

GSR Student Placements: Application Guidance

Please read the following application guidance notes carefully before completing your application. These notes will help you determine your eligibility and guide you through the application process. Some applicants are rejected because they do not complete the process – don’t let that be you. By applying you are agreeing to the eligibility requirements in the guidance notes.

Eligibility Requirements

To be eligible, applicants must:

* **Be in the penultimate year of your undergraduate degree – i.e. you must have one more year to complete post placement**
* be a UK national, Commonwealth citizen, a Swiss national, or a member of the European Economic Area (EEA) and have a right to work in the UK;
* be on course for a 2:1 or 1st class outcome, as indicated by exam results of your 1st year.
* Be studying a degree which includes around a third of modules in social research methods, including Quantitative methods (research design, data collection [questionnaire design, sampling, weighting], data analysis [statistical analysis, interpretation]) as well as three out of the following five areas:
	1. Qualitative methods, including research design, data collection (i.e. interviewing, focus groups, ethnographic), data analysis (e.g. thematic analysis)
	2. Study design, hypothesis formation, testing and evaluation
	3. Systematic/literature review
	4. Interpretation of data (qual & quan), presentation of results, provision of recommendations/ conclusions
	5. Application of ethics to research

Students are not required to have undertaken research themselves as part of their degree course at time of application, but they should have gained an understanding of the principles and skills needed to design and conduct social research and to be able to critically evaluate research methods, strategies and data used by social scientists.

**Essential Information**

**You must be in the penultimate year of your undergraduate degree – i.e. you must have one more year to complete post placement.**

Where we have asked for candidates to provide a name-blind (anonymous) CV, you will need to ensure you clearly list your year 1 and 2 (year 3 if applicable) degree modules, number of credits per module per year, clearly marking which modules are social research.

You **do not** need to list your GCSE’s or A-Levels.

**If the following information is not submitted, applications will be discounted:**

* All modules of undergraduate degree studied thus far, including grades.
* Number of credits allotted to each module and total number of credits taken thus far.
* Social research methods modules indicated, and a clear description of the research methods studied.

Applicants who have visa status must ensure they include all the details of their visa status in the application. If successful at sift, you may be asked at a later date to prove a copy of their visa that demonstrates that the visa covers the period of the placement.

#### The Sift Process

The sift process will particularly focus on your degree information, highlighting social research method requirements, and the section on behaviours within the application form, so take some time to think of examples which best demonstrate these. Do try to complete all the information requested to the best of your ability.

Candidates who are successful at the sift stage will be considered for interview at one of the participating Departments. Allocations to departments are on a random basis.

Candidates who are unsuccessful at the sift stage will not be given any feedback or comments. All the decision from the sifting panel is final. There is no appeal process.

## General Queries

If you have any queries regarding the application process, please do not hesitate to contact us: gesrrecruitment@hmtreasury.gov.uk