



## Carnegie PhD Scholarships

### Regulations

The Regulations in this document apply to the following types of PhD Scholarships offered in 2022:

#### 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.

#### Carnegie-Cant-Morgan PhD Scholarship in Botany/Plant Science

Thanks a legacy from Mr Keith Morgan, the Trust offers an additional PhD Scholarship every three to four years to a student wishing to undertake doctoral studies in **Plant Science**. This subject specific Scholarship will be offered to a suitably qualified candidate in 2022.

*The Trust hopes to fund a minimum of 15 scholarships for doctoral studies starting in 2022-23.*

### Eligibility and Nomination

1. A **First-Class Honours degree from an eligible Scottish university/Higher Education Institution (HEI)** is a prerequisite for consideration for a Scholarship. 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 expected 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 from an eligible institution 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 the candidate obtaining a First-Class Honours degree.
3. Students who have already commenced study for a research degree (MPhil or PhD) 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 a single 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 also accessible on the Trust's website at: <https://www.carnegie-trust.org/award-schemes/carnegie-phd-scholarships/> under the 'Downloadable Documents' sections.
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, Dean or equivalent). 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 may be requested from the Institutional contact listed in the appendix to these Regulations as well as downloaded directly from the Trust's website, using the link provided 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 2022, 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. 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 to receive 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 (including consumables such as chemicals, re-agents etc.) are made available to 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 the award;
  - 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 commencement 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 (stipend) was £17,400 for the academic year 2021-2022 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 UK Research and Innovation (UKRI) 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. The allowance can be used for:
  - Travel, subsistence and accommodation expenses incurred as part of the Scholar's research, including field trips, data collection, library or archival visits, attendance of conferences, seminars or workshops.
  - Attendance at a summer school, or any other relevant training or personal development activities (expenses may include registration fees, travel, accommodation and subsistence).
  - Use of specialised services (e.g. translator or interpreter, scribe, technical assistance) necessary to the Scholar's research.
  - Small items of equipment and any consumables necessary to operate this equipment (for example, a laptop and flashdrives, printer and ink cartridges etc.).

**Note:** costs of consumables such as re-agents, lab supplies etc. must be covered by the Scholar's department at their host HEI. The Research Allowance is not intended to cover the cost of staff employed by the host HEI who provide the Scholar with research, technical or administrative assistance.

## **Annual Progress Report**

21. Scholars and Supervisors are required to submit to the Trust, by August of each year of tenure, an annual progress report. The first part of the report form must be completed by the Scholar, with Part 2, populated by the Supervisor. In case of delay, payment of the Scholar's stipend may be withheld until a complete report is received.
22. In instances where issues relating to a scholar's progress are raised the Trust may seek comment and advice from an expert(s) in the relevant field. These Advisers will assess the Scholar's progress on the basis of the reports and original scholarship application and make formal recommendations to the Trust. Unsatisfactory progress may lead to the withdrawal of the Scholarship.

*Revised November 2021*

## Appendix: Institution quotas and contacts

The following table displays the maximum number of nominations available to each eligible institution as well as the name and contact information 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>	Emma Warbrick, Research Support Officer	<a href="mailto:research@dundee.ac.uk">research@dundee.ac.uk/</a> <a href="mailto:e.warbrick@dundee.ac.uk">e.warbrick@dundee.ac.uk</a>
<b>Edinburgh</b>	<b>11</b>	Janet Edwards, Senior Postgraduate Scholarships and Financial Aid Officer	<a href="mailto:studentfunding@ed.ac.uk">studentfunding@ed.ac.uk</a>
<b>Edinburgh Napier</b>	<b>3</b>	Dr Gráinne Barkess, Head of Researcher Development	<a href="mailto:g.barkess@napier.ac.uk">g.barkess@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:Researchdevelopment@hw.ac.uk">Researchdevelopment@hw.ac.uk</a>
<b>Highlands and Islands</b>	<b>2</b>	Jackie Deacon, Research Support Officer (Graduate School)	<a href="mailto:jackie.deacon@uhi.ac.uk">jackie.deacon@uhi.ac.uk</a>
<b>Queen Margaret</b>	<b>2</b>	Alison Thomson, Graduate School 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>