UCL Engineering Dean’s Prize Guidance

# Key information for applicants

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| Deadline for applications | Please see: <https://www.ucl.ac.uk/scholarships/deans-prize>  |
| Method of application | Via email to deans.prize@ucl.ac.uk. Only one email per applicant, to include all required information and attachments.  |
| Enquiries | Please DO NOT send questions to the email address above (which is for completed applications only). Questions should be addressed directly to the appropriate contact for the department to which you are applying: **please see the full list at the bottom of this document.**  |
| Required documents | Please submit your application as SINGLE PDF containing the following (in order):* Application form
* CV
* Reference from an academic at your current or most recent university (which MUST be on the [approved form](https://www.ucl.ac.uk/scholarships/sites/scholarships/files/research_scholarships_-_ref_1_recent_study.doc))
* A letter of support from your prospective supervisor at UCL.
* A lay summary of your research proposal (**maximum 200 words**, written by the you, not your supervisor). See comments below.
* Other supporting documents such as evidence of associated scholarships/bursaries etc.
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# Background

The Dean’s Prize is a scholarship that supports outstanding overseas fee-paying research students by covering the cost of their fees.

<https://www.ucl.ac.uk/prospective-students/scholarships/graduate/overs-res/csc_ucl_scholarships/Deans_Prize>

# Submitting Applications

All applications **must** be submitted via deans.prize@ucl.ac.uk according to the instructions above. Departments will rank applications and any they choose to support will be forwarded to the Faculty Graduate Tutor for the consideration of the Dean’s Prize Panel.

Please note when writing your lay summary of your research proposal that the selection panel members are not likely to be specialists in your subject. Please describe clearly – in language which can be understood by academics from any discipline – the aim of your research, the methodology you will use and the potential significance of this study to your discipline. It is extremely important that you pay attention to this summary and write in as clear language as possible as it may significantly affect the outcome of your application. The proposal should be written by you, not your supervisor or any other member of academic department staff.

The deadline for applications is given at <https://www.ucl.ac.uk/prospective-students/scholarships/graduate/overs-res/csc_ucl_scholarships/Deans_Prize>.

It is the applicant’s responsibility to ensure that all required documents are submitted on time; no late applications will be considered.

# How Applications are Judged

The Dean’s Prize panel discusses all aspects of each application and there is no definitive “algorithm” used in the ranking process. However, the following are all considered to be important factors in judging applications:

1. Previous academic performance (taking into account class rankings, academic distinctions, university rankings etc.)
2. Notable honours or prizes awarded to the applicant previously
3. The quality of the research proposal, to be written by the applicant and showing evidence of input from the student in shaping the direction of the research.
4. Evidence of receipt of a *competitive scholarship* to cover the stipend (this is not relevant for those applying for a CSC award).
5. Evidence of publications and/or patents (will strengthen an application)
6. Evidence of relevant research experience (will strengthen and application)

# Award Decisions

* Applicants unsuccessful at the departmental stage should be notified by the Department within a month of the application deadline
* Applicants unsuccessful after review by the Faculty Dean’s Prize Panel will be notified within two weeks of the panel meeting (usually by the end of February)
* Successful applicants who applied for the joint Dean’s Prize/CSC scheme (see below) will be notified by UCL Student Funding.
* Success applicants who applied only for the Dean’s Prize will be notified within two weeks of the Faculty Dean’s Prize Panel meeting (usually by the end of February)

# China Scholarships Council (CSC)

The CSC provides bursaries to students from China coming to study in the UK. At UCL these are linked to Dean’s Prize awards with the Dean’s Prize paying fees and the CSC paying a stipend. Full details can be found at:

<http://www.ucl.ac.uk/prospective-students/scholarships/graduate/overs-res/csc_ucl_scholarships>

Students intending to study in the Faculty of Engineering Sciences at UCL who wish to apply for a CSC bursary must ***first*** have applied successfully for a Dean’s Prize.

It is important to note that selection for one of the Faculty CSC-related Dean’s Prizes **DOES NOT** guarantee that the student will receive the CSC award. Being selected for the Dean’s Prize is a pre-requisite for the student being allowed to apply for the CSC award – students may be refused CSC awards despite having been selected for the Dean’s Prize internally.

A student who is selected for a Dean’s Prize tied to a CSC application will only be eligible to receive the Dean’s Prize if the CSC application is successful.

Simultaneous application for the CSC-Dean’s Prize combination and the Doctoral School Overseas Research Scholarship (ORS) is discouraged. Where this does occur, should the student be selected for both the Dean’s Prize and the ORS they will be deemed ineligible for the ORS and forced to apply for the CSC award.

In this document, references to CSC funding relate specifically to awards linked to the UCL Engineering Dean’s Prize. A small number of CSC awards are linked to other funding at UCL. Details of these can be found here:

<https://www.ucl.ac.uk/prospective-students/scholarships/graduate/overs-res/csc_ucl_scholarships>.

# FAQ

## I do not yet have an offer of PhD position at UCL – am I eligible to apply for the Dean’s Prize

Technically no – all applicants must be in receipt of an offer of a PhD position at UCL. However, if your application is pending you may still apply; if the application is completed and an offer made ahead of the meeting of the Dean’s Prize Panel in February, your application will be deemed to be valid.

## I do not hold a competitive award to cover my living costs (stipend) – can I still apply?

The strict requirements are for applicants to hold a competitive award to cover their living costs (those applying for the CSC award alongside the Dean’s Prize can state this as their “competitive award”. If you do not hold such an award, you may still apply but this may count against you when your application is considered. Please note that simply holding an offer of a PhD from a particularly popular research group or Centre for Doctoral Training is not in itself evidence of a “competitive award”.

## My university does not provide class rankings – what should I do?

We recognize that not all universities offer this information. If you have no such details, please simply state this on your CV.

## What do you mean when you ask for information about the ranking of my current/previous department/university?

Where possible, we ask applicants to provide information about the ranking of their current and previous departments/universities, using a reliable and verifiable source (many such ranking agencies are available, e.g. <https://www.topuniversities.com/qs-world-university-rankings>). You are welcome to add contextual information (as is sometimes necessary when the international reputation of a particular discipline in a university exceeds the ranking of the university as a whole). If you cannot find any relevant information, please indicate this on your form.

## I am a Chinese student – do I *have* to apply for a CSC award or can I simply apply for the Dean’s Prize alone?

It is perfectly acceptable for you to apply for the Dean’s Prize without applying for an associated CSC award. Please do note however that the eligibility criteria for the Dean’s Prize mean that you should have some other competitive award providing you with a suitable stipend to cover maintenance.

## Can I apply for the Dean’s Prize and for the Overseas Research Scholarship (ORS) at the same time?

There is formally no barrier to applying for both of these at the same time, however you cannot be awarded both. If you are selected for awards by both the ORS and Dean’s Prize selection panels, you will be offered the Dean’s Prize and not the ORS.

## My referee does not want to provide me with the reference but wants to send it directly to UCL – is this okay?

Yes. Although we prefer all paperwork to be supplied in one go, we recognize that not all referees wish to share the contents of their reference with the applicant. In such cases the referee should email the reference to deans.prize@ucl.ac.uk stating clearly the name of the applicant and the department to which the applicant is applying.

## Do I need to provide copies of my qualifications when applying for the Dean’s Prize?

No - although you will of course be asked for these as part when applying for the PhD position.

## Does the Dean’s Prize cover the full duration of my PhD?

The Dean’s Prize is awarded for the full “normal programme duration” which does not include any period of “Completing Research Status”. The “normal programme duration” is defined for each programme in our records system and is shown in the prospectus as simply the “Duration”. It is almost always 3 years, very occasionally 4 years.

## Is there a template for the letter of support from my prospective supervisor?

No – there is no template for this.

# Departmental Contacts

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| **Department** | **Contact for enquiries** |
| Biochemical Engineering | biochemeng@ucl.ac.uk  |
| Chemical Engineering | chemeng-phdenquiries@ucl.ac.uk  |
| Civil, Environmental and Geomatic Engineering | cege-pgr-admissions@ucl.ac.uk  |
| Computer Science | cs.phdadmissions@ucl.ac.uk  |
| Electronic and Electrical Engineering | phdenquiries@ee.ucl.ac.uk  |
| Mechanical Engineering | MechEng.PhD@ucl.ac.uk |
| Medical Physics and Biomedical Engineering | medphys.pgr@ucl.ac.uk  |
| Security and Crime Science | scs-admissions@ucl.ac.uk  |
| Science, Technology, Engineering and Public Policy | yacob.mulugetta@ucl.ac.uk  |
| UCL School of Management | mgmt-pgr@ucl.ac.uk  |