



The Daphne Jackson Trust

GUIDE FOR ENQUIRERS

Daphne Jackson Fellowships are designed to:

- Improve employability by updating skills.
- Help graduates and post-graduates who have had careers in science, technology, engineering or mathematics (STEM) return to similar employment after a break.
- A 'break' of at least 2 years is required but this may include part-time work aimed at trying to keep up to date.
- Candidates who take their career break directly after completing a PhD will be eligible to apply for a Fellowship.
- Be carried out flexibly, usually over two years, and involve updating skills.
- Be held within a university research laboratory or in a suitable research division in an industrial establishment in the United Kingdom.

Eligibility Criteria for Daphne Jackson Fellowships

The Trust will take into account the following criteria to assess eligibility:

- A career break of at least two years' duration
- First degree in science, technology, engineering or mathematics (STEM)
- A proven background in research prior to career break and / or PhD qualification
- UK residency status / leave of indefinite right to remain in the UK
- Good command of English (spoken and written)
- Computer skills
- Personal evaluation

The Trust will make a personal evaluation of each applicant drawing on the following criteria:

- The personal background and experience of the applicant
- The potential benefit of an award to their future career
- The likelihood of attracting successful sponsorship in comparison to other applicants

The Trust has the exclusive right to decide if it will accept and process an application for a Fellowship on the basis of these criteria. The Trust's decision is final.

The Trust reserves the right to cease an application which is in process if it determines that the likelihood of success is too low to warrant the expenditure of further time and resource.

Daphne Jackson Fellowships are designed to improve employability through updating of knowledge and experience in previous areas of expertise or expanding to a related area where employment opportunities are better. Daphne Jackson Fellowships assist science, technology, engineering or mathematics (STEM) professionals return to careers in STEM.

The application process takes commitment and is good preparation for a Daphne Jackson Fellowship and a future career. All applicants receive guidance and support from the Trust throughout the process. A Fellowship Coordinator, who has been a Daphne Jackson Fellow, is appointed to advise each applicant. The reason for applying for a Daphne Jackson Fellowship is to return to a career in science, technology, engineering and mathematics (STEM). With this in mind all applicants should investigate current job vacancies and employment opportunities, which would be open to them following completion of a Fellowship. Depending on the length of career break, some applicants may require more updating of their skills than others. A number of applicants withdraw during the process in order to accept employment opportunities. Applicants and Fellows are encouraged to accept suitable positions if offered during the application process or Fellowship.



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University Fellowships

Applicants for University-based Fellowships will be expected to find a suitable host institution, department and supervisor, and secure their co-operation. Applicants must take the initiative in identifying and planning a suitable Fellowship programme with advice from their supervisor. The programme should include a substantial research or development project with associated training. If an applicant is unable to find a suitable host institution or supervisor the Trust will offer assistance.

Industrial Fellowships

Applicants for Industrial Fellowships are expected to inform the Trust of their areas of expertise and preferences for a placement in industry. The Trust works with potential host companies to identify suitable supervisors and projects, which match the experience of the applicants. Applicants should NOT contact a proposed industrial host before receiving advice from the Daphne Jackson Trust office. Once a suitable host company and supervisor have been identified, they will work with the applicant to finalise the project and training programme.

Both University-based Fellowships and Industry-based Fellowships should include approximately 100 hours per year of training in relevant skills (including Information Technology) suitable to the needs of the individual Fellow. This instruction usually includes advanced lectures or short courses together with appropriate seminars, research meetings, conferences, etc. The remaining time is spent on a specific project under the guidance of a supervisor.

The Fellowship Application Process

A curriculum vitae and accompanying information is needed by the Trust so that a decision can be made as to whether an applicant is eligible to apply for a Daphne Jackson Fellowship. Once eligibility has been confirmed, the applicant will be invited to submit a Fellowship application.

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Curriculum Vitae to include

- Dates and details of professional career, indicating full-time and part-time positions
- Full degree details. Copies of all qualifications should accompany application
- List of **ALL** publications and achievements
- All recent activities and the skills gained (e.g. setting-up a local playgroup, private tutoring work, voluntary work, etc)
- A personal statement, giving details of career break and the reason. **Please clearly state details of your career break.**

References

Contact details of no less than two personal referees. It is courteous to check with referees before giving their names and addresses

- At least one referee should have known the applicant in a professional capacity (even if this was some time ago)
- At least one should be an academic referee
- Proposed supervisor who should not be a personal referee

To apply you should send:

Current Curriculum Vitae and accompanying information to:
**The Daphne Jackson Trust,
Department of Physics,
University of Surrey,
Guildford,
Surrey, GU2 7XH.**

Or email it to: djmft@surrey.ac.uk

If you have any questions, please call the Trust office on 01483 689166.