Candidate Nomination Form

# Guidance

As the project’s academic supervisor, you should complete and submit this Form to confirm your nomination of the candidate you support. If your project is collaborative with a non-academic (CASE) partner, you should ask them to also sign the form to show their support of the nominated candidate. You should also discuss how they will engage with the nominating process -- EastBio encourages CASE supervisors’ involvement during the pre-nomination selection process at your local institution. Please ensure that you have read the Statement on Supervisor Expectations on the second page.

This form comprises part of the documents assessed by the shortlisting panel. Nominated candidates without a completed and signed Candidate Nomination form will be disadvantaged at the shortlisting stage.

# Form

*Please answer the following questions and sign the form, below. Please provide short answers, unless a recommended word-length is given.*

1. Have you completed the Unconscious Bias training at your local institution and/or any other EDI-focused training? Please provide details, such as date(s) and duration, as necessary, and include any plans for training you are planning on receiving in the short term.
2. Have you attended the EastBio Recruitment Briefing Session for prospective supervisors run at your local institution? Please provide date(s). If you are unsure about plans, email enquiries@eastscotbiodtp.ac.uk.
3. Have you been involved in the EastBio recruitment process in the past, either by submitting a project or helping with recruitment?
4. Did you know the candidate previously to their EastBio application and, if so, in what capacity?
5. If you answered no to Q4, please confirm that you have met with your nominated candidate and discussed your project with them, their suitability for the project and the EastBio programme, and, more generally, their preparedness for doing a PhD.
6. What kind of support have you already provided to your candidate? Examples may include discussion of the project, advice on their application, advice on the candidate personal statement, help with further selection stages, mock interview, etc.
7. Please explain why you support the candidate’s application by focusing on: (a) academic merit; (b) academic potential; (c) fit to the PhD project; (d) awareness of the EastBio programme (max 500 words please).
8. Consider listing below any circumstances personal to your nominee, such as an unconventional route to a PhD, a career break, hardship, additional caring responsibilities or other factors that may have accounted, for example, for lower grades, reduced or delayed outcomes. Confirm whether you have their consent in disclosing such information if you would like this information to be considered by the shortlisting panel under our EDI policy (max 300 words please).
9. Is there anything else of significance that you would like to mention here regarding your nominated candidate if not covered in the questions above?

|  |  |
| --- | --- |
| Academic Supervisor’s Name & Signature |  |
| Non-academic Supervisor’s Name & Signature (if applicable) |  |
| Nominated Candidate’s Name |  |
| Date |  |

# Supervisor Expectations

In line with our DLA proposal to UKRI BBSRC, our stated vision for research excellence and commitment to support prospective and current students in terms of researcher and personal development, EastBio has developed a charter/handbook for prospective and current supervisors that aims to help develop a benchmark for good supervisory practice (see linked file below).

[EastBio Supervisor Handbook](https://biology.ed.ac.uk/sites/default/files/2025-01/EastBio%202024-25%20Supervisor%20Handbook.pdf) (2025)

Additional resources:

* [A forward look for UK Bioscience](https://www.ukri.org/publications/bbsrc-forward-look/bbsrc-forward-look-the-power-of-bioscience/)
* [The Concordat to Support Research Integrity](https://www.universitiesuk.ac.uk/sites/default/files/field/downloads/2021-08/Updated%20FINAL-the-concordat-to-support-research-integrity.pdf)
* [UKRI's Good Research Resource Hub](https://www.ukri.org/manage-your-award/good-research-resource-hub/)
* [Statement of Expectations for Doctoral Training](https://www.ukri.org/wp-content/uploads/2024/01/UKRI-300124-StatementExpectationsDoctoralTrainingJanuary2024.pdf)
* [BBSRC's Statement of Safeguarding Good Scientific Practice](https://www.ukri.org/publications/safeguarding-good-scientific-practice/Oerall)

## Commitment to our Training Programme

EastBio has agreed with UKRI BBSRC and all partner institutions a programme of training for all students, which includes regular attendance at training days and in person events in all years of the programme (with a particular focus on years 1 and 2) - a total of ~18 days of training across the PhD duration. Our students also take annual leave to spend a maximum of 3 months full-time on a Professional Internship in year 2 or 3, on a project unrelated to their PhD project. Students on a Collaborative (CASE) project with a non-academic partner are expected to spend between 3 and 18 months on the CASE partner’s premises as part of their research project; we ask you to help us ensure the completion and positive rewards of your student placement. We make our expectations from non-academic partners clear from early on by asking you to coordinate relevant information about engagement, inputs and plans with them as described in your CASE project proposal.

Supervisors play a very important role in our programme, helping to guide students and providing them with steering, feedback and support. We require your commitment to support your student’s dynamic engagement with the EastBio training events and activities. We streamline our communication by sharing clear guidance about our recruitment and training expectations, running in-person induction and symposia events, networking sessions for supervisors and offering professional development opportunities (together with our new partner Scottish Policy & Research Exchange), our monthly newsletters and via the annual programme survey. Our Management Group has an open-door policy and welcomes your views - you may contact any of our governing bodies, including the four EastBio committees (on recruitment, training, industry engagement and EDI).

We encourage supervisors to attend Induction days, take part in and help plan thematic group meetings in year 1 and attend our annual summer Symposia (early June with a focus on research or impacts). We provide opportunities for you to engage with the EastBio programme and share feedback either in person or via surveys and meetings with the Management Group.

[Training overview](https://biology.ed.ac.uk/eastbio/training/training-overview)

[Student Handbook](https://biology.ed.ac.uk/eastbio/eastbio-handbook)

[EastBio Supervisor Handbook](https://biology.ed.ac.uk/sites/default/files/2025-01/EastBio%202024-25%20Supervisor%20Handbook.pdf)

[Placements](https://biology.ed.ac.uk/eastbio/training/placements)

[You said, we did](https://biology.ed.ac.uk/eastbio/you-said-we-did)

[CASE students](https://biology.ed.ac.uk/eastbio/training/placements/eastbio-case-studentships)

[Programme contacts](https://biology.ed.ac.uk/eastbio/contact-us/programme-contacts)

[EastBio committees](https://biology.ed.ac.uk/eastbio/contact-us/eastbio-dtp-committees)

## Commitment to Equality, Diversity & Inclusion

EastBio has developed a dynamic equality, diversity & inclusion plan that the EDI Committee (with academic and student membership) reviews annually after consultation with our stakeholders – the Advisory Group, EDI experts in partner institutions and other BBSRC partnerships. The plan details our commitment to delivering Equality, Diversity and Inclusion across our programme, from recruitment to training to monitoring outcomes and reviewing support measures.

***EDI measures at Recruitment***

*EastBio operates a guaranteed interview scheme for home-fees BAME students.*

*We will also continue considering information on certain protected characteristics – i.e. disability, age, socioeconomic backgrounds - for candidates of equal merit at two points in the recruitment: (a) when shortlisting nominating candidates and (b) at interview/offer stage. Please note that we operate the selection of overseas students strictly according to the UKRI 30% cap across our partner institutions and advise on intense competition for available places, c. 9 studentships per intake across the entire partnership.*

*We have also begun in 2024 collecting supervisor diversity data to assess the diversity and inclusion of our recruitment for supervisors. We are committed to analyse anonymised data and consider implement evidence-based mitigation measures to improve fairness of allocation for under-represented partner labs.*

[EDI at EastBio](https://biology.ed.ac.uk/eastbio/contact-us/eastbio-dtp-committees)

Email EastBio for any questions on the information provided here.