

*King's College London*  
*Centre for Doctoral Studies*  
*Administered Funding Schemes:*

*Postgraduate Research (MPhil/PhD) degree  
programmes (PGR)*

*2019/20 Guidelines for Applicants*

## 2019/20 PGR International Scholarships

### Eligibility Criteria

#### Applicants MUST:

- Be due to commence an MPhil/PhD research degree programme in any Faculty at King's College London during the 2019/20 academic year;
- Be classified as overseas fee status;
- Have submitted all the required application materials by the funding deadline (as instructed in the 'Application Process' section below)

#### Please note:

- Students who will pay tuition fees at the Home/EU rate are not eligible
- Existing research degree students are not eligible to apply
- The scholarship cannot be held on a part-time basis
- Professional doctorate degrees are not eligible
- Distance learning programmes are not eligible
- Joint-degree programmes are not eligible
- The scholarship cannot commence prior to September/October 2019

#### \*For Chinese students:

Please note that Chinese students are eligible to apply to King's PGR International scholarships as well as King's China Council Scholarships; however, they will **not be considered for both schemes** and therefore will need to decide at application stage whether they enter **EITHER 1920-KCSC OR 1920-PGR-INT** as the code in the Award Scheme Code or Name funding box. See the King's China Scholarships guidelines for further details about this scheme.

## **Application Process:**

**Application Start: October 2018**

**Application Deadline: 23:59 GMT, 11<sup>th</sup> January 2019**

Applications will be invited from October 2018 and will close on Friday 11<sup>th</sup> January 2019 at 23:59 GMT sharp.

Please follow the instructions below.

Applicants who fail to apply as instructed below will not be eligible for consideration.

### **INSTRUCTIONS:** you MUST:

- 1) Apply to King's College London for a research degree programme using the online admissions application (<https://apply.kcl.ac.uk/>)\*
- 2) Ensure you tick the box and enter the code **1920-PGR-INT** (**please copy and paste this code exactly**) at item 5 (Award Scheme Code or Name) on the funding part of the KCL Application Form

\* **PLEASE NOTE:** students who have **already applied for admissions**, and those who **previously applied but deferred entry to 2019/20**, will be **required** update their application for 2018/19 with the code **1920-PGR-INT** by the same deadline of 11 January 2019, 23:59 GMT.

\***PLEASE BE AWARE** that material from your admissions application will be extracted and used as part of the assessment/selection process; therefore, it is our expectation that your admissions application will be complete with supporting references and transcripts by the application deadline of 11 January 2019. It is your responsibility to ensure that this information is provided in time.

## **Selection Process:**

Once the application deadline has passed, the Admissions Office and the Centre for Doctoral Studies (CDS) Office will gather and record the details of all the applications received that state **1920-PGR-INT** as the Award Scheme Code.

The Admissions Office and the CDS Office will check the eligibility of all applicants, and all applications that are deemed eligible will be circulated to faculties for assessment.

Assessment of applications will be based on:

- i) Evidence and strength of academic qualifications gained and, where applicable, professional qualifications and/or relevant experience;
- ii) Strength of the research proposal;
- iii) Match of the applicant's interests with his/her potential supervisors.

## **Announcement of Results:**

Candidates who are deemed ineligible for the scholarship will be informed about their ineligibility in early February 2019.

Final decisions will be made, and all applicants informed by the end of March 2019 at the latest.

All results will be announced via email in the first instance (please keep an eye on your spam folder during the selection period as some email providers route KCL emails there).

The candidate who is successfully offered the scholarship will be asked to provide a decision on acceptance/decline by a given deadline. If the successful candidate fails to respond by the given deadline or

declines the offer, their award will automatically be transferred to a reserve candidate who is next in line for the award.

### **Confirmation of Awards**

- The initial offer email sent to successful students will include instructions on how to accept the award, and the deadline for doing so. If the student is unable to take up the award, he/she should provide a reason why (this information is used for statistical purposes only).
- Awards must only be accepted on the understanding that the student has read, understood and agrees to comply with the 'Conditions & Regulations of Funding' as set out in this booklet.
- Successful candidates who confirm acceptance of a scholarship will be sent an official award confirmation letter detailing the terms and conditions of the award and the exact value of the award granted.
- Where an offer-holder accepts an award but later decides that he/she is unable to take up the opportunity for whatever reason, we ask that, as a matter of courtesy, the student informs the Centre for Doctoral Studies office, in good time, so that the opportunity could be passed on to another candidate where possible.

### **Payment of Awards**

- Where an award provides funds directly towards tuition fees, an internal transfer will be arranged by the Centre for Doctoral Studies team and no money will be paid to the award-holder.
- Where an award provides an annual student stipend, payments will be made on a monthly basis into a UK bank account.
- Where an award can be used to cover either tuition fees or living costs, the award-holder will have the option of receiving their award directly or it can be used to off-set a proportion of tuition fees (see above)

### **Renewal of Awards**

- All research degree awards are granted for one year in the first instance but will be renewed for the remaining length of the scholarship, subject to the award-holder's satisfactory progress.
- Awards are renewed only if the award-holder adheres to the Conditions & Regulations of Funding (as outlined above).
- The maximum tenure of awards is 4 years, providing the award-holder is still engaged in the full-time postgraduate research programme at King's.
- Award-holders are not required to apply for renewal of their award; the Centre for Doctoral Studies team will contact the relevant Faculty Office/Academic Centre and/or supervisor(s) for a progress report. If renewal is recommended, the award will automatically be rolled over into the next academic year. If there are any queries over the renewal of an award, then the award-holder will be notified.

### **Submission of Thesis**

- Award-holders are required to follow the University regulations when it comes to the submission of their thesis and completion of their research degree, which requires students to submit their thesis within a maximum of 4 years (full-time equivalent) of initial registration.

## CONTACT DETAILS

### Centre for Doctoral Studies Team

Tel +44 (0)20 7 848 4568

Email [doctoralstudies@kcl.ac.uk](mailto:doctoralstudies@kcl.ac.uk)

### Website

Information, guidelines and application forms for Centre for Doctoral Studies Funding (PGR) can be found on the Postgraduate Funding Database at the following website:

[www.kcl.ac.uk/research/funding-opportunities/doctoral-research-opportunities/international-scholarships.aspx](http://www.kcl.ac.uk/research/funding-opportunities/doctoral-research-opportunities/international-scholarships.aspx)

## CONDITIONS & REGULATIONS OF FUNDING

- Awards are offered on the condition that the candidate has met/will meet all the conditions required for acceptance by his/her chosen Faculty of study.
- Each award will be made on the assumption that there are adequate resources for the research project, and that the candidate's proposed course of study is acceptable to the department/division and Faculty/Institute/School in which they wish to study.
- New awards offered in 2019 are valid only to commence in the 2019/20 academic session; deferral of an award to a later academic session is not permitted.
- Awards granted for the 2019/20 academic session cannot be used retrospectively for whole or part of any earlier session.
- Awards cannot be transferred to another institution.
- An award-holder must be registered as a full-time student for the length of their research degree.
- Award-holders must comply with King's [regulations](#) to submit their thesis within the required time frame.
- If an award-holder wishes to make a change to: a) the research project, b) the supervisor, or c) department/division specified on their application form, he/she must first seek approval from the Centre for Doctoral Studies. The award-holder would need to outline the changes proposed and provide confirmation of i) the department/supervisor's support of such changes, and ii) the tuition fees (if they are different from the amount attached to the original research project). Failure to inform the Centre for Doctoral Studies of such a change may impact on the continuation of an award.
- If an award-holder needs to take time out from their studies due to illness, accident, fieldwork or for any other serious cause, they must report this as soon as possible to the relevant School Office/Academic/Record Centre to request an interruption of studies. The award-holder must also inform the Centre for Doctoral Studies to request a temporary suspension of award funding. If the Centre for Doctoral Studies is not informed and continues to pay for a student who is absent from their studies, a refund will be sought for overpayment, and it may also impact on the continuation of an award.
- If a student goes on maternity leave, they should notify the Centre for Doctoral Studies to request an interruption. Students are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks should be paid at full stipend rate and the following 13 weeks should be paid at a level commensurate with employee entitlements to statutory maternity pay. This is c. 41% of the minimum doctoral stipend. The final 13 weeks are not paid. Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances - any paid leave should be at full stipend. There is no qualifying period for maternity, paternity, or shared parental leave.
- If an award-holder: i) already holds another funding award from an organisation; or ii) is otherwise financially supported by another organisation; Or iii) is to secure another funding award later on during the course of their research degree programme, and the Centre for Doctoral Studies considers the fund(s)/award(s), or other form of support, to be sufficient to cover maintenance and/or the programme tuition fees, the award-holder will not

be permitted to hold these funds/awards concurrently. The rule to remember is that if two funds/awards cover the same amount e.g. both provide funds to cover full tuition fees, they cannot be held concurrently.

- Award-holders who receive funding from alternative source(s) will be required to disclose details of those funds to the Centre for Doctoral Studies so that an assessment can be made regarding any potential overlap of funding.
- Applicants must be aware of all the additional financial commitments involved when attending their chosen course of study at King's. Awards are granted on the understanding that the award-holder will take responsibility for any additional expenses incurred for the duration of study.
- An award can be terminated at any time under the following circumstances:
  - If an unsatisfactory progress report on the award-holder is received from the student's supervisor/department
  - If an award-holder ceases to be a full-time research student
  - If an award-holder receives other overlapping funding
  - If an award-holder is awarded their degree before the funding end date
- All awards covered by these conditions may not be used to cover writing-up fees.