

**LTC15D155**

**Title:** Approval of Bursaries, Scholarships and Prizes  
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**Issue**

At its meeting on 24 June 2015, LTC agreed a revised process for the approval of bursaries, scholarships and prizes. As part of this revised process it was agreed that new bursaries, scholarships and prizes would be checked and approved by the Head of LTS Quality and a report would be made to each LTC on bursaries, scholarships and prizes approved since its last meeting.

The bursaries, scholarships and prizes are approved as and when they are received to ensure that the underpinning processes around approval and implementation can be expedited swiftly.

**Recommendation**

Members are asked to receive this paper.

**Resource Implications**

N/A

**Risk Implications**

N/A

**Equality and Diversity**

N/A

**Further Information**

Dr Jon Sharp, Head of LTS (Quality), x7374

**Attachments**

New Scholarships, Bursaries and Prizes approved since the LTC meeting on 16 March 2016..

Contents:

PPL Yakult Award

The Kowitz Scholarship

The Medical Aspirations Scholarship

**Prize Title: Yakult Award**

This special Prize is awarded to a student with the best attendance record over three years of study at UEA and is open to students registered in Japanese language degree programmes in the School of Politics, Philosophy, Language and Communication Studies.

1. A prize gift valued at around £100 and a certificate will be awarded
2. The prize will be awarded to a Japanese language degree student with the best attendance record over three years of study at UEA (Y1, Y2, and Final year).
3. The prize will be awarded by Yakult UK.
4. If there is more than one candidate judged to be of sufficient merit, the prize may be divided (e.g. if there are two winners, a gift valued at £50 each will be awarded to each)

Approved 15.04.2016

## **The Kowitz Scholarship**

The Kowitz Scholarship is awarded to a Postgraduate student within the School of Literature, Drama and Creative Writing to enable them to undertake the MA in Creative Writing.

### **Eligibility**

1. To be eligible for this Scholarship, applicants must:
  - a. Have applied for a place on the MA Creative Writing degree course in the School of Literature, Drama and Creative Writing;
  - b. Be eligible for Home/EU fees.

### **Value of award**

2. The Scholarship is worth £10,000 paid as full tuition fees for one year, or reduced pro-rata if the recipient is studying part-time and £2,850 towards living costs for the year of study, or split pro-rata if the recipient is studying part time.

### **Selection process**

3. The Scholarship is awarded by a Selection Panel whose decision is final.
4. The recipient will be chosen on the basis of:
  - a. Demonstration of creative excellence
  - b. Potential for creative excellence
  - c. Financial need

### **Scholarship terms**

5. The Scholarship is payable after the recipient has completed the University's registration process.
6. If two or more candidates are deemed to be of equal merit, the Scholarship will not be divided.
7. Recipients may be invited to relevant events by the donor.
8. The Scholarship is subject to terms and conditions which must be formally agreed to by the recipient before the award is made.

### ***Application Process:***

Applications will be invited via email, to all who have accepted a place on the above course and fit the scholarship criteria. The Creative Writing Scholarship Application Form should be used.

Applications will indicate the school at which the applicant completed secondary education, along with a covering letter of up to 500 words to include:

- Why the scholarship will make a difference to the applicant's time at UEA
- What the applicant is hoping to achieve through the creative writing course
- The applicant's current preferred style of writing
- Demonstration of financial need.

### ***Selection Process:***

The Selection Panel will be arranged with LDC. The Panel will ordinarily be made up of the Associate Deans for Research and for Learning, Teaching and Quality in the Faculty of Arts and Humanities and the Director and Admissions Officer of the MA Creative Writing: Prose course.

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Both the Selection Committee and the donor will consult applications, ranking them based on rule 4 and giving justification for their choices, however, the final decision will sit with the Selection Committee.

The panel will inform the Stewardship team in the Development Office of the successful applicant and reserve applicants in rank order.

***Communications:***

ARM will keep a record of the Scholarship winners on Hobsons, but the Development Office is responsible for informing applicants of the status of their application and arranging payment of the scholarship.

Successful applicants should be emailed with the news and sent the terms of the Scholarship.

Approved by Head of LTS 30.03.2016.

## **The Medical Aspirations Scholarship Programme**

The Medical Aspirations Scholarships are an extension of the Medical Aspirations Programme, which begins with the Medical Aspirations Residential held at UEA each year. Particular schools are identified as being a key priority and the attendees of the Residential come from those schools. The Medical Aspirations Scholarships support students who attended the Residential course and went on to secure a place at Norwich Medical School, and is designed to support students from non-traditional medical backgrounds as they study at UEA.

### **Eligibility**

1. To be eligible, applicants must:
  - a. Have attended the Medical Aspirations Residential.
  - b. Are offered a place on the:
    - i. MBBS Medicine.
    - ii. MBBS Medicine with a Foundation Year.
  - c. Be eligible to pay fees at the Home/EU rate.
2. Preference will be given to applicants who:
  - a. Are offered a place on the MBBS Medicine.

### **Value of award**

3. The value of the Scholarship is dependent on the number of applicants to the courses listed above who completed the Medical Aspirations Residential course, and will be determined annually.
4. The amount available will be divided equally between the successful recipients in that year.
5. The Scholarship will never be worth less than 50% of each individual recipient's fees, but will be offered either as a contribution towards tuition fees, or as a grant payment.
6. The Scholarship will be paid for a maximum of five years for those on the MBBS Medicine with a Foundation Year programme; four for those on the MBBS Medicine programme.

### **Selection process**

7. The recipients of this Scholarship will be any successful applicant to the above courses who completed the Medical Aspirations Residential, unless the number of eligible applicants means that the value of the award for each recipient would be lower than 50% of their fees, as stipulated in rule 5.
8. If there are more eligible applicants than can be supported by the Scholarship fund, the recipients will be chosen by a Selection Panel whose decision will be final.
9. The recipient will be chosen on the basis of their:
  - a. Academic potential.
  - b. Proven academic record.
  - c. Financial need.
10. When considering the merit of applications, the Selection Panel may give preference to applicants:
  - a. Whose parents did not complete Higher Education.
  - b. Who are care leavers.
  - c. Who have had their study disrupted by extenuating circumstances.<sup>1</sup>
  - d. Who live in a low participation neighbourhood.<sup>2</sup>
  - e. Who have care responsibilities.

### **Scholarship terms**

11. The Scholarship is payable after the recipient has completed the University's registration process.

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<sup>1</sup> Extenuating circumstances will be considered on a case-by-case basis by the Selection Panel.

<sup>2</sup> One which has been identified as having a low percentage of people attending university compared to the National average.

12. If no candidate is judged to be of sufficient merit, the Scholarship will not be awarded.
13. Recipients of the Medical Aspirations Scholarships will be permitted to hold Open Scholarships and receive fee waivers (where appropriate) at the same time but not any other UEA scholarships.
14. The Scholarship is subject to terms and conditions which must be formally agreed to by the recipient before the award is made.

*Usual Process:*

Usually, those who receive the Medical Aspirations Scholarships are simply any students who took part in the Medical Aspirations Residential and who went on to secure a place at UEA's Medical School – if there are more than would be supported by the fund as per the rules in the Value of award section, the below process should be brought into place.

*Application Process:*

In previous application processes, when an application was called for, applicants are asked to complete an application form including a 500-word essay explaining why they think they should be awarded this Scholarship, and these applications are then shortlisted by the Development Office based on the following criteria:

1. Correct use of spelling, grammar and punctuation
2. Written in layman's terms
3. Presentation
4. Content
5. Evidence of effort made
6. Total household income as provided to the SLC (this will be checked)

*Selection Process:*

The Panel should include a member of staff who can act as Chair – such as a Head of School or an Associate Dean of the Faculty – and two or three other appropriate members of staff who are senior in their School or connected to undergraduate Admissions. Previous versions of the rules simply asked for selection to come from the recommendation of the Medical School.

The Panel will score each applicant and will be asked to justify their top three applicants based primarily on the points in rule 9 – rule 10 should be used at the Panel's discretion.

The Panel will report their justifications and scoring of the applicants back to the Stewardship Officer.

*Communications:*

The Stewardship Officer will contact the recipient to let them know that they have been successful, but not before getting in contact with Admissions to ensure that no other Scholarships have been offered to the applicant and that the information has been recorded on Hobsons.

*Contacts:*

Graeme Byrne – DM  
David Tibble – Donor

Approved September 2015

Louise Firman and Jordana Barnes – Admissions, who usually pass on names of students offered a place at UEA who are eligible

Helen Latham – FMH Finance

Natalie Bailey – organizing and publicizing the residential.