



# Scholarships and Bursaries Committee

Approved: 2024

## A Scope of the committee

1. The Scholarships and Bursaries Committee is accountable to the Senate for the oversight of the approval and disbursement of scholarships and bursaries across the university.

## B Terms of reference

2. The delegated powers of the Scholarships and Bursaries Committee are as follows:
  - a. To allocate monies from studentships and bursaries restricted funds in furtherance of the restricted funds' purpose.
  - b. To recommend to the Council the institution of Scholarships, Studentships and other awards to study, research and scholarship (including the eligibility criteria)
  - c. To manage the overall cost of awards within an agreed budget and delivery of the University's strategic student recruitment goals
3. The advisory responsibilities of the Scholarships and Bursaries Committee are as follows:
  - a. To institute, on the recommendation of the Senate, and subject to any conditions made by the founders, Fellowships, Scholarships, Bursaries, Studentships, Prizes and other awards for study and research.
  - b. To provide records and reports of the proceedings of the sub-committees to Senate.
4. Other tasks of the Scholarships and Bursaries Committee are as follows:
  - a. Scholarships and Bursaries Policy and Procedures
    - i. To review the Scholarships and Bursaries Policy and procedures on an annual basis and make recommendations for change to Senate.
    - ii. To approve the criteria for the provision of University Scholarships and Bursaries.
    - iii. To monitor the criteria of other specific grants and donations towards scholarships and bursaries allocated by or on behalf of the University.
  - b. Scholarships and Bursaries Applications and Awards
    - i. To consider applications for scholarships and bursaries and make awards.
    - ii. To approve recommendations for scholarships and bursaries forwarded by academic Faculties/Schools/Departments.
  - c. Monitoring Scholarships and Bursary Awards
    - i. To monitor the awarding of scholarships and bursaries and ensure that they are in accordance with the University's Scholarships and Bursaries Policy, University Foundation and relevant Gift Agreements.
    - ii. To receive reports from Finance on the amount of expenditure incurred from each fund, and any additional financial evidence required for oversight of the funds including number of students receiving assistance.

- iii. To allocate a budget for each scholarship and bursary each year and ensure scholarship and bursary awards stay within the allocated budget.
  - iv. To set the maximum amount for each scholarship and bursary on an annual basis.
  - v. To monitor spend against allocated funds during each academic year and amend procedures in line with available funds.
- d. Reporting on Scholarships and Bursary Awards
- i. To report annually to Senate and FRC, as well as to the University of Buckingham Foundation, the effectiveness of the University's scholarships and bursary provision, including:
    - 1. end-of-year budget reports on spend vs available funds.
    - 2. equality & diversity monitoring information.
    - 3. data on the number of payments made to students.
    - 4. data on the amount awarded per student.
    - 5. data, as far as it can reliably be obtained, on the value of awards to students expressed in terms of measurable outcomes.
  - ii. To monitor recipient's adherence to the award contract they sign and provide an annual update to the donor(s) via the Fundraising and Alumni Office.
- e. Marketing Scholarships and Bursaries
- i. To provide accurate and up-to-date information on scholarships and bursaries to Marketing and Admissions
  - ii. To ensure student success stories and testimonials are collected and published within marketing material.

## **C Membership**

Chair (Elected by Senate)	Professor Joanne Selway
Pro Vice-Chancellor and Provost	Professor Harriet Dunbar-Morris
Registrar and Chief Administrative Officer	Mr Chris Payne
Head of Student Recruitment and Admissions	Mr James Kerr
Director of Marketing	Ms Natalie Mellor
SU Sabbatical Officer	Vacant
Head of Financial Planning	Vacant
Finance Business Partner	Ms Andrea Walters
Representative of the Fundraising and Alumni team	Mr Daniel Xu

## **D In attendance**

A lay member representing Council
A lay member representing Friends of the University
PA to the Registrar and Chief Administrative Officer (Servicing Officer)

## **E Frequency of meetings**

This Committee shall meet four times per year to coincide with the two major intakes at the University, to set the annual budget and to review the previous year's scholarships and bursary awards: February (budget), April (annual report), June (September intake) and November (January intake).

**F Quorum**

Not less than one-third of the voting members, including the Chair, with a minimum of two voting members to be present.

**G Reporting structure**

The Scholarships and Bursaries Committee reports to Senate.

**H Servicing and support arrangements**

Servicing will be provided by the PA to the Registrar and Chief Administrative Officer.