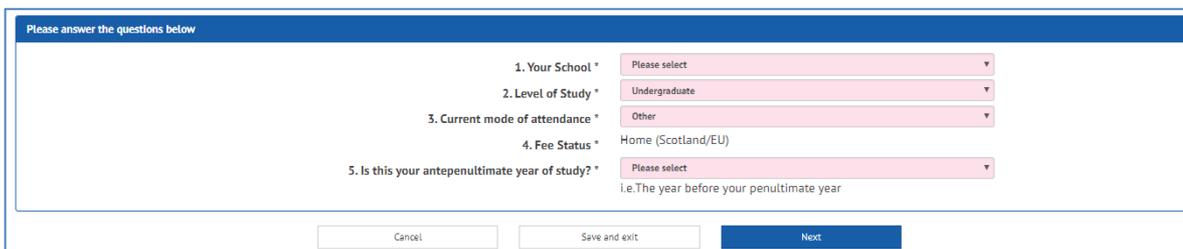


Laidlaw Scholarship Applications - Guidance notes

I. Student Information



Please answer the questions below

1. Your School * Please select

2. Level of Study * Undergraduate

3. Current mode of attendance * Other

4. Fee Status * Home (Scotland/EU)

5. Is this your antepenultimate year of study? * Please select
i.e. The year before your penultimate year

Cancel Save and exit Next

Question 1

- Please confirm your School. If you are studying a joint degree, you can select either of your Schools.

Question 2

- The Laidlaw scholarship is only open to undergraduate students.

Question 3

- Please clarify your mode of attendance.

Question 4

- This section self populates so no action is required.

Question 5

- Applicants must be in their antepenultimate year of study (in the 3rd year prior to graduation) to enable them to participate in the two summer research projects.
- All applicants (study abroad included) must have a final year in St Andrews after completing their second period of research.
- If applicants answer no to this question they will be unable to proceed with their application.
- Further clarification of eligibility can be found at <https://www.st-andrews.ac.uk/students/involve/laidlaw/allaboutlaidlaw/> or [email laidlaw@st-andrews.ac.uk](mailto:laidlaw@st-andrews.ac.uk)

II. Course Information

Please answer the questions below

1. Title of your research project *

Please select a title from the list offered on the Laidlaw web page or create your own

2. Provide a description if you have chosen a self-defined project *

Enter N/A if you have chosen a pre-defined project.

3. Is your project *

Must be 5 full weeks in duration

4. What is the anticipated start date of your first summer research project? *

The recommended project start date is 3 June

5. Who is your research project Supervisor? *

6. What is your Supervisor's full email address? *

7. What institution is your Supervisor based at? *

8. What is the School of your Supervisor? *

9. Will you be able to attend all the compulsory elements of the programme? *

A full list of the events can be found on the Laidlaw web page

10. Academic reason for non-attendance of compulsory event/s listed *

If you have answered NO to the above question please provide a reason, if YES enter N/A

11. The expectation is that you will reside in St Andrews or within a commutable distance during your summer projects in St Andrews. Will you live here during your summer project? *

12. If you will not be in St Andrews or within a commutable distance, what is the reason? *

Enter N/A if you will be in St Andrews or commutable distance

Question 1

- Please state the title of your project.
- You can choose one of the pre-defined project (a list of pre-defined project can be found on the [Laidlaw website](#)), or a project of your choice.
- Applicants can only submit one application.
- If choosing your own research project, it must be separate from any work submitted for credit and have the support of a supervisor.

Question 2

- If you are choosing your own project please provide a brief description of the research you will undertake.

Question 3

- Choose the type of project that you will be applying for.

Question 4

- The start date of your project is important, if your proposed start date means the project will be less than 5 weeks your application will be rejected.
- We strongly suggest that you don't begin your project before the start date on the website, but in exceptional circumstances you can begin earlier if your supervisor can support this. Starting earlier might present problems in terms of

applying for summer accommodation or becoming out of synch with the summer leadership programme.

- You need to supply an anticipated start in your application but if your application is successful there is scope to alter the start date of your project (in agreement with your supervisor). The deadline for submission of your confirmed research project start date is 31 April. You must also confirm by this date whether or not your research will be taking place in St Andrews or outside of St Andrews.
- The 5 week research project must be completed as a continuous block, it cannot be split.
- You must work a full five day week for each £500 payment.

Question 5

- Please ensure you have agreed your project with your Supervisor prior to submitting this application.
- Supervisors can only supervise one scholar in each cohort at a time, although a scholar can have more than one Supervisor.
- It is the responsibility of the applicant to ensure they have a statement of support from their Supervisor to upload with their application.
- If the applicant has two Supervisors a single statement of support from both is acceptable. We would request applicants identify a primary and secondary Supervisor.
- Ideally Supervisors need to be in St Andrews for the duration of the research project. However, if your supervisor has to go away for a portion of the research period, we require applicants to have access to and keep in regular contact with their Supervisor for the duration of the 5 week project. This includes via face to face meetings, email or skype. Your supervisor should also provide an alternative academic member of staff who will be in St Andrews when they are away.

Questions 6, 7 and 8

- Please provide your Supervisors email, the institution they are based at and their School.

Question 9

- The Leadership programme is a mandatory part of the Laidlaw scholarship and scholars are required to make themselves available to attend all compulsory elements of the programme, unless they have a valid academic reason. A full list of key dates can be found on the [Laidlaw website](#).

Question 10

- If applicants are unable to attend any of the mandatory elements of the programme they are requested to provide a reason. Examples of valid reasons are study abroad or other academic commitments, such as industrial placements.



Question 11

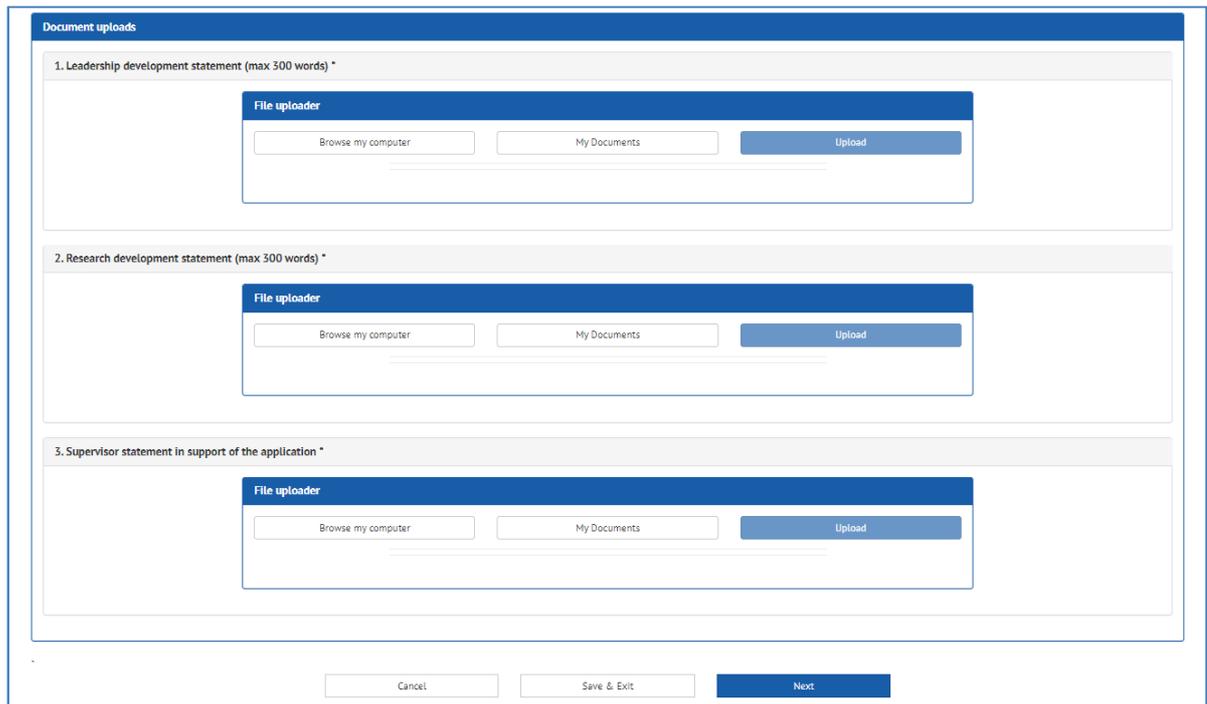
- The expectation is that if a Scholar's project is based in St Andrews, the Scholar will be resident in St Andrews or within a commutable distance during their summer research project as part of the community of Laidlaw scholars. The University defines "commutable distance from St Andrews" as a distance from St Andrews which permits students to attend the University during core working hours on a daily basis if required to do so.
- If a Scholar's project is based at another university they will be based at that university during their summer project. For example, if a scholar is spending one or both summer research periods of their project abroad.
- Absences from St Andrews are permitted for research requirements or otherwise exceptional circumstances.

Question 12

- If applicants have circumstances which mean that they will not be resident in St Andrews during the summer research project they should be set out in box 12. Examples of valid reasons include that the applicant's research requires them to be elsewhere, or other exceptional circumstances such as caring responsibilities. If you would be absent from St Andrews, please indicate how many weeks out of the 5 will be spent away from St Andrews.

III. Document Uploads

Please ensure you keep to the word limits. Applications which exceed the limits may not be considered by the judging panel. All three documents must be uploaded before you can submit your application.



The screenshot displays a web interface titled "Document uploads" with three distinct sections for document submission. Each section is headed by a document type and a word limit: "1. Leadership development statement (max 300 words) *", "2. Research development statement (max 300 words) *", and "3. Supervisor statement in support of the application *". Below each heading is a "File uploader" box containing three buttons: "Browse my computer", "My Documents", and "Upload". At the bottom of the interface, there are three buttons: "Cancel", "Save & Exit", and "Next".

Document 1 – How you would like to develop as a leader

There is no mandatory information required in the statement. Applicants can include their achievements to date, but the emphasis of the statement should focus on self-development.

300 words maximum

Save document as '1.' and then your surname. E.g. 1. Smith

Document 2 – Set out how you intend to develop academically and personally through research

Although there is no mandatory information required in the statement, applicants are advised to focus on their proposed project, especially if it is self-generated. Applicants should focus equally on how they will develop academically and personally through research.

300 words maximum

Save document as '2.' and then your surname. E.g. 2. Smith

Document 3 – Provide a supporting statement from your research supervisor

The supporting statement from your supervisor should include the following:

- confirmation they have discussed the project with the applicant
- confirmation they believe the research project is feasible within the given timeframes for self-defined projects only
- confirmation they believe the applicant is academically capable of undertaking the project

Save document as '3.' and then your surname. E.g. 3. Smith

IV. Submitting your application

Once you have completed all three sections they will turn green and permit you to submit your application.

Completing your application form

- Complete the application form by clicking on each section, answer the questions as fully as possible and check the information is correct.
- You can complete the sections in any order.
- You can leave and return to your application at any point, you will find your application in the "View my funding applications" section of your funding home page.
- You will be able to submit your application when all the sections say 'complete' (coloured green) and the deadline date has not past.
- Your responses will be held against your student record, please note any changes made to your student record may affect your eligibility to the funding you have applied for.

○ Student Information ✔ Complete	○ Document Uploads ✔ Complete	○ Course Information ✔ Complete
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Eligibility

Please confirm you agree to the **terms and conditions** of this award

Submit

Exit

Prior to submitting please read and accept the terms and conditions of this award.
Enquiries to laidlaw@st-andrews.ac.uk