



# **Commonwealth Professional Fellowships**

**2018 terms and conditions**

## INTRODUCTION

The Commonwealth Scholarship and Fellowship Plan (CSFP) is one of the largest and most prestigious international scholarship schemes in the world. Since it was established in 1959, 35,000 individuals have held a Commonwealth Scholarship or Fellowship – 27,000 of them were funded by the UK government, through the Commonwealth Scholarship Commission in the United Kingdom (CSC).

The CSC awards over 800 scholarships and fellowships for postgraduate study and professional development to Commonwealth citizens each year. The CSC's Secretariat is provided by the Association of Commonwealth Universities, based in London; overseas services are provided by the British Council.

For information about the other scholarships and fellowships offered by the CSC, visit [www.dfid.gov.uk/cscuk](http://www.dfid.gov.uk/cscuk). For information about Commonwealth Scholarships offered by other Commonwealth countries, visit [www.acu.ac.uk/commonwealth-scholarships](http://www.acu.ac.uk/commonwealth-scholarships)

## COMMONWEALTH PROFESSIONAL FELLOWSHIPS

For mid-career professionals from low and middle income 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 low and middle income Commonwealth countries.

Commonwealth Professional Fellowships are offered under one of the CSC's six themes:

1. Science and technology for development
2. Strengthening health systems and capacity
3. Promoting global prosperity
4. Strengthening global peace, security and governance
5. Strengthening resilience and response to crises
6. Access, inclusion and opportunity

## ELIGIBILITY

Organisations from any sector can apply to host two or more Commonwealth Professional Fellows within their own organisation.

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

- Be based in the UK
- Have set up a programme of activities for the fellowship between 6 weeks and 3 months
- Be able to demonstrate the capacity to set up and manage the fellowships on a day-to-day basis

To be eligible for these fellowships, **prospective Fellows** must:

- Be a citizen of or have been granted refugee status by an eligible Commonwealth country, or be a British Protected Person (see page 6)
- Be permanently resident in an eligible Commonwealth country (see page 5)
- 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 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. For further information on the support available to candidates with a disability, see the CSC disability support statement at <http://cscuk.dfid.gov.uk/apply/csc-disability-support-statement>

## **GUIDELINES FOR APPLICATIONS**

- Fellowships must be between a minimum of six weeks and a maximum of three months in length. 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 six weeks.
- Applications from Hosts 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 a minimum of two fellows in any application round and up to a maximum of five Fellows in one year. 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 high income 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 £1,656 per month, or £2,055 per month for those at organisations in the London metropolitan area (rates quoted at 2018-2019 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 £931.10 at current rates, including an element for warm clothing and reimbursement of the visa application fee
- Flat rate contribution of £800 to the costs of the host 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 (to be paid to the Host organization on receipt of an invoice)
- Fees of £2,000 will be agreed for awards under 2 months and up to a max of £3000 for awards of three months (to be paid to the Host organization on receipt of an invoice)

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 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, is available at <http://bit.ly/cscuk-professional-fellowships>

In order to be eligible to apply for a Professional Fellowship, Host organisations must first provide the CSC with a statement signed by a representative of the organisation, indicating agreement to host the Fellows as well as giving details of the status of the organization and a link to their latest statement of financial accounts.

Stage 1: Prospective Hosts must first submit an application to CSC on an EAS form

Stage 2: Prospective Fellows will then be invited to apply to CSC on a separate EAS form.

Stage 3: Hosts will submit the names of the Fellows they wish to nominate to the Commission (not within the EAS).

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 from Hosts and from Fellows and for nominations in 2018 will be published at <http://bit.ly/cscuk-professional-fellowships>**

## 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 the Fellow's home country
- The extent to which those skills will lead to practical benefits for the home country following the fellowship
- The extent to which the fellowship will have a catalytic effect, either within the home 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 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 Fellows' 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 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 Fellows, including:

- Verifying the identity of the Fellows they nominate (the CSC does not carry out background or qualification checks on applicants)
- Confirming that the Fellows they nominate have the appropriate qualifications and sufficient experience
- Appointing a nominated 'mentor' who will act as a first point of contact for the Fellows

- Giving clear information to the Fellows about who within the host organisation will be responsible for them and the programme of activities on a day-to-day basis
- Providing information and assistance to the Fellows 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 Fellows while they are in the UK and reporting any significant changes in their circumstances. Host 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 Fellowships within six weeks of the Fellows 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.
- In order for the CSC to administer your application effectively and efficiently after you have submitted, it will be necessary to create a record in your name. If you are nominated for an award to the CSC, your details will be kept on file. Basic anonymised demographic data for all applicants will be kept for analytical research. Should you wish to change your details, you can do so by following the My Details link from the portal. All personal data held on you will be processed according to the principles of the United Kingdom Data Protection Act 1998.
- If an organisation's application is successful, the Fellow 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 Fellows.
- 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](http://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, 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 <https://www.gov.uk/government/publications/csc-in-the-uk-anti-fraud-policy-and-procedure> and the DFID guidance on reporting fraud at <https://www.gov.uk/government/organisations/department-for-international-development/about#reporting-fraud>
- 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

Antigua and Barbuda	Kiribati	Samoa
Bangladesh	Lesotho	Sierra Leone
Belize	Malawi	Solomon Islands
Botswana	Malaysia	South Africa
Cameroon	Mauritius	Sri Lanka
Dominica	Montserrat	Tanzania
Eswatini	Mozambique	Tonga
Fiji	Namibia	Tuvalu
The Gambia	Nauru	Uganda
Ghana	Nigeria	Vanuatu
Grenada	Pakistan	Zambia
Guyana	Papua New Guinea	
India	Pitcairn Islands	
Jamaica	Rwanda	
Kenya	St Helena	
	St Lucia	
	St Vincent and The Grenadines	



**Commonwealth Scholarship  
Commission in the UK**

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