Scholarships and Bursaries Policy

Policy owner:	**Prof Joanne Selway, Chair of S&B Committee**
Implementation date:	1 September 2024
Review date:	1 September 2027
Related policies:	Admissions-Code-of-Practice.pdf (buckingham.ac.uk) Student Contract Student Fees Policy
Related procedures:	Student Fees Procedure

Index

1. Purpose 2
2. Scope 2
3. Legislative context 2
4. Policy statement 2
5. Responsibility 4
6. Relationship with other policies 4

Version History

Version	Approved by	Revisions made	Date

1. Purpose

1.1 This policy outlines the framework for student eligibility and assessment to be awarded scholarships and bursaries at The University of Buckingham. It aims to provide a single point of reference for all stakeholders in the process and establish a set of principles to be applied for all awards.

2. Scope

2.1 This policy applies to students entering undergraduate and postgraduate courses at The University of Buckingham. Unless otherwise stated, it will continue to apply to such students for the duration of their studies.

3. Legislative context

3.1 The Higher Education and Research Act 2017 underpins Condition of Registration A2: Access & Participation Statement as required by all "approved" providers.

4. Policy statement

General Principles

4.1 The University of Buckingham offers a range of different scholarships and bursaries to its students. The scholarships available for each entry cohort may differ; up-to-date information on available awards can be found on The University of Buckingham website.

4.2 Students who meet the eligibility criteria and are selected for more than one of the awards available will be offered the single award per course which is deemed the most beneficial to them (this includes those who may be eligible for any discounts). This will be determined by the University of Buckingham Scholarships and Bursaries Committee.

4.3 University of Buckingham awards are awarded as credit against tuition fees unless otherwise described.

4.4 Students on University of Buckingham programmes taught by an external academic partner (collaborative partner) where the tuition fee is payable directly to that institution are not eligible for awards.

4.5 Students whose full fees are paid by a sponsor or other external body are not eligible for awards[1]. Students on partial sponsorship may be entitled to an award as a proportion of the fee they are liable for.

4.6 Students registered at the University cannot apply retrospectively for scholarships applicable to either their current programme or others at the same level.

4.7 The University welcomes applications from current students for any higher-level courses at The University of Buckingham.

4.8 Where a student undertakes a compulsory year in industry as a part of their courses, and as a result is charged fees at a reduced rate, any award will not apply for that year.

[1]For the purpose of this policy a sponsor is an external organisation, not a family member nor the Student Loan Company

Types of Award

4.9 The University of Buckingham offers both scholarships and bursaries to its students:

4.9.1 Scholarships are awards based on academic excellence in pre-entry qualifications and indicate the student's potential to be an excellent candidate for their chosen course; this includes research courses.

4.9.2 Bursaries are means-tested awards intended to help students financially; in this context they are intended to enable access for students to their studies by lowering financial barriers. Applicants in receipt of UK maintenance grants may be eligible for tuition fee bursaries. Bursaries will be paid at points in the year within agreed timescales and upon submission of appropriate evidence.

4.9.3 Prizes are intended to reward high academic achievement within a course and do not fall within the remit of this policy or the Scholarships and Bursaries Committee. Refer to the Prizes policy (https://www.buckingham.ac.uk/wp-content/uploads/2021/10/Prizes-Policy.pdf) for more information.

Categories of Awards

4.10 There are distinct categories of awards as follows:

4.10.1 Automatic awards (for 2024/25): students entering courses who meet the eligibility criteria will have an automated credit applied to their tuition fees; no application is therefore required.

4.10.2 University-funded awards, which are mapped to the University's strategic objectives: students seeking these awards must apply in parallel with the admissions process; evidence of eligibility will be required.

4.10.3 Externally-funded awards are usually targeted at a specific purpose or group, students seeking these awards must apply in parallel with the admissions process; evidence of eligibility will be required.

Eligibility

4.11 Some of the awards available are limited in number. In these cases, meeting the eligibility criteria does not guarantee that an award will be made; early application is therefore encouraged.

4.12 An incoming student will be eligible for an award if:

4.12.1 The student meets the eligibility criteria for each award listed on the University website.

4.12.2 The student is a full-time or part-time undergraduate or postgraduate student on a University of Buckingham course.

4.12.3 The student registers within the provided timescales for their course of study.

4.13 An award will normally be removed from a student enrolled on a course if:

4.13.1 The student does not have a satisfactory academic record (including not meeting progression requirements for their course of study).

4.13.2 The student fails to pay any outstanding tuition fees in accordance with the Student Fees Policy.

4.13.3 The student is found to have acted fraudulently in their application.

4.13.4 The student has a sanction applied for any form of misconduct by the University.

4.13.5 The student defers an offer of admission to a subsequent point of entry. (A new application for a scholarship or bursary will have to made by the student).

4.13.6 The student transfers to a new course of study.

4.13.7 The student interrupts or withdraws from their course of study.

4.13.8 The student is suspended or terminated from their course of study.

Approving and Awarding

4.14 Applications for awards will close prior to the course start date as stated on the University website.

4.15 Students must submit separate applications for all University awards for which they wish to be considered. Non-automated awards will be administered by the Scholarships and Bursaries Committee.

4.16 All decisions regarding the award of scholarships and bursaries are final and there is no right of appeal.

5. Responsibility

5.1 The Chair of the Scholarships and Bursaries Committee is responsible for ensuring the policy is up to date and relevant.

6. Relationship with other policies/procedures

6.1 Admissions-Code-of-Practice.pdf (buckingham.ac.uk)

6.2 Student Contract

6.3 Student Fees Policy

6.4 Hardship Fund Policy, Hardship Fund | University of Buckingham

6.5 Prizes Policy: https://www.buckingham.ac.uk/wp-content/uploads/2021/10/Prizes-Policy.pdf

For further information please see the Scholarships and Bursaries page on the University website.