholarship. If a scholar submits his/her thesis before the end of the scholarship, the scholarship will be terminated on the date of submission. If a scholar takes up full-time employment whilst in receipt of a scholarship, the scholarship will be terminated as of the first day of employment.

**Transferability**
Change of course within the University of Essex will not affect the continuation of a scholarship, providing that the student continues to be registered on an eligible course within the same department.

**Resolution of disputes**
In cases not covered by the above terms and conditions, or where a student claims exceptional circumstances, or disputes a decision not to make payments due under a scholarship, they should first put their case in writing to the Head of Funding who
will consider the circumstances and uphold, amend or revoke the original decision. Should a student be unhappy with this decision they should follow the university complaints procedure: http://www.essex.ac.uk/about/governance/policies/complaints.aspx

**Promotional activities**
By accepting the scholarship, recipients are giving the University permission to use their details for promotional purposes and may be asked to provide a case study which may be used in University publications or on the website.

**Disclaimer**
The information set out above is correct at the date of publication (February 2015). The University of Essex reserves the right to make changes to the above and will notify any such changes to applicants as appropriate.