



Commonwealth Professional Fellowships

2017 terms and conditions

INTRODUCTION

The Commonwealth Scholarship and Fellowship Plan (CSFP) is one of the largest and most prestigious scholarship schemes for international study in the world. Since it was established in 1959, around 34,000 individuals have benefited – 26,000 of them have held awards funded by the UK government, managed by the Commonwealth Scholarship Commission in the United Kingdom (CSC).

This document outlines the terms and conditions of Commonwealth Professional Fellowships offered by the CSC for citizens of developing Commonwealth countries in 2017. These fellowships are funded by the UK Department for International Development (DFID), with the aim of contributing to the UK's international development aims and wider overseas interests, supporting excellence in UK higher education, and sustaining the principles of the Commonwealth.

For information about the other scholarships and fellowships offered by the CSC, visit www.dfid.gov.uk/cscuk. For information about Commonwealth Scholarships offered by other Commonwealth countries, visit www.acu.ac.uk/about-csfp

The CSC's Secretariat is provided by the Association of Commonwealth Universities (ACU), which is responsible for all matters concerning selection, academic studies, and evaluation. The British Council is responsible for supporting award holders in their home countries before and after their awards.

COMMONWEALTH PROFESSIONAL FELLOWSHIPS

For mid-career professionals from developing countries to spend a period of time at a UK host organisation working in their field for a programme of professional development.

Purpose: To provide professionals with the opportunity to enhance knowledge and skills in their given sector, and to have catalytic effects on their workplaces.

Intended beneficiaries: Mid-career professionals (with five years' relevant work experience) working in development-related organisations in developing Commonwealth countries.

ELIGIBILITY

Organisations from any sector can apply either to host one or more Commonwealth Professional Fellows within their own organisation, or to nominate one or more Fellows to be hosted by another organisation with which they have links.

To apply for these fellowships, **organisations** must:

- Be based in the UK
- Have set up a programme of activities for the fellowship
- Have identified a Fellow/Fellows who they wish to nominate, through existing networks or wider advertising
- Be able to demonstrate the capacity to set up and manage the fellowship(s) on a day-to-day basis

To be eligible for these fellowships, **candidates** must:

- Be a citizen of a developing Commonwealth country (see page 6), refugee, or British protected person
- Be permanently resident in a developing Commonwealth country (see page 6)
- Have normally at least five years' relevant work experience in a profession related to the subject of the application, by the proposed start of the fellowship
- Be available to start their fellowship within prescribed dates as stated on the CSC website
- Not have undertaken a Commonwealth Professional Fellowship in the last five years
- Not be seeking to undertake an academic programme of research or study in the UK. Academics are eligible to apply for the scheme, but only to undertake programmes of academic management, not research or courses relevant to their research subject

The CSC promotes equal opportunity, gender equity, and cultural exchange. Applications are encouraged from a diverse range of candidates.

GUIDELINES FOR APPLICATIONS

The CSC is keen to encourage creative and flexible applications from a wide range of sectors – professional, charitable, public, and private. Priority will be given to applications with practical relevance in the following broadly-defined areas:

- Agriculture / fisheries / forestry
- Economic growth
- Education
- Engineering / science / technology
- Environment
- Governance
- Public health

Applications for these fellowships must adhere to the following rules:

- Fellowships should normally be between one and three months in length. Applications for longer periods (up to a maximum of six months) will be considered, but only when a strong case for the additional time has been made. Fellowships should be long enough to enable the serious development of professional skills, so the CSC will not consider applications for fellowships with a duration of less than one month.
- Applications should include a clear programme of professional experience and exchange for mid-career professionals. Visits to, and periods of experience with, relevant UK organisations are particularly encouraged. Attendance at short courses or conferences during the fellowship is acceptable, providing that this can be justified within the selection criteria and that attendance is not the main focus of the fellowship.
- Fellowships should be UK-based for their full duration.
- Organisations can apply to host/nominate up to five Fellows in one year, with no more than five in any round. The CSC will decide on the actual number of Fellows to be supported.
- Applications will not be considered from candidates who are undertaking a course of full-time study at the time of application; seeking assistance towards the cost of commencing or completing a formal academic or professional qualification; or wishing to undertake an academic programme or research of any kind in the UK. Applications presenting an academic research proposal or plan will be considered ineligible.
- Candidates who have previously taken a leave of absence to study or work abroad in a developed country should make an additional case for why they should be considered for a fellowship in the UK and make clear what they have gained from their previous experience.

VALUE

Each fellowship provides:

- Approved return airfare from the Fellow's home country to the UK
- Stipend (living allowance) payable monthly (or pro rata) for the duration of the award at the rate of £1,594 per month, or £1,977 per month for those at organisations in the London metropolitan area (rates quoted at 2016-2017 levels). Exceptionally, depending on the programme arranged, a peripatetic living allowance may be payable. Further details if applicable will be given at the time of offer
- Arrival allowance of up to £895.83 at current rates, including an element for warm clothing and reimbursement of the visa application fee
- Fixed grant for excess baggage for return travel only, dependent on the airport destination. The Fellow will be advised of the amount close to the date of departure
- Flat rate contribution of £800 to the costs of the host/nominating organisation relating to the administration and support of the Fellow, setting up of appropriate meetings, any materials required, and incidental travel for the Fellow during the award
- Reasonable fees **up to a maximum** of £3,000 will be agreed in the context of the length of the programme, but

full justification must be given for the amount being claimed. Such claims can cover:

- Fees for any conferences or short courses attended during the fellowship, provided that these are approved as part of the original application
- Cost of travel for visits to other organisations in the UK, where these form an integral part of the programme
- Other fees, for which the CSC will consider requests on a case-by-case basis

Host/nominating organisations should bear in mind the following restrictions when planning an application:

- Induction/evaluation programmes must be in scale with the programme.
- Modest fees including catering, room hire, and facilitator hire for such programmes may be agreed; however, fees for facilitators for evaluation programmes will not be approved.
- Costs associated with research of any kind (research support grants, bench fees, or costs of consumables) will not be approved.
- Additional accommodation costs may be recovered from the Fellow's stipend.
- Requests for funds for cultural events, mobile phones, laptop hire, professional association memberships, costs associated with visits outside the UK, and contingencies will not be approved.

HOW TO APPLY

Applications must be made using the CSC's Electronic Application System (EAS). Information on how to use the EAS, including detailed guides, is available at <http://bit.ly/cscuk-professional-fellowships>

A representative of the host/nominating organisation must complete the first section of the form. The prospective Fellow(s) must complete the second section of the form. Once this has been done, the host/nominating organisation is then required to nominate the prospective Fellow(s) via the EAS. Candidates who have not been nominated via the EAS will not be considered.

Nominating organisations must provide a statement signed by a representative of the host organisation, indicating its agreement to host the Fellow(s) and the arrangements proposed, and the formation of a detailed programme of activities from the outset.

Two references must be submitted for each Fellow, one of which must be from their current employer. **Any** applications for which references are not received by the application closing date will be considered ineligible.

Closing dates for applications in 2017 will be published at <http://bit.ly/cscuk-professional-fellowships>

The CSC cannot provide a list of organisations that are willing to host Fellows or accept applications for these fellowships directly from individual candidates; such applications will not be acknowledged.

SELECTION CRITERIA

Applications are considered according to the following selection criteria:

- The extent to which the proposed fellowship will ensure the transfer of skills relevant to the needs of a Commonwealth developing country
- The extent to which those skills will lead to practical benefits for the developing country following the fellowship
- The extent to which the fellowship will have a catalytic effect, either within the developing country concerned, or in establishing new relationships with the UK

ROLES AND RESPONSIBILITIES

The CSC and its Secretariat are responsible for selecting candidates and administering the scheme, including:

- Liaising with the host/nominating organisation about the dates and details of the Fellowship and any associated courses

- Issuing a formal Notification of Award to each Fellow outlining the terms and conditions of the award
- Issuing a Certificate of Sponsorship for the Fellow(s)'s Tier 5 (Temporary Worker – Government Authorised Exchange) visa application on behalf of the host organisation (with the ACU as the sponsoring body). The CSC cannot guarantee that Fellows will be able to obtain a visa for themselves or any family members to accompany them to the UK.
- Making all payments to Fellows and to host organisations

Host/nominating organisations will be the CSC's point of contact about all aspects of the fellowship, and are responsible for establishing a suitable programme of activities and the day-to-day supervision of the Fellow(s), including:

- Verifying the identity of the Fellow(s) they nominate (the CSC does not carry out background or qualification checks on applicants)
- Confirming that the Fellow(s) they nominate have the appropriate qualifications and sufficient experience
- Appointing a nominated 'mentor' who will act as a first point of contact for the Fellow(s)
- For nominating organisations, giving clear information to the Fellow(s) about who within the host organisation will be responsible for the Fellow(s) and the programme of activities on a day-to-day basis
- Providing information and assistance to the Fellow(s) to enable them to secure suitable accommodation for the tenure of their fellowship. The CSC does not have a supply of accommodation anywhere in the UK
- Assisting the ACU as the visa sponsor, by monitoring Fellow(s) while they are in the UK and reporting any significant changes in their circumstances. Host/nominating organisations will be sent a document setting out their and the ACU's responsibilities in this regard, which must be signed and returned
- Providing a report evaluating the Fellowship(s) within six weeks of the Fellow(s) returning home. In addition, each Fellow will be expected to produce his/her own report on the Fellowship, commenting on both the appropriateness of the arrangements and the likely impact of the award

GENERAL CONDITIONS

- A Commonwealth Professional Fellowship cannot be held concurrently with any other award.
- The CSC reserves the right to publish the names of provisionally selected candidates and host organisations on the CSC website. By applying for an award, the host organisation and candidate(s) are giving their consent for their details to be published in this way if the application is successful.
- If an organisation's application is successful, the Fellow(s) will be sent a Notification of Award (formal offer of a fellowship).
- When all conditions of the Notification of Award have been met, the CSC will send a formal Confirmation of Award to the Fellow(s).
- Fellows must submit a medical report before the Confirmation of Award can be issued.
- Fellows must sign an undertaking to return to their home country as soon as possible after the end of their award.
- Fellows are expected to start and complete their award on the dates stated in their Notification of Award. The CSC is usually not able to agree any changes to these dates after the Notification of Award has been issued.
- Fellows require a Tier 5 (Temporary Worker – Government Authorised Exchange) visa to come to the UK for their award, and must meet all relevant immigration regulations set by UK Visas and Immigration. These regulations are subject to change at any time. For updated information, check the GOV.UK website at www.gov.uk/visas-immigration
- All UK immigration regulations are set by UK Visas and Immigration and are subject to change. The CSC has no control over these regulations.

- Fellows must reside in the UK throughout their award, and seek approval from the CSC in advance for any overseas travel, which will be granted in exceptional circumstances only.
- Fellows must not undertake paid employment during their award.
- The CSC cannot provide a letter of support for any Fellow to remain in the UK after their award to work.
- An award may be terminated at any time for reasons of unsatisfactory conduct, progress, attendance, ill health, or violation of visa conditions, or if the host organisation decides it is unable to proceed with the fellowship for any reason before or during the award.
- In line with the UK Bribery Act 2010, any applicant convicted of bribery will be banned from reapplying for a Commonwealth Scholarship or Fellowship for a period of up to five years.
- The CSC is committed to administering and managing its scholarships and fellowships in a fair and transparent manner. For more information, see the CSC anti-fraud policy and procedure at <http://bit.ly/cscuk-anti-fraud-policy>
- All terms and conditions of award are subject to UK local law and practices, and are subject to change by the CSC.

For more information, see the Handbook for Commonwealth Scholars and Fellows, available at <http://bit.ly/cscuk-handbook-forms>

ADDITIONAL REQUIREMENTS

Host organisations are responsible for obtaining any Disclosure and Barring Service (DBS) or 'good character' checks that may be required.

ELIGIBLE COUNTRIES

Anguilla	Kiribati	Samoa
Antigua and Barbuda	Lesotho	Seychelles
Bangladesh	Malawi	Sierra Leone
Barbados	Malaysia	Solomon Islands
Belize	Maldives	South Africa
Bermuda	Mauritius	Sri Lanka
Botswana	Montserrat	Swaziland
Cameroon	Mozambique	Tanzania
Cayman Islands	Namibia	Tonga
Dominica	Nauru	Trinidad and Tobago
Falkland Islands	Nigeria	Turks and Caicos
Fiji	Pakistan	Tuvalu
Ghana	Papua New Guinea	Uganda
Gibraltar	Pitcairn Islands	Vanuatu
Grenada	Rwanda	Virgin Islands (British)
Guyana	St Helena	Zambia
India	St Kitts and Nevis	Zimbabwe*
Jamaica	St Lucia	
Kenya	St Vincent and The Grenadines	

* Host organisations should check with the CSC about the eligibility of candidates from Zimbabwe



**Commonwealth Scholarship
Commission in the UK**

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