



## GUIDANCE NOTES

### DPU 60<sup>th</sup> ANNIVERSARY DOCTORAL SCHOLARSHIP APPLICATION FORM FOR STUDY COMMENCING SEPTEMBER 2018

#### Section A: About the Scholarship

In 2014, the DPU celebrated 60 years of education, training, research, consultancy and knowledge sharing in urban and regional development policy and planning in Africa, Asia, Latin America and the Middle East. DPU's focus on urban development and planning in what is now often referred to as 'the Global South' was unique in the UK and abroad at the time of its establishment in 1954, and when it moved to UCL from the Architectural Association in 1971. In a world predicted to be 75% urban by 2050, we continue to feel the urgency of our historical commitment to contributing to social and environmental justice through building the capacity of current and future institutions and generations of practitioners addressing urban, regional and national development. Firmly rooted in our academic obligation to challenge orthodox development agendas, we have chosen our 60th anniversary year to launch a PhD scholarship scheme. This is the fourth year of the Scheme and the scholarship will cover three years of full-time tuition and maintenance, 2 return flights (if necessary) and a fieldwork grant.

We welcome applications for study that address issues related to furthering the DPU vision and mission.

One award will be made, for three years of study commencing September 2018.

**Eligibility:** Only applications from new / prospective students who have applied formally via UCL's application portal to "Development Planning, Research Degree" by 5pm GMT on Monday 02 April 2018 will be considered. There are no restrictions regarding the nationality or domicile of the applicant.

**Funding:** One individual will be awarded the following: up to £19,970 for tuition fees per year (increasing per year); approx. £17,050 (2017/18 rate; 2018/19 rate tbc) for maintenance per year, incl. London weighting (increasing per year); up to £1,500 for two return flights; up to £450 for fieldwork support (if required). All awards are for a period of THREE academic years.

**Assessment:** The award is to be assessed based on merit. Alongside the formal application, applicants are required to submit a motivation for consideration consisting of an application form (including the summaries of the proposed research), a research proposal (approx. 3000 words), personal statement and provide two references. The DPU's Departmental Graduate Tutor will shortlist up to five applicants to be considered by a panel consisting of the DPU Director, DPU Research Director and DPU Departmental Graduate Tutor. The top three applicants will be interviewed.

**Deadline:** Complete applications (including supporting documents and references) must be received by the DPU PhD Programme Administrator, Michael Casey-Gillman (m.casey-gillman@ucl.ac.uk) by 5pm GMT on Friday 06 April 2018. Interviews of shortlisted candidates will be held on Monday 23 April 2018.

#### Section B: Guidance for Applicants

1. This application form is for DPU 60<sup>th</sup> Anniversary Doctoral Scholarship applicants who intend to start the Development Planning research degree at UCL in September 2018.
2. Your application will be considered provided you fulfil the necessary eligibility criteria, and the scheme's deadline has not yet passed.
3. Please complete the form electronically by typing all information. If this is not possible, please explain why and alternatively complete the form clearly, in black ink.
4. **All questions must be answered.** Do not leave any sections blank. If a section does not apply to you, please indicate that it is not applicable (N/A).

5. Only applications including all **supporting documents** as per Section 28 on the application form will be accepted.
6. When writing your **Research Proposal** please describe clearly the aim of your research, the methodology you will use and the potential significance of this study to your discipline. The proposal should be written by you, not your proposed supervisor or any other academic.
7. At least two academic references should be enclosed along with the application form.
8. **Academic Reference 1** should relate to your most recently completed university programme/degree or intended to complete this academic year, and be provided by a member of the academic staff.
9. **Academic Reference 2** should relate to your intended research programme/project, that for which you are seeking funding. This reference should ideally be provided by your intended DPU research supervisor.
10. **Academic Reference 3** (optional) – if you are currently pursuing a Master’s course which you have not yet completed, you may, in addition to providing a reference relating to your undergraduate study, submit a further reference commenting on your Master’s study OR, if you have already completed your Master’s course you may, in addition to providing a reference relating to your Master’s study, provide a reference relating to your employment.
11. Further guidance for referees is given at the end of this document. To ease the process, we suggest you provide your selected referees with a copy of the guidance when requesting your reference.
12. Please do **not** enclose CVs or publications’ abstracts, summaries, copies or any other documents which have not been requested.
13. You should return the complete application form to the DPU PhD Programme Administrator, Michael Casey-Gillman, by e-mail to [m.casey-gillman@ucl.ac.uk](mailto:m.casey-gillman@ucl.ac.uk). **Only if absolutely necessary**, you may submit applications by post to: Michael Casey-Gillman, UCL Development Planning Unit, 34 Tavistock Square, London, WC1H 9EZ. Please send only **complete** applications in one envelope, if applying by post.
14. **All** complete applications must reach the DPU, by 5pm on the due-date.
15. **All** applications received by the relevant scholarship application deadline are treated equally.
16. Applications sent by post with date stamps **prior** to the deadline will be accepted even if they arrive late, as we understand that postal services may be delayed. If it is necessary to post your application, please to not wait until the last minute.
17. **No** documents received with postage stamps dated **after** the deadline will be considered under any circumstances.
18. We do not accept incomplete, late or faxed applications.
19. If possible, please **do not fold** your application and use an A4 envelope to post it to us.
20. Before posting your application to us, please **re-read it** carefully for accuracy and we recommend you **keep a copy** of your application for your own records.
21. Unfortunately, we are not able to acknowledge receipt of application forms.
22. Only successful applicants and reserve list candidates will be notified via email, so please make sure you include a **valid email address** on the form.
23. Please **do not** include your scholarship application with your application for admission. Each application must be sent separately to the relevant sections within UCL.

For further information about **deadlines, eligibility and selection criteria**, as well as other funding schemes, visit [www.ucl.ac.uk/scholarships](http://www.ucl.ac.uk/scholarships)

Thank you for taking the time to read these guidance notes and good luck with your application.

### **Section C: Guidance for Referees**

Writing a reference in support of a UCL research scholarship application

Good references play an extremely important role in the selection process.

All references should ideally be typed and submitted by completing the appropriate 'Reference Form' page of the scholarship application. If a reference is submitted separately then this must be on letter-headed paper, signed and dated by the referee, and submitted in a sealed, stamped envelope which is signed across the seal.

All References should:

- Contain the title, name, position, full postal and email address of the referee;
- State how long and in what capacity the referee has known the applicant;
- State how the applicant is ranked, indicating the cohort against which s/he was measured (e.g. top 20% of the students in the current year/all students ever taught...). Please also state what percentage of students can expect to achieve that grade within that cohort;
- Comment on the applicant's academic performance and achievements, prizes and scholarships won, study/research skills, relevant personal qualities, motivation, and suitability for the intended programme or research project, as well as his/her career aims and prospects;
- Comment on, and illustrate the candidate's research potential;
- Where applicable, explain the grading structure of the qualifications attained and provide information about the distribution of grades within the cohort of students, i.e. what percentage of students within the cohort can expect to achieve this grade;
- Make a recommendation for funding for the intended programme (I recommend, I strongly recommend, I do not recommend, I am unable to comment ...).

Additionally:

- Financial circumstances of an applicant are NOT taken into account by the selection panel. However, it would be useful to include information relating to other funding applied for or awarded, or give reasons why other funds e.g. Research Council Awards, may not be available to the student;
- Wherever possible, referees should show that they (or at least the Department) have personal knowledge of the candidate;
- The reference must show beyond any doubt that the candidate possesses outstanding promise and research potential;
- References must show that the candidate has obtained, or is predicted to obtain (with as much confidence as can be shown) either a first class or a very good second class honours degree or their equivalent. If an applicant has studied at an overseas institution, referees should comment on the institution and its standing, as well as on the applicant's standard of degree. UCL academics can seek advice on international qualifications and equivalency from the Admissions Office;

- Where students have previously attended top-ranking institutions abroad or in the UK, the standing of these institutions should be mentioned in the reference. UCL academics can seek guidance on rankings of foreign universities from the UCL International Office;
- Referees should note that awards are made in respect of the candidate's research strength or potential as an individual, and not simply in terms of his/her value to the research group concerned. The importance of emphasising the candidate's potential cannot be over-stressed.

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