

# PhD studentships



## Overall purpose

To provide the opportunity to pursue a PhD registered at a UK university and hosted at an appropriate organisation in an area of addiction science which, in the opinion of the Trustees (or officers with devolved authority), furthers the aims of the SSA.

The SSA aims to provide up to two full-time studentships per year.

## Scope

No restrictions are placed on the precise topic of proposed PhD study, except that it must address areas which support the aims of the SSA.

## Eligibility of applicants

- The applicant must be a member or associate of the SSA.
- Applicants must, for the duration of their supported studies, be UK residents.
- The institution providing the study must be a UK university.
- Employees of the alcohol, tobacco and gambling industries are not eligible for the scheme.
- The PhD candidate must apply personally, declaring the intended institution and supervisor, and providing a letter of acceptance from the university.
- Applicants being considered for such SSA PhD studentships will be expected already to have achieved a first or upper second-class degree in a relevant subject.
- The SSA encourages applications from people with lived experience and from a diverse range of backgrounds.
- Co-sponsorship by other bodies will be considered.
- Students who are already receiving part-funding, and require only fees, stipend or costs are not excluded, and any such request will be considered on its merits.
- The scheme's primary purpose is to support those about to begin a PhD in addiction science. There is no pre-emptive bar on applications submitted part-way through courses, noting that funding will not be awarded for any period already completed at the time of making our funding decision.
- Applications from students studying part-time will be considered.
- Both the PhD candidate and the supervisor must undertake to report annually to the trustees on the progress and the outcome of the PhD study.
- In the event that the focus of study changes, and no longer has a clear addictions basis, the SSA will cease funding.
- The successful candidate must declare the SSA's support clearly, and agree to present their work, by invitation, at the Annual Conference.
- Requests for 'one-off' funding, such as for an aspect of a research project, cannot be considered under the scheme.
- At present this funding is not available for Clinical Doctorates or PhDs by publication.
- Procedure for applications: applications to the PhD studentship scheme will be accepted using the online form, by the closing deadline, below. A standard format is provided for the application.

## **The application must include the following:**

- a description of the overall objective and purpose of the proposed PhD
- an explanation of how it accords with the work and objectives of the SSA
- an outline of the expected PhD study plan
- a timetable for the PhD
- a description of the product or output of the PhD
- a letter of confirmation of suitability to apply for the bursary, from the academic supervisor at the university
- a copy of the letter of confirmation of a PhD place from the university
- details of the academic supervisor at the university
- details of two academic referees

## **Timeline for PhD applications**

The PhD application closing date is in mid-March. Please check the website for the exact date as this may vary from year to year.

Shortlisted candidates will be selected for an interview and informed in early May.

Interviews will be in late May / early June.

## **Process for considering applications**

The decision whether or not to accept the application for further assessment will be taken by the PhD panel, comprising two designated members of the Board of Trustees.

## **Limits of duration of funding**

It is anticipated that PhD Studentship funding will be provided for a maximum of three years and six months.

Requests for extension to four years will be considered by the panel in exceptional circumstances on each case's own merits.

## **Contractual arrangements**

Financial support under an SSA PhD studentship is provided subject to a contract between the SSA and the host institution. Therefore, any offer or agreement by the SSA to provide funding is subject to contract. Once funding for a PhD studentship has been discussed and agreed, the SSA will provide the host institution with a contract for the funding in the SSA's standard form. The terms of this contract will only be amended under exceptional circumstances and the SSA may withdraw any offer or agreement of funding if the contract terms are not agreed by all parties within a reasonable period.

## **Funding provided**

We constantly review our funding, taking into consideration changes to the cost of living. For the academic year 2023–24, the SSA will fund up to two PhD Studentships as follows:

- a stipend of £17,668 (outside London) / £19,668 (inside London)
- support for the cost of tuition (indicative annual UK university fees / maximum annual contribution toward fees for international students of £4,596)

In addition to the contractually funded amounts described above, the SSA will provide up to £3,000 over the course of the PhD for research costs in a separate non-contractual arrangement between the SSA and the Student. Any expenditure from this extra budget must be applied for separately on each occasion with itemised costings and explanations of how and why each instance is necessary and relevant to the aims of the Studentship (see claim form below). In the first instance this extra budget is to help cover project costs, but in exceptional circumstances the Studentship panel may agree to it being used to enable attendance at relevant conferences or other networking activities related to a Studentship project. In such cases, the Student must: seek prior approval; as a minimum be presenting a poster at the event, although ideally be more involved (e.g. by giving an oral presentation or organising a workshop); and produce a report suitable for publishing on the Society's website.

This amount is only reimbursed on receipt of invoices and with prior approval that it qualifies as acceptable expenditure.

Students are required to maintain a record of all expenditure using the provided excel spreadsheet.

### [Claim form](#)

### [Expense spreadsheet](#)

The institution providing the tuition will put in place governance and supervision structures and agree to review and report on the recipient's progress regularly throughout their studies. Funding will only be provided when the PhD panel is happy with the structures and processes the institution will provide.

The host institution will invoice the SSA annually for course fees and quarterly for the stipend element and will administer the stipend payment to the student monthly in arrears. Funding will only be provided directly to the institution, and the institution will be required to invoice the SSA for the relevant amount.