**Applications now open!**

*Apply*

Applications for Chevening Scholarships and some Chevening Fellowships are now open. Find out more about why you should apply now.

# Who can apply for a Chevening Scholarship?

Chevening enables outstanding emerging leaders from all over the world to pursue one-year master's degrees in the UK.

There is no such thing as a 'typical' Chevening Scholar, but those who are successful tend to have ambition, leadership qualities, and a strong academic background.

We encourage you to apply if you meet our eligibility criteria and other requirements. Your gender, age (there is no upper age limit), sexual orientation, religion, marriage or parenthood status, caste, class, or other attributes do not matter to us. What matters is your ability to submit a strong application that demonstrates you are capable of excelling on an intense master's course in the UK, and that you have a clear vision for your future – and maybe even that of your sector or your country.

# Eligibility

Ineligible applications will be rejected, so it is important that you check that you meet our eligibility criteria before you start your application.

## To be eligible for a Chevening Scholarship you must:

- Be a citizen of a Chevening-eligible country or territory.
- Return to your country of citizenship for a minimum of two years after your award has ended.
- Have completed all components of an undergraduate degree that will enable you to gain entry onto a postgraduate programme at a UK university by the time you submit your application. This is typically equivalent to an upper second-class 2:1 honours degree in the UK but may be different depending on your course and university choice.
- Have at least two years (equivalent to 2,800 hours) of work experience.
- Apply to three different eligible UK university courses and have received an unconditional offer from one of these choices by 14 July 2022.

## You are not eligible for a Chevening Scholarship if you:

- Hold British or dual British citizenship (unless you are a citizen of a British Overseas Territory or hold BN(O) and are applying from Hong Kong).
- Hold refugee status in a non-Chevening eligible country. Applicants who are citizens of a Chevening-eligible country and who hold refugee status in a Chevening-eligible country are eligible for a scholarship.
- Are an employee, a former employee, or relative* of an employee (since July 2017) of Her Majesty's Government (including British embassies/high commissions; the Department for Business, Energy & Industrial Strategy; Department for International Trade; the Ministry of Defence; and the Home Office), or a staff member of the Association of Commonwealth Universities.
- Employees, former employees, or relatives* of an employee (since July 2017) of Chevening Partner organisations are eligible to apply, but cannot receive a Chevening Partner Award from the organisation from which they work, previously worked, or are affiliated with through relatives.
- Have previously studied in the UK with funding from a UK Government-funded scholarship.

Once submitted, applications undergo an electronic sift against our eligibility criteria. *Any applications deemed ineligible will be removed from the selection process.*

# Common errors

**Don't fall for the same errors that past applicants have made.**

Below are examples of the most common errors that Chevening applicants have made in their application form. As a result of these errors, applications are deemed ineligible and applicants are not taken through to the next stage of the competition.

If your application has been deemed ineligible, please refer to the below to understand what error you may have made. If you're yet to submit an application, read this to avoid making the same mistakes others have.

## Pre-screen

Applicants must correctly answer all parts of the eligibility pre-screen in order to access the application form. An incorrect answer to one of these questions would result in the applicant failing the pre-screen stage of the application.

## Application form

Applicants must correctly complete all parts of the application form to be considered eligible. Only eligible applications will be processed. Below are the sections of the application form where applicants have made the most common errors.

## Personal Details

Applicants who indicate they have dual citizenship from the United Kingdom cannot be considered for an award.

## UK university

Applicants who enter duplicate courses at the same universities cannot be considered for a scholarship. Applicants must select three different <u>courses</u>.

## Courses

You will need to select three different master's courses. *These can be three different courses at the same institution or three similar courses at up to three different universities.*

stay calm   stay safe   stay connected

Global Offices : Australia  India  Nepal  Philippines  Singapore  Malaysia  Thailand  Indonesia  Greece

## Eligible courses

In order to be eligible, the courses you choose must be *full-time*, and:

- Start in the autumn term (usually September/October)
- Taught master's (i.e. not research-focused MRes programmes)
- Lead to a master's degree qualification
- Based in the UK

Courses cannot be:

- Part-time
- Distance learning
- Less than nine months in duration
- More than 12 months in duration
- PhD or DPhil
- Taught with more than one month of study outside the UK

Use our course finder to browse eligible master's degrees at every university across the UK.

Course finder: https://www.chevening.org/scholarships/find-a-course/

## Please note:

**MBA fee cap:** There is a fee cap applied to MBA programmes that requires you to cover any additional cost over £18,000.

## Work experience

You must ensure that you meet the minimum work-experience requirement for the scholarship before submitting your Chevening application. *Chevening Scholarships require that applicants have at least two years of work experience.*

*If you do not already have the required level of work experience, you will be unable to submit your application.*

## How to calculate your work experience

Your entries will be calculated automatically by multiplying the number of weeks worked by the number of hours worked per week. For this calculation, a working week comprises 35-60 hours and a working year comprises 40-50

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weeks. ==*Anything that exceeds the upper limit for full-time employment will be deemed ineligible.*==

The minimum number of hours an applicant must have before applying for a Chevening Scholarship is as follows:

- Chevening Scholarships – two years' work experience = 2,800 hours

==*Those who cannot demonstrate that they have worked the minimum number of hours cannot be considered for a scholarship.*==

## Eligible types of work experience

The types of work experience that are eligible for Chevening can *include*:

- Full-time employment
- Part-time employment
- Voluntary work
- Paid or unpaid internships

==*Work experience can be completed before, during, or after graduating from your undergraduate studies, however, any mandatory employment that counted towards your undergraduate or postgraduate course would not be eligible.*==

## Some common errors applicants made are:

- Not meeting the minimum number of hours worked prior to submitting their application.
- Not entering the correct total number of weeks worked for each year of employment.
- Entering an unrealistic number of hours or weeks worked (e.g. 2,000 hours rather than 20 hours per week).
- Entering the same work experience entry more than once.

## Declaration

This section of the application form requires the applicant to correctly answer a number of statements to be considered eligible. ==*If an applicant is not able to confirm that these statements apply to them, they will be deemed ineligible.*==

Applicants are asked to think carefully and select one of the two options available against each statement (e.g. 'Yes' or 'No').

This is an example of a statement that the applicant will be asked to answer: 'I confirm that I am not employed (and have not been employed since 1 July 2017) in a permanent or temporary role in the following organisations; Her Majesty's Government, or the Association of Commonwealth Universities. If an applicant answers 'No' then this indicates the applicant is employed by one of these institutions and therefore cannot be considered for an award.

## Application questions word count

Applicants must meet the minimum word count in the essay questions. If the minimum word count is not met, your application will be deemed ineligible.

## Plagiarism

All applications are run through plagiarism software, which compares the content of the application against online sources. *If an applicant commits plagiarism, they will be disqualified*. Applicants are allowed to insert quotations but must acknowledge the source as they would in an academic essay.

## Use of English language

Applicants must complete the application form in English. *If the application form is not completed in English, it will be deemed ineligible.*

# Online application system

All Chevening applications must be submitted through our online application system (OAS). This system will be used throughout the application and selection process, and you may be asked to log back in at various points during the process to receive updates on your application status, or to submit documents.

We have collated tips and advice for you when using the online application system:

1) Where possible, use the Google Chrome web browser, as this is recommended for the best experience. We recommend using a laptop or PC, rather than a mobile or tablet.

2) When completing your application form, work in a full-sized window. This will make the application form easier to read in its intended format.

3) Don't use your browser's 'back' and 'forward' buttons. This will take you out of the system and you will lose all unsaved work. Navigate through the pages of the application form by using the menus on the form.

4) Remember your username and password. This saves time when you want to log back into the online application system.

5) Enter information accurately, especially your contact details. Please ensure that you enter a valid email address. If this changes after you have submitted, please ensure you update it in your application otherwise you may miss important updates about your application. If you provide a second email address, please ensure that it is valid and different from your first.

7) The application form may take some time to complete, so consider preparing your answers offline and then pasting them into the online form later – although do remember to delete the question to avoid duplication! This is particularly relevant if you're using a public computer, in an internet café for example.

8) Application questions have word counts. In the application form, there is a set of questions you are required to answer. The minimum word count is 100 words per answer and a maximum of 500 words per answer, so please ensure you meet these requirements. Answers that are less than 100 words will not be considered.

9) Save as you go! There is no automatic save function on the system and each session will close after 60 minutes, even if you are still actively editing the form. Any unsaved entries will be lost, so you are strongly encouraged to save regularly to avoid losing your work.

10) You do not have to complete the form in one session. Use the 'Logout' button (top right corner of the page) and keep a note of your username and password so that you can come back and finish off your application later. You will also be able to access your application via a link you will receive in an email.

11) Do not plagiarise. If content from other sources is used to answer the application questions, it will be considered as plagiarised and your application will not be passed on to the reading committee, the independent body that undertakes the first review of all eligible applications received. You should, therefore, check your answers thoroughly, ensuring they are original and not copied from other sources.

12) Applications must be submitted in English. Any application not submitted in English is ineligible.

13) Check the size and format of the files you intend to upload and ensure they meet the requirement. The online system will only accept JPG/PNG/PDF documents of no larger than 5MB. Please ensure that the length of file names do not exceed 50 characters.

14) Only submit your application once you're completely satisfied with it. When you are satisfied with your application, click the 'Submit' button. Please note that once you have done this, you cannot modify your application except for the contact details section, and to upload documentation. We do anticipate a high volume of applications, so please give yourself enough time to submit the strongest application possible.

15) Remember, you can only submit one application and we will only accept your first application. In order to withdraw from the process, you will be asked to provide a reason for doing so before the withdrawal is final. *If you choose to withdraw your application you will not be able to start another application until applications open again in 2022*.

Go to Application System:
https://chevening.smartsimpleuk.com/s_Login.jsp

# Where did I go wrong? Reading Committee feedback for applicants

As Chevening Scholarship results are announced, you may find that you have not received the news you were hoping for, and in this case will no doubt wonder where you might have gone wrong in your application – after all, you'll want to review your application ahead of reapplying with even stronger essays when applications reopen soon!

Chevening uses independent Reading Committees to assess all eligible applications, and this year, they assessed over 53,000 eligible Chevening Scholarship applications for 2020/2021 intake. Based on their collective feedback, we have highlighted some of the most common reasons applications were not scored as highly as they could have been, and what applicants can do to improve their essays for the future.

## Leadership and influence

*Chevening is looking for individuals who will be future leaders or influencers in their home countries. Explain how you meet this requirement, using clear examples of your own leadership and influencing skills to support your answer.*

## Strengths:

- The best scoring applicants demonstrated clear examples of leadership and influencing with concrete results.

## Weaknesses:

- Very few applicants were able to combine successful leadership qualities with evidence.
- Some applicants focussed on leadership examples from their early academic experiences, even their school experiences, rather than examples from their recent or current professional experience which may have provided more relevant examples of leadership ability.
- A significant number seemed to have assumed that occupying a particular position or role was in itself sufficient to demonstrate leadership skills. Thus, detailed instancing of how influence was successfully gained and deployed, and the beneficial outcomes of this, was fairly rare.

- The most common error is students continuing to define leadership rather than provide examples of their traits and linking them to the degree/post-study work plans.

## General recommendations:

- Taking more of a STAR (situation, task, action, result) approach may have helped to refine these responses.
- Applicants should focus less on the collective "we" and "team" in this answer and place greater emphasis on their individual contribution, to achieve a higher score.
- Examples required more focus in terms of exactly *how* they led and, more notably, what were the results of their leadership and how did that have a long-term impact on their professional development.

# Networking

*Chevening is looking for individuals with strong professional relationship-building skills, who will engage with the Chevening community and influence and lead others in their chosen profession. Please explain how you build and maintain relationships in a professional capacity, using clear examples of how you currently do this, and outline how you hope to use these skills in the future.*

## Strengths:

- Strong applicants in this section used specific examples of their own networks, describing unique and diverse ways of maintaining networks, and discussed how they facilitate networking.

## Weaknesses:

- Many applicants scored 'good' as they could clearly evidence networking skills, and even the start of building networks within the current Chevening community, but few expanded on this.
- Merely joining a social media network is relatively straightforward and quick to organise, and probably not the strongest example of relationship building skills; few applications demonstrated in specific detail how and why creating and joining these networks had proved beneficial.
- Many of the applicants found it difficult to connect their notions of networking with clear examples of using them at work. Answers were often generic with relationships and collaboration with direct and indirect colleagues discussed, but not expanded upon to clearly show how these relationships would help the individual in the future.

# Studying in the UK

*Outline why you have selected your chosen three university courses, and explain how this relates to your previous academic or professional experience and your plans for the future. Please do not duplicate the information you have entered on the work experience and education section of this form*

## Strengths:

- The strongest answers had a clear focus on study outcomes with evidence of research at institution and course level.
- The applicants who answered this question best did so by having distinct paragraphs discussing their courses.

## Weaknesses:

- Applicants frequently did not specify their chosen universities or demonstrate an awareness of key details from within their fields.
- Applicants who had applied for three very diverse course subjects did not inspire confidence in their research into courses and were frequently unable to give clear and coherent reasons for these choices.
- While many showed a cursory or better than cursory knowledge of their chosen course and university, often the detail given on this read like a cut-and-paste from university promotional material rather than real engagement with subject or course detail.

# Career Plan

*Chevening is looking for individuals who have a clear post-study career plan. Please outline your immediate plans upon returning home and your longer term career goals. You may wish to consider how these relate to what the UK government is doing in your country.*

## Strengths:

- The strongest responses tended to be based on an outline of specific, concrete goals, which usually therefore seemed more convincing and achievable.

## Weaknesses:

- Applicants often listed future aims in relation to their careers, and some explored realistic next steps in depth. Yet most did not give a strong rationale, which made a potential clear career path unconvincing.

- Many applicants illustrated a desire to do a PhD in the post study section. This is ambitious and realistic, but wasn't always a convincing career goal on its own. That is to say, it needed to be backed up with reasons why they wanted to pursue research work and how it plays a part in their longer-term ambitions.
- Career plans were too often poorly developed and it was not possible to discern how a Chevening Scholarship would be of benefit.

## Useful links:

Application Timeline: https://www.chevening.org/scholarships/application-timeline/

Course Finder: https://www.chevening.org/scholarships/find-a-course/

Online Application System (OAS): https://chevening.smartsimpleuk.com/s_Login.jsp

References Guidance: https://www.chevening.org/scholarships/guidance/references/

Interview Guidance:
https://www.chevening.org/scholarships/guidance/interviews/