

Guidance on Advertising Successful Awards

*A recruitment checklist will be provided for successful award-holders

1. Advertising

Adverts must be ready to go live 4 weeks from the point of award. All awards must be advertised on both the host institution and the SGSSS websites and remain live for 4 weeks before closing date.

All awards must be made available as 1+3 and +3 studentships and for part-time as well as full-time study.

Advertisements will include a prescribed list of required documentation from applicants to include:

1. Academic transcripts
2. References
3. A completed SGSSS Equal Opportunities (EO) form

2. Student application process for 2019

For 2019, prospective PhD students for the supervisor-led competitions must register on GradHub when applying for advertised studentships. They will then be linked to the host institution's website where they will complete a standardised application form provided by SGSSS.

Supervisors may ask additional questions to supplement the general application form.

3. Interviewing

The makeup of the interviewing panels should adhere to standard HR guidance, and where possible, include male and female staff, and applications should be assessed against agreed criteria. **Deans and pathway representatives should sit on interview panels within their own institution.**

All interview decisions must be recorded and passed to SGSSS.

4. Post-interviews

After interview the first supervisor should send the following documentation to SGSSS:

- A completed checklist
- A confirmation of number of applications received and short-listed
- Summary sheet outlining a record of the decisions for each applicant interviewed
- A completed EO form for each applicant
- The full application including academic transcripts and EO form for the preferred candidate.

5. Determining 1+3 or +3

On receipt of the above paperwork and following a check of core research methods, SGSSS will confirm the award including whether it is to be funded as 1+3 or +3.

SGSSS

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