

Medical Research Scotland PhD Studentship Student Recruitment Procedure

Recruitment of students to a Medical Research Scotland must be done in accordance with the procedure described below. Any alteration to the recruitment procedure must be requested in advance of the recruitment commencing.

A representative of Medical Research Scotland is not routinely required to be involved in the selection and interview of candidates, but can be at the request of the Administering Institution, the External Partner Organisation or Medical Research Scotland. Medical Research Scotland expects a student appointed to the PhD Studentship to have been awarded a minimum of an upper second class undergraduate degree in a relevant subject.

- 1) Following acceptance of a PhD Studentship Award via the online Application Management System (AMS), the principal supervisor will be emailed a template form into which details for advertising the Studentship on FindaPhD.com should be entered.
- 2) The completed form should be emailed to alex.graham@medicalresearchscotland.org. Medical Research Scotland will arrange for the Studentship to be listed on FindaPhD.com and will pay for the listing.
- 3) A copy of the External Partner Organisation logo should also be sent to alex.graham@medicalresearchscotland.org which will appear on the Medical Research Scotland website, with details of the Studentship.
- 4) The Administering Institution and/or External Partner Organisation can arrange for additional advertising of the Studentship, if wished. Please ensure that Medical Research Scotland is appropriately acknowledged as funding the Studentship.
- 5) Please ensure that applicants are notified that their application may be shared with Medical Research Scotland and the External Partner Organisation.
- 6) After the closing date for applications for the Studentship and **before the date of interview** of the shortlisted candidates, Medical Research Scotland must be provided with the following details, which should be sent to alex.graham@medicalresearchscotland.org:
 - i) The number of applications received;
 - ii) The number of shortlisted candidates to be interviewed;
 - iii) The date on which interviews are to take place; and

- iv) The (a) name and (b) position of each Interview Panel Member; and their (c) role on the Interview Panel. Please see 7) below.

7) **Interviews must be conducted in accordance with good recruitment practice.** As a minimum, the Interview Panel must comprise:

- i) At least one of the supervisors from the Administering Institution;
- ii) A representative from the External Partner Organisation; and
- iii) An independent Panel Member from the Administering Institution with appropriate expertise in graduate student recruitment.

8) When the interviews are conducted, please could you ensure that the applicants are made aware of the MRS PhD Students' Researcher Development Event. Under normal circumstances, this is held once a year when all the MRS PhD students get together. It's an opportunity for them to meet each other, present their work, hear talks from external speakers, network and socialise and attendance is a compulsory part of the PhD Studentship programme. Information about past events (formerly called the Commercial Training Event) can be found at <https://medicalresearchscotland.org.uk/events/>.

9) After the successful candidate has accepted the offer of the PhD Studentship, Medical Research Scotland must be informed of the student's name and their university student email address, via the "Student Details" link on the dashboard for your award on the AMS (please login at <https://apply.medicalresearchscotland.org.uk>). Entering the student details on the AMS will be understood to indicate the student has formally accepted the offer. If there is a justified reason for the Studentship to start on a different date to the default start date, a request should be submitted via the AMS. The Principal or Second Supervisor from the Administering Institution can enter/edit the student details in the AMS.

We are aware that the student may not be allocated their university student email address until the start of the Studentship. Please enter the details that are available as soon as possible, leaving the email section blank and add the student's university student email address when it is available. **Do not enter the student's personal or other email addresses.**

Any queries relating to the Student recruitment process should be sent to alex.graham@medicalresearchscotland.org.

We wish you every success in recruiting a suitable high calibre student to the Studentship.