Laidlaw Scholarship Applications - Guidance notes

I. Student Information

**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**
- Preference will be given to applicants in their antepenultimate year of study (in the 3rd year prior to graduation) to enable them to participate in the two summer projects.
- All applicants (study abroad included) must have a final year in St Andrews after completing their second summer project.
- If applicants answer no to this question they will be unable to proceed with their application.
- Further clarification of eligibility can be found on the website at [https://laidlaw.wp.st-andrews.ac.uk/applications/](https://laidlaw.wp.st-andrews.ac.uk/applications/) or by e-mailing laidlaw@st-andrews.ac.uk

**Questions 6, 7, 8 & 9**
- See guidance under Leadership/Research Statements further down on page 5
## Question 1
- Please state the title of your project.
- You can choose one of the pre-defined projects (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 6 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 sync with the summer leadership programme.
➢ You need to supply an anticipated start date 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 30 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 summer projects 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 6 week project. This includes via face to face meetings, email or Teams. 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. In this case all Scholars are expected to do catch-up work equivalent to what they have missed - the exact nature of which will be decided in conjunction with the Leadership Developer / Programme Manager.

**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, their project is in another Laidlaw institution, or other exceptional circumstances such as caring responsibilities. If you would be absent from St Andrews, please indicate how many weeks out of the 6 will be spent away from St Andrews.
III. Leadership/Research Statements

Please ensure you keep to the word limits. Applications which exceed the limits may not be considered by the judging panel.

Question 6
*Leadership Development Statement – How you would like to develop as a leader*
Applicants should include their motivation for applying, achievements to date, any leadership experience they have had, and career ambition. The emphasis of the statement should also focus on leadership development i.e. how the project options in the second summer will support your ambitions.

*300 words maximum*

Question 7
*Research Development Statement – Set out how you intend to develop your research and its potential impact*
Applicants are advised to focus on why the research subject is important, the successful outcomes of the research and the overall impact of the research. Information on your proposed research plan should also be included. Applicants should also highlight any interdisciplinary or international aspects of the project, and whether there is scope for the research project to be applied in the second summer.

*300 words maximum*

Question 8
➢ Please ensure you keep to the word limit. Applicants should explain how they would carry out their research project if they were to be placed under strict lockdown conditions due to Covid-19, restricting any face to face meetings and with no access to labs/other resources.

Question 9
➢ Please choose from one of the options and if you select ‘other’, please give details in Q10.
IV. Document upload

Document 1 – Provide a supporting statement from your research supervisor (see template on website)
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 ‘1.’ and then your surname. E.g. 1. Smith

V. Submitting your application

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

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