

Commonwealth Professional Fellowships

United Kingdom
Awards 2010



COMMONWEALTH
SCHOLARSHIPS

INTRODUCTION

Since their inception in 1959, some 25,000 individuals have benefited from the award of Commonwealth Scholarships and Fellowships to pursue educational and training opportunities in other Commonwealth countries. Around two thirds of awards have been tenable in the United Kingdom. The vast majority of award holders have returned to make a significant contribution to their home countries, in many cases at the highest level, making the award scheme one of the largest and most prestigious in the world.

This prospectus describes the Commonwealth Professional Fellowships offered by the Commonwealth Scholarship Commission in the United Kingdom in 2010-2011. Whilst the majority of awards offered by the Commission have been for conventional postgraduate study, its activities also embrace a long-standing programme for university staff from developing countries to spend periods of time in the UK, for the purposes of career updating and skills enhancement. The Commission has sought to extend this principle to other professions, through the creation of the Commonwealth Professional Fellowships programme, under which organisations based in the UK can either apply to host key professionals from developing Commonwealth countries within their own organisation, or nominate candidates to work with other UK-based organisations with which they have links. Awards under the programme were first offered in 2002-03 and further awards will be offered this year under the terms and conditions set out here. The Commission expects to be able to support approximately 60 Fellowships.

ELIGIBILITY

To be eligible for a Commonwealth Professional Fellowship, candidates should:

- be Commonwealth citizens, refugees or British protected persons, and must be permanently resident in a developing Commonwealth country
- have 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 commence their Fellowship later than 13 September 2010 but before 10 January 2011
- not have undertaken a Commonwealth Professional Fellowship in the last five years
- not be a full-time academic
- not be seeking to undertake an academic programme of research or teaching in the UK

The Commission wishes to promote equal opportunity, gender equity and cultural exchange. Applications are welcome from the many different races and origins that comprise the Commonwealth's rich variety of cultures, traditions and institutions.

HOW CAN I APPLY?

Applications for Commonwealth Professional Fellowships are encouraged from a wide range of professional, charitable, public and private sector organisations based in the UK. The organisation making the application need not necessarily be the body that will host the Fellow(s) whilst in the UK but must be UK-based as this organisation will be the Commission's point of contact concerning all aspects of the Fellowship(s). Where a different organisation is performing the role of host, however, the nominating organisation is responsible for securing a signed statement from the host organisation, indicating its agreement to the arrangements proposed and the formation of a detailed programme of activities from the outset, to include with the application.

An online application form is available at www.cscuk.org.uk/apply/professional_fellowships.asp

Any queries about Commonwealth Professional Fellowships can be sent by email to professional.fellowships@cscuk.org.uk

Nominations are required to be submitted online to the Commission no later than 30 April 2010. The Commission regrets that it is not possible to accept applications directly from individual candidates and that these cannot be acknowledged.

THE APPLICATION AND SELECTION PROCESS

The Professional Fellowships Programme seeks to enhance the skills of mid-career practitioners in developing countries. Priority will be given to visits that will have practical application in the areas of **agriculture/fisheries/forestry, education, engineering/science/technology, environment, governance and public health**. It is emphasised, however, that each of the themes can be broadly defined.

Within these priority areas, applications will be judged on the following 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

The Commission is keen to encourage applications for (one or more) awards from a broad range of organisations. As a result, creativity and flexibility is encouraged, providing that applications can clearly be justified within the development criteria described above, and the basic rules set out below:

- Fellowships should normally be of three months' duration, although applications for longer periods (up to a maximum of six months) will be considered in exceptional circumstances but only when a strong case has been made. If no justification is given, then the application will be deemed ineligible and will not be referred to the

Selection Committee. The duration of the Fellowship should, however, be long enough to allow for serious development of professional skills. The Commission is happy to consider applications for less than three months but will not be able to consider applications for awards of less than one month.

- Proposals should demonstrate a clear programme of professional experience and exchange for mid-career professionals. Attendance at short courses or conferences during the Fellowship period is acceptable, providing that this can be justified in terms of the criteria outlined above and that the attendance is not the main focus of the award. Visits to, and periods of experience with, relevant UK organisations are particularly encouraged as part of Fellowship programmes. Commonwealth Professional Fellowships are tenable in the UK and it is expected that the Fellowship will be UK-based for its full duration.
- The maximum number of Fellows that can be nominated by an organisation is four;** the Commission will decide upon the actual number of fellows chosen.
- Applications will not be considered on behalf of those who are undertaking a course of full-time study at the time of application, those who have recently completed a course of full-time study qualifying them for their profession, or those seeking assistance towards the cost of commencing or completing a formal academic or professional qualification. Programmes should not be designed as a mechanism to develop academic research for its own sake, nor to prepare for further study. In view of the fact that the Commission operates a separate Fellowship programme for academic staff, awards are not open to those employed as full-time academic staff or those wishing to undertake an academic programme or research of any kind in the UK. Applications presenting an academic research proposal or plan will be deemed to be ineligible for consideration for an award.
- Please note that those candidates who have received leave of absence to study or work abroad in the developed world previously should make an additional case for why they should be considered for a Fellowship for further time in a developed country and should make clear what they have gained from their previous experience.

VALUE OF AWARDS

Each fellowship provides:

- a return economy airfare from the Fellow's home country to the United Kingdom
- a monthly (or pro rata) living allowance for the duration of the Fellowship (currently £1,325 per month regionally, £1,643 per month for those based in the London Metropolitan area). Exceptionally, depending on the programme arranged, a peripatetic living allowance may be payable. Further details if applicable will be detailed at the time of offer
- an arrival allowance of up to £744 at current rates which includes an element for warm clothing. An arrival allowance of up to £464 at current rates for Fellows from Gibraltar
- a fixed amount for excess baggage for return travel only dependent on the airport destination. The British Council will advise the Fellow of the amount close to the date of departure

- a flat rate contribution of £500 to the costs of the host organisation(s), in respect of the administration and support of the Fellow, setting up of appropriate meetings and any materials required
- a flat rate allowance of £200 towards reasonable travel for study purposes within the United Kingdom. Please note that this grant will not be approved for travel to and from the place of study at the beginning and end of an award, for which separate payment is made
- fees for any conferences or short courses attended during the period of the Fellowship, providing that these have been approved at the time when the application was considered by the Commission. Reasonable fees will be agreed in the context of the length of the programme up to a maximum of £3,000, but full justification should be given for the amount being claimed. Fees should also be included in the application to cover the cost of travel for visits to other organisations in the UK where these form an integral part of the programme (there is a study travel grant of £200 available for incidental travel during the award)
- other fees, for which the Commission will consider requests from the nominating organisation on a case-by-case basis. However, when planning an application, nominating/host organisations should bear in mind the following restrictions:
 - 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.
 - Additional accommodation costs will be recovered from the Fellow's stipend.
 - Requests for funds for cultural events, mobile phones, laptop computer hire, professional association membership and contingencies will not be approved.

GENERAL CONDITIONS OF AWARD

- Successful candidates will be given a formal Notification of Award, the offer of a Fellowship. The Commission expects decisions to be available to successful applicants by no later than 30 June 2010.
- The Commission will require a medical report before an award can be confirmed.
- Formal confirmation of an award will be issued when all conditions of the Notification of Award have been met.
- Fellows will be expected to take up the award from the date stated by the Commission in its formal offer of a Fellowship.
- Fellows will be required to sign an undertaking to return to their home country as soon as their award comes to an end.
- Fellows will be expected to reside in the United Kingdom throughout their award, and to seek prior approval for any proposed visits abroad.
- Fellows may not undertake paid employment during their award.
- A Commonwealth Professional Fellowship cannot be held concurrently with any other award.
- The Commission reserves the right to publish the names of candidates provisionally selected for awards on the CSC website. By applying for an award, the candidate gives consent for such publication in the event that his/her application is successful.

RESPONSIBILITIES

- The Commission and its secretariat are responsible for the selection of candidates and the administration of the award programme. This includes communication with the nominating/host organisation regarding the dates and details of the programme and any associated courses, and the issue of a formal Notification of Award to each Fellow laying out the terms and conditions of the award. The Commission also works with the British Council, which will be responsible for all arrival arrangements, the payment of stipend and allowances, and the social welfare of individual Fellows during the course of their awards.
- The Commission expects nominating/host organisations to be responsible for the establishment of a suitable programme of activities and the day-to-day supervision of Fellows, including the appointment of a nominated 'mentor' who will act as a first point of contact for the Fellowship holder. In particular, in cases where the host organisation differs from the nominating organisation, the Commission expects the nominating organisation to give clear information to the Fellow concerning who will be responsible within the host organisation for the Fellow and the programme of activities on a day-to-day basis.
- The Commission does not have a supply of accommodation anywhere in the UK and nominating/host organisations will need to provide information and assistance to Fellows to enable them to secure suitable accommodation for the tenure of the Fellowship.
- Please note that UK immigration regulations were changed in 2008. UK immigration entry requirements for Professional Fellows are now under the 'Points Based System, Tier 5' and the application for clearance under this scheme will be made by the Commission on behalf of the Fellow (with the British Council as the sponsoring body). Please be aware that the Commission cannot guarantee that Fellows will be able to obtain a visa for any family members to come to the UK with them, as decisions on this are the responsibility of the UK Border Agency over whom we have no influence.
- Due to the short tenure of the Fellowships, it is usually not possible for Fellows to open UK bank accounts. The Commission therefore requests that payments of stipend to Fellows are made through the nominating/host organisation.
- The nominating/host organisation will be expected to provide a report evaluating the Fellowship within six weeks of the Fellowship holder returning home. In addition, the Fellowship holder will be expected to produce her/his own report on the Fellowship period, commenting both on the appropriateness of the arrangements and the likely impact of the award.

ADDITIONAL REQUIREMENTS

Applicants in the field of **public health** should be aware that programmes including clinical activities are likely to require the applicant to gain GMC (or equivalent professional) registration. The Commission can sponsor applicants for such registration, but this is a time-consuming process and it is therefore important for the nominating organisation to establish, at the earliest opportunity (i.e. before completing the application form), whether registration will be required. Information on GMC registration can be found online at www.gmc-uk.org/doctors/before_you_apply/index.asp. If you require more specific information about this registration, please email professional.fellowships@cscuk.org.uk with your query (please include 'FAO Medical Awards Administrator' in the subject line of your email).

OTHER PROGRAMMES

Separate programmes and prospectuses exist for the Commonwealth Academic Staff Fellowships, Commonwealth Scholarships, and for scholarships offered by distance learning and on a shared funding basis. Please visit the CSC website at www.cscuk.org.uk for details of these programmes. For information on Commonwealth Scholarships offered by other Commonwealth countries, please visit the Commonwealth Scholarship and Fellowship Plan (CSFP) website at www.csfp-online.org

LIST OF ELIGIBLE COMMONWEALTH COUNTRIES

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

* Awards offered to build the capacity of civil society organisations