GUIDE FOR PHD APPLICANTS

School of Government and Society (SGS)

Constituent Departments:
Political Science and International Studies (POLSIS)
International Development Department (IDD)
Institute for Local Government Studies (INLOGOV)

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KEY CONTACTS

AT THE SCHOOL OF GOVERNMENT AND SOCIETY

Dr Christopher Finlay, SGS Director of Postgraduate Research
- Email: C.J.Finlay@bham.ac.uk
- Contact for information relating to scholarship and Doctoral Training

Tricia Thomas, Doctoral Research Administrator, School of Government and Society
- Email: p.a.carr@bham.ac.uk
- Contact for general information relating to a PhD application in SGS

DEPARTMENT LEADS AND ADMISSIONS CONTACTS

Inquiries relating to doctoral study, supervision, and admissions should be directed to the following department contacts:

POLSIS

Dr Daniele Albertazzi, POLSIS Director of Postgraduate Research
- Email: d.albertazzi@bham.ac.uk

Professor Peter Burnham, POLSIS Director of Doctoral Admissions
- Email: p.burnham@bham.ac.uk

IDD

Dr Nicolas Lemay-Hébert, IDD Director of Postgraduate Research & Admissions Contact:
- Email: n.lemayhebert@bham.ac.uk

INLOGOV

Dr Stephen Jeffares, INLOGOV Director of Postgraduate Research & Admissions Contact:
- Email: s.r.jeffares@bham.ac.uk

University of Birmingham Postgraduate Admissions Office
- Phone: +44 (0)121 414 5488
- Email: pgadmissions@contacts.bham.ac.uk
- Contact for technical information relating to the PhD application process, including: admission requirements; documentation requirements; fees; language requirements.
## TIMETABLE AND DEADLINES FOR APPLICANTS

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Applications open to start in September/October of the following academic year</td>
</tr>
<tr>
<td>January</td>
<td>Applications for ESRC scholarships close. You must hold an offer of a PhD place at the university to be eligible. If you wish to apply for ESRC funding, contact the Departmental PGR Director (and cc the School PGR Director) as soon as possible. Advance consultation when preparing your application is key to success. Links to further info on scholarships <a href="#">here</a>.</td>
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<tr>
<td>May</td>
<td>To be considered for School or University scholarships, you must hold an offer by May 1 at the latest. For more details see <a href="#">here</a>.</td>
</tr>
<tr>
<td>July</td>
<td>All applicants intending to start in September should have their applications in by July 1 at the latest.</td>
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<tr>
<td>August</td>
<td>Successful applicants will receive additional information relating to PhD orientation and doctoral research training</td>
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<tr>
<td>September</td>
<td>New doctoral researchers will start their studies at the beginning of the new academic year</td>
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**Please note:**

- This timeline is **indicative** only, and **deadlines are subject to change**
- PhD applications should not be rushed. Successful applications require time and effort to put together
- It is important to establish whether the department you are looking at in SGS is the right fit for your research plans and qualifications and to make initial contact with a prospective supervisor
- For a full list of departments with links to staff and research interests in SGS, please follow the link available [here](#)
THE STAGES OF A PHD APPLICATION IN SGS

1. DEVELOP YOUR RESEARCH PROPOSAL

2. MAKE CONTACT WITH A POTENTIAL SUPERVISOR

3. FINALIZE THE MATERIAL FOR YOUR APPLICATION

4. COMPLETE YOUR ONLINE APPLICATION (WITH SUPPORTING DOCUMENTS, SEE CHECKLIST)

For more detailed advice on preparing a PhD research proposal, see:
- Patrick Dunleavy, Authoring a PhD: How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation (Palgrave, 2003).
INFORMATION ON SCHOLARSHIPS

The University of Birmingham offers a range of scholarship options available each year (see below) for doctoral researchers who meet the eligibility criteria and can demonstrate an excellent academic track record. These include scholarships from the Economic and Social Research Council (ESRC) as well as University and School of Government & Society scholarships.

For details of funding for this year, see here.

Scholarships are highly competitive, with limited funding available. It is essential that all applications for scholarships are carefully prepared, and include all necessary documentation. Incomplete applications cannot be considered for scholarship funding.

The deadlines for scholarship applications are given above. If you wish to be considered for scholarships, and especially if you wish to be considered for ESRC funding, please contact the relevant departmental lead (see p. 2) and cc. Dr Christopher Finlay (c.j.finlay@bham.ac.uk) as soon as possible, and well in advance of the January deadline.
PHD RESEARCH PROPOSAL INGREDIENTS

- A project title and abstract / summary (300-400 words)
- A brief introduction to / background on the topic and its significant within the relevant field
- Central research question (with sub-questions where appropriate)
- A concise literature review of the key existing debates in the field relating to this topic, with appropriate references to key academic sources
- The proposed theoretical framework for the project (including discussion of potential alternative approaches where appropriate)
- The proposed research methodology (with clear justifications for why a particular methodology is appropriate for this research, and what methodological limitations, if any, you may encounter)
- A succinct discussion of the potential original contribution of the project to existing scholarship in the field
- A proposed timeline and detailed chapter outline for the project
- A list of references

Please note:
- For the purposes of your application, a PhD Research Proposal should be no more than 2500 words in length (not including bibliography)
APPLICATION CHECKLIST

 ✓ Personal e-mail address (in addition to a university e-mail address)

 ✓ Contact with a potential supervisor in POLSIS, IDD, or INLOGOV

 ✓ A completed online application (please follow this link to a hub from which you can select the appropriate programme and then find the right application link)

 ✓ 2–3 page CV, with previous educational achievements and grades

 ✓ 2500-word PhD Research Proposal (see guidelines on page 5)

 ✓ For applicants to the Distance Learning programmes only: complete 'checklist' in consultation with your supervisor (please contact p.a.carr@bham.ac.uk for details)

 ✓ Academic references and copies of academic transcripts / degrees

 ✓ Successfully completed English Language Test (if applicable)
CRITERIA FOR A SUCCESSFUL PHD APPLICATION

- Educational background and academic achievements

- The strength and quality of your proposed research project

- The capacity of the department to supervise a particular topic (i.e. is there a supervisor available with the right expertise?)

- The support of your prospective supervisor for your application

- Fluency in English

- Evidence of your ability to fully finance your studies (for self-funding students)