University of Leeds – China Scholarship Council PhD scheme Guidelines for applicants in the Faculty of Biological Sciences

The UoL-CSC Scholarship will provide fees and stipend for a limited number of students to undertake PhD studies. It is highly competitive and the application process can be confusing. To help you to make the best application you can, we have produced the following guide.

We hope that it will answer your questions and help you to succeed!

**Before you apply:**

Check if you are eligible to apply. Candidates must:

1) have or be expecting the equivalent of a UK first class undergraduate degree (usually a Chinese Bachelor's degree with 80% from a recognised institution)

2) Hold a valid English language certificate at point of application (12th Jan 2018).

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<tr>
<th>IELTS</th>
<th>6.0 overall with no less than 5.5 in any part; test must be no more than 2 years old on the 1st Oct 2018</th>
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<tr>
<td>TOEFL</td>
<td>Total overall score of 87 with a minimum score required in each section - Listening 20, Reading 20, Speaking 22, Writing 21; test must be no more than 2 years old on the 1st Oct 2018</td>
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3) be a citizen and permanent resident of the People’s Republic of China at the time of application and must agree to return to China upon completion of their PhD

4) normally either be studying at a Chinese University, although there are a limited number of scholarship places open to Chinese Postgraduate Researchers currently in their last year of postgraduate study overseas - see www.csc.edu.cn

5) satisfy the selection criteria set out by the CSC by completing the CSC Application Form and CSC Employer Reference Form which can be found at www.csc.edu.cn; please select CSC-Leeds Joint Programme Channel

If you do not meet these criteria your application will be rejected.

**Preparing your application**

It is important that you contact your chosen PhD supervisors in your preferred area of research to discuss your PhD application and to agree on a potential PhD project. It is essential that your proposed PhD research is carried out successfully at Leeds and that it matches up with the research interests, support and facilities provided by your supervisor’s laboratory and surrounding environment.

The following links may be helpful:

- Supervisor keyword search [http://www.fbs.leeds.ac.uk/gradschool/keywords/mnuSubjects.php](http://www.fbs.leeds.ac.uk/gradschool/keywords/mnuSubjects.php)
- Research in FBS [http://www.fbs.leeds.ac.uk/research/](http://www.fbs.leeds.ac.uk/research/)
- Staff pages [http://www.fbs.leeds.ac.uk/staff/](http://www.fbs.leeds.ac.uk/staff/)

To succeed you need the support of a supervisor, so this is a key part of your application. However they do not need to accept you as a student or make you an offer at application stage.
Completing your application

There are two forms to complete
1) The application for a PhD place
   https://studentservices.leeds.ac.uk/pls/banprod/bwskalog_uol.P_DispLoginNon
2) The application for the scholarship
   https://leeds.onlinesurveys.ac.uk/centrally-funded-research-postgraduate-scholarships-2018

Both forms need to be completed by the deadline of 12th Jan 2018

When applying for the PhD place, please select PhD in Biological Sciences. In the funding section please indicate that you are applying for CSC and remember to list your supervisor/s in the research section.

Please upload scans of the following documents with your PhD application:
- Certificates and transcripts including Grading System - Full details of the marks obtained for undergraduate and postgraduate study with a copy of the accompanying Grading Systems used. If you have not yet graduated, please provide details of marks to date. Where transcripts are in a foreign language, an English translation must be provided.
- IELTS/TOEFL Certificate (or alternative proof of language)
- CV

After you complete the first form, you will receive an ID number (also referred to as a Banner ID). This is usually a 9 digit number in the format 20xxxxxxx. This is required for the scholarship form; applications without an ID will be rejected. You do not need to receive a PhD offer before applying for the scholarship.

The scholarships form is one of the key ways we assess your application, so please take care in your responses and do not exceed the word limits. You may wish to consult your proposed supervisor when writing the research proposal.

References

If you already have letters of reference please upload them (we will contact your referees for verification). If you do not have letters of reference, please send the reference form:
http://www.fbs.leeds.ac.uk/admissions/web_media/sites/Postgraduate/docs/referencetemplate.doc

to your referees and ask them to complete and return to us as soon as possible.

If we do not have two references for you by the 2nd Feb 2018 we may not be able to proceed with your application. We are also able to accept references on letterhead paper; however they must not exceed 2 sides of A4. All references must be typed and emailed to fbsgrad@leeds.ac.uk

What happens next?

Scholarships are awarded to the best candidates and there is not a quota per department/faculty.

You will receive an automated email confirming receipt of the scholarships application. Applications are considered by our international admissions tutor, and if you are shortlisted, also by your proposed supervisor. We usually select around 6 applicants for our shortlist. We will inform you if you are shortlisted and you will also receive an offer of an academic place, which you will not be expected to take unless you are also awarded the funding.

The Group on Scholarships, Studentships and Prizes then meets to consider the shortlists from each faculty and select the successful applicants for the Fee award. Applicants can expect to be notified of the outcome of the international Fee award by the middle of March 2018.

The scholarship award list is forwarded to the China Scholarships Council, who then operate their own review process for the Stipend award and issue their own award letters to successful applicants by the end of June 2018.

You must receive both awards to be eligible to start the PhD.

All applicants will be notified of the outcome of their application by the end of June 2018.