



## **Commonwealth Scholarships tenable in the United Kingdom 2022**

### **Guidelines and Declaration for nomination: University of Nairobi**

The Commonwealth Scholarship Commission in the United Kingdom (CSC) is inviting nominations from University of Nairobi for Commonwealth PhD Scholarships tenable from 2022.

Full details of the scholarships are available on our website:  
[cscuk.fcdo.gov.uk/about-us/scholarships](https://cscuk.fcdo.gov.uk/about-us/scholarships)

### **Number and Type of Nominations**

The CSC aims to identify talented individuals who have the potential to make change. We are committed to a policy of equal opportunity and non-discrimination and encourage applications from a diverse range of candidates.

The CSC is committed to supporting outreach activities and providing additional investment for scholarships for people with disabilities and in subject areas related to the rights of people with disabilities. For further information on the support available to candidates with a disability, please see the CSC disability support statement at: [cscuk.fcdo.gov.uk/apply/csc-disability-support-statement](https://cscuk.fcdo.gov.uk/apply/csc-disability-support-statement)

The CSC is keen to ensure an equitable distribution of awards amongst men and women. As such we do ask that you nominate a balance of female and male applicants

You are invited to nominate **2 candidates for PhD study**. We will not be able to consider or acknowledge any nominations beyond the number requested for each programme. Please make it clear to all nominated candidates that their nomination does not in any way guarantee selection or placement.

**Full candidate eligibility requirements are available at:** [cscuk.fcdo.gov.uk/about-us/scholarships](https://cscuk.fcdo.gov.uk/about-us/scholarships)

### **Selection Criteria**

The CSC will make the final selection of candidates. We seek candidates of the highest academic quality who demonstrate a real capacity to make a difference to their home country on completion of their award. The CSC's selection committee will grade applications on the following criteria:

- Academic merit of the candidate
- Quality of the study plan
- Potential impact of the work on the development of the candidate's home country

It is CSC policy to consider personal circumstances in all applications to ensure that, all other things being equal, candidates from disadvantaged or marginalised

backgrounds are selected.

The CSC invites around three times more nominations than scholarships available – therefore, nominated candidates are not guaranteed to be awarded a scholarship. There are no quotas for scholarships for any individual country.

Details of the CSC's selection criteria are enclosed and are available at:

[cscuk.fcdo.gov.uk/about-us/scholarships](http://cscuk.fcdo.gov.uk/about-us/scholarships)

Please draw the selection criteria to the attention of candidates, and take these into account when making your nominations, along with the following:

- All candidates must demonstrate in their application the **direct** and **applied** relevance of their study to development in their home country. **Candidates should make any such links explicit in their applications.**
- Commonwealth Scholarships are aimed at individuals who could not otherwise afford to study in the UK. Every candidate will be required to sign a declaration that they do not have access to sufficient funds to study in the UK and no candidate with the independent means to study in the UK should be nominated to the CSC.
- Candidates will be asked to supply a personal statement within their application which will provide the selection panel with more information about their background and give an additional context to their application. It will be taken into account by the selection panel but will not be graded.

## **Communications and Advertising**

As outlined in the MOU, you are asked to advertise the Scholarships for a minimum period of four weeks to all eligible applicants within the university.

The CSC can also provide support with advertising the scholarship, including logos and templates for social media posts. If you require assistance or if you anticipate any problems with advertising Commonwealth Scholarships that you would like to bring to the CSC's attention please contact [communications@cscuk.org.uk](mailto:communications@cscuk.org.uk)

## **Reviewing applications**

There are different methods to review applications, you can request:

1. candidates provide a copy of their submitted CSC application form to you directly (please note that these forms will not include references); or
2. candidates complete your own application form in addition to the CSC's form; or
3. the CSC can provide you with electronic copies of all submitted application forms including references. To request copies, please tick the relevant box in the declaration form below.

## How to submit nominations

Applications opened on the **Monday 20<sup>th</sup> September**. All nominated candidates must apply to the CSC's online application system by **Monday 1<sup>st</sup> November 4pm GMT**. Any nominated candidate who has not submitted an application by this date and time cannot be considered for a scholarship.

The CSC has a deadline of **Monday 22<sup>nd</sup> November 4pm GMT** for receipt of all required supporting documentation:

- proof of citizenship or refugee status in a Commonwealth country
- all university academic transcripts
- two references
- one supporting statement from a UK institution for PhD candidates

Only supporting documentation submitted directly to the CSC's online application system in the correct format will be accepted and candidates whose applications do not include these documents by this date will not be eligible for further consideration for a Commonwealth Scholarship.

No hard copy documentation will be accepted by the CSC so please do not send any physical copies.

You must confirm the names of your nominated candidate(s) to the CSC on letterhead sent by email to [cscnominations@cscuk.org.uk](mailto:cscnominations@cscuk.org.uk). Your email must reach the CSC by **Wednesday 22<sup>nd</sup> December**. Please include the six-digit electronic application number of each candidate's approved application next to their name.

## Acknowledgement

Please return the enclosed declaration form by **Monday 4<sup>th</sup> October** to [cscnominations@cscuk.org.uk](mailto:cscnominations@cscuk.org.uk) to confirm that you have received this invitation to nominate.

All queries about this process should be sent to [cscnominations@cscuk.org.uk](mailto:cscnominations@cscuk.org.uk)

**COMMONWEALTH SCHOLARSHIP COMMISSION IN THE UNITED KINGDOM**  
**DECLARATION FROM NOMINATING AGENCIES: 2022 AWARDS**

Please complete this document and return it by **Monday 4<sup>th</sup> October**. The completed form serves as an acknowledgement of receipt of our invitation to nominate and as confirmation of your intent or otherwise to nominate candidates for awards tenable in the United Kingdom from 2022.

**Section 1. Contact details for use by applicants**

Please provide full contact details for your agency that will be listed **on the CSC website** (<https://cscuk.fcdo.gov.uk/national-nominating-agencies/>) **for applicants**.

<b>Country</b>	
<i>Name</i>	
<i>Job role</i>	
<i>Address</i>	
<i>Telephone number</i>	
<i>Email address</i>	
<i>Website(s) (where the scholarships will be advertised)</i>	
<i>Social media accounts: e.g. Twitter, Facebook, other</i>	

**Section 2. Contact details for use by the Commonwealth Scholarship Commission** (if different from above)

Please confirm full contact details for **correspondence from staff at the Commonwealth Scholarship Commission in the UK** (if different from above). Please note that these contact details will also be shared with the CSFP Unit (which is based at the ACU and coordinates CSFP scholarships).

<i>Name</i>	
<i>Job role</i>	
<i>Address</i>	

<i>Telephone number</i>	
<i>Email address</i>	
<i>Website</i>	

**Section 3. Applications to your agency**

3.1 The closing date for nominations for 2022 awards is **Wednesday 22<sup>nd</sup> December. Please confirm your own deadline for applications for 2022 awards** (which must be before this closing date). Please note that all applicants must also

submit an application to the CSC's online application form by **Monday 1<sup>st</sup> November**

3.2. May we publish this date on the CSC website?

Yes  No

3.3 a) Do you require the CSC to provide electronic copies of submitted application forms to you?

Yes  No

b) Or will you ask candidates to provide a copy of the CSC application form to you directly?

Yes  No

c) Or will you ask candidates to complete your own application form in addition to the CSC's form?

Yes  No

**Section 4. Local eligibility requirements**

4.1 Does your agency set any additional eligibility criteria for Commonwealth Scholarships in addition to those set by the CSC itself?

Yes

No

4.2 If yes, please list them below, so that the CSC can advise applicants appropriately. We remind you that you must make these criteria clear to applicants in all your materials. The criteria must not discriminate and must be in line with the CSC's own criteria, as outlined in the MOU.

### **Section 5. Confirmation of receipt**

1). I confirm receipt of the invitation letter dated Thursday 23<sup>rd</sup> September inviting my agency to nominate candidates for Commonwealth Scholarships tenable in the UK for study commencing in 2022.

2). I confirm that my organisation has noted the information in the guidelines for nominating relating to transparency, and read and noted the contents of the CSC's anti-fraud (<http://bit.ly/CSCanti-fraud>), complaints (<http://bit.ly/CSCcomplaints>) and safeguarding (<http://bit.ly/CSCsafeguarding>) policies and procedures. I confirm that my agency will advertise and make selections in line with that policy and will make our own anti-fraud policy available to candidates. **If you anticipate a problem in meeting this request, please inform the CSC immediately.**

3). I confirm that my agency **intends / does not intend** (delete as applicable) to advertise for and to nominate candidates for awards tenable in the UK for study commencing in 2022.

*The CSC is committed to protecting personal information and to being transparent about the information we are collecting and what we do with it. To find out more, see our privacy notice: [cscuk.fcdo.gov.uk/privacy-notice/](http://cscuk.fcdo.gov.uk/privacy-notice/)*

**Signed**

**Date**

Name (please print) \_\_\_\_\_

Title/Position \_\_\_\_\_

Agency name \_\_\_\_\_

Please return this form by **Monday 4<sup>th</sup> October** to [cscnominations@cscuk.org.uk](mailto:cscnominations@cscuk.org.uk)