



Engineering Alumni Scholarship Awards

Guidance Notes — 2019/20 Entry

Before completing this application form please read these guidance notes.

If you require these notes and the accompanying application form in an alternative format (e.g. Braille, large font) please call Financial Support on 0115 823 2071 or email us at bursaries@nottingham.ac.uk.

Who can apply for this scheme?

For this scheme you must meet the following basic criteria. You must:

- Be hoping to enroll in Autumn 2019 for the first year of an **MEng** undergraduate degree at the University of Nottingham (UK Campus) and indicate the University of Nottingham as your first choice University
- Be studying for a first undergraduate degree
- Have Home funding status (see definition on page 3)
- Have a 2017/18 Household Income of between £0-£42,875, as assessed by Student Finance (see definition on page 3)
- Not be receiving external sponsorship for your course e.g. from industry/employers (University Core Bursaries and Government grants do not affect your eligibility)

Scholarship Information:

The Engineering Alumni Scholarship Awards are scholarships for Integrated Masters in Engineering (MEng) degree students entering the University in September 2019. The awards offer financial support totaling **£6,000** over the duration of their 4 year course to academically able students who have encountered and overcome barriers to their educational journey. This is the first year such awards are being made and the programme was established thanks to the generosity of Nottingham alumni and friends of the Faculty. It is intended to assist students with their essential living costs whilst studying, it is **not** intended to be used towards tuition fees.

We are also keen to target these scholarships at those students who can show the beneficial impact the award will have on their time at University and their future prospects.

The applicant must also have a strong commitment to broader personal and professional development.

Please note that you may be eligible for a Nottingham Potential Bursary:

<https://www.nottingham.ac.uk/studentservices/support/financialsupport/bursariesandscholarships/index.aspx>

If you apply and are successful in applying for an Engineering Alumni Scholarship Award you will not be eligible for the Nottingham Potential Bursary.

If you are unsure how best to evidence your situation please feel free to call us to discuss this in confidence.

What should be included in your “Supporting Statement”?

An assessment panel consisting of professional services staff will consider your scholarship application. When making their decision, the panel will take into consideration the following:

- Has the applicant identified and articulated how the scholarship will be beneficial to his/her studies and help them to achieve their future ambitions?
- Has the applicant clearly demonstrated their commitment to personal development through participating in activities outside of formal study?
- Has the applicant overcome barriers on their educational journey, such as but not limited to:
 - from a low socio-economic background e.g. low participation neighbourhood
 - long term medical/health condition or a disability
 - disruption in the home environment, examples may include but not limited to care leavers, caring responsibilities, estrangement.

What is a “Home Student” (Question 8)?

Your student finance company (i.e. Student Finance England, Wales, Northern Ireland or the SAAS) will decide your residency status. To be classed as a ‘Home’ student you must have been ordinarily resident in the UK for the three year period prior to the start of your course. Students granted refugee status and European migrant workers may also be eligible. If you are unsure of your status contact the student finance company for further information.

What is “Household Income” (Question 10)?

The “Household Income” figure used by the University in relation to award eligibility is the figure calculated by Student Finance when you apply for your government support funding (Student Loans and Grants). It is the gross income of all those in your household (e.g. your parent/s or your partner) during the tax year prior to your entrance to University before tax and national insurance deductions but minus a few allowable deductions. More information is available from www.gov.uk/studentfinance.

When completing your application for government funding please ensure you indicate your consent to share your information with the University (this can be found on the student declaration and parent/partner declaration pages of the PN1 or online application form) as this ensures we have access to this information for use in assessing application for funds from the University.

As the deadline for this award is prior to the start of your course at Nottingham you will need to declare your household income for the period April 2017—March 2018. This figure will be checked against that supplied by Student Finance at the time of your registration at the University to ensure it is a similar figure to that you have declared and that it doesn't exceed the £42,875 eligibility threshold. Please note that if offered an Engineering Alumni Scholarship Award this offer will be conditional on you meeting the income threshold criteria and entry on to the MEng course of your choice.

How will any award be paid?

If successful your total award of £6,000 will be split equally over the 4 year duration of your MEng course: i.e. £1,500 per year. Registered students will receive payment in 3 termly installments each academic year commencing October 2019.

When is the closing date and when will I know if I've been made an award? The closing date for submitting this form is **17th March 2019**. Applications will be looked at once the closing date has passed and all applicants will be informed by email of the outcome of their application within 4 weeks of the closing date. If you wish to be notified by a method other than email please indicate this on your application (Question 6).

Successful candidates will receive a *provisional* notice of an award on the condition that they receive an offer to study for an MEng degree course at the University, that they meet the conditions of that MEng offer, that they register on the course in September 2019, that

they still meet the eligibility criteria at that time and that the household income figure provided by Student Finance is between £0 and £42,875.

The University of Nottingham's safeguarding responsibilities:

The University of Nottingham has a responsibility to comply with legislation regarding the safeguarding of children and vulnerable adults and will consult with local relevant bodies if it feels that the welfare of an individual is at risk. The information provided in this application will be treated confidentially, but in making an application you accept that you understand the University's policy on safeguarding.

Full information on the University's Safeguarding and Child Protection Policy can be found at:

www.nottingham.ac.uk/registrar/departamentalstructure/student-operations-and-support/student-operations.aspx

Feedback

If you wish for feedback on the outcome of your application you should initially contact us for a further discussion on:

Email: bursaries@nottingham.ac.uk

Tel: 0115 823 2071

If after an explanation of the assessment of your application you are still not satisfied and feel that there has been a procedural inconsistency please refer to the 'How to appeal' section below.

If you have any questions about completing this application form or want more information about any area of student support funding then please contact us. We can provide information and advice on all aspects of student finance including Government and University student support funds.

Funding Support Team contact details:

Tel: 0115 823 2071

Email: financialsupport@nottingham.ac.uk

Website: www.nottingham.ac.uk/financialsupport

How to appeal

If after an explanation of the assessment you believe there has been an error or a procedural inconsistency and you wish to appeal you should email the Funding Manager detailing the basis of your appeal.

Please send your email to john.hudson@nottingham.ac.uk and copy in financialsupport@nottingham.ac.uk.

Appeals must be lodged **within 2 weeks** of the date of the email notifying you of the initial outcome. You will be contacted within 7 working day of receipt of the appeal with confirmation of the outcome of the appeal.

Please note that the Funding & Financial Support Management's decision is final.

Details about the Funding & Financial Support appeal process can be requested from the team at any point and this does not affect your right to raise an official complaint. Further details can also be found at: www.nottingham.ac.uk/studentservices/support/financialsupport/appeals.aspx

Engineering Alumni Scholarship Awards

Application Form — 2019/20 Entry

1. Full Name

2. Correspondence Address

3. Home Address prior to University
(If different)

Postcode

Postcode

4. Date of Birth

5. Contact telephone number

6. Email address

Tick here if you do **not** wish us to contact you by email*

☐

7. Course of study

8. Do you meet the residency requirements for a 'home student'?
(see guidance notes)

Yes ☐ No ☐

9. Do you have a previous University degree or equivalent
qualification?

Yes ☐ No ☐

If yes, please give details:

10. What is your household's pre-tax income for the financial year
2017-2018?

This figure will be checked against the Household Income figure
(see note on page 3) supplied to us by Student Finance following
your registration at University. To be eligible for this award this
must show a 2017-18 Household Income of between £0-£42,875.

*please note that following registration at The University of Nottingham, all contact will be via your University email account

11. Are you from a Black, Asian or Minority Ethnic group. If so please state:

Yes ☐ No ☐

12. If you are offered and accept a place at The University of Nottingham will you receive any other bursary, scholarship or sponsorship?

Yes ☐ No ☐

If yes, please give details of the sources and amount/s of awards you are aware of:

Supporting Statement: Please limit each answer to 200 words where possible

- i) Please explain how the award will be helpful to you during your studies at Nottingham and how it will help you to achieve your ambitions and career goals
- ii) Please tell us about any extra-curricular interests, volunteering or work experience that you have undertaken. This may relate to engineering or otherwise
- iii) Please tell us about any barriers to your educational journey that you may have overcome

i)

ii)

iii)

Supporting Statement: continuation sheet (if required)

Please return completed form to:

The Engineering Alumni Scholarship Awards, Funding & Financial Support, Student Services,
Cherry Tree Lodge, University of Nottingham, University Park, Nottingham, NG7 2RD

You can also scan it and return it via email to **bursaries@nottingham.ac.uk**

By the closing date: 17th March 2019 - late applications cannot be accepted.

We will acknowledge your application by email within 3 working days of receipt. If you do not receive an acknowledgement of receipt, please contact the Financial Support Team prior to the application deadline. We cannot deal with queries relating to lost applications received after this deadline. Applications are assessed after the closing date and all applicants will be notified of the outcome by email within 4 weeks of the closing date. If you have not heard from us within 4 weeks of this date, please get in touch. Appeals should be lodged within 2 weeks from the date of notification of the initial outcome (for information about appeals please contact the 'How to appeal' section on page 3).

Please sign and date the following declaration:

I confirm that the information supplied is correct and agree that the University may seek further evidence necessary to substantiate my statements. I understand that giving false information, and/or withholding information, may constitute a fraudulent application and could result in disciplinary procedures leading to possible expulsion from the University and action being taken to recover the award.

I acknowledge that I have been made aware of the University's Safeguarding Policy.

I understand that my name will be shared with a donor, that I will be contacted by CARO and expected to provide an initial statement explaining the extent to which the award will benefit me during my studies.

I understand that failure to comply with the above requirements may result in my award being withdrawn.

Signature

Date

Data Protection and Confidentiality: All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with the provisions of General Data Protection Regulation (GDPR). The data will not be passed to any other third party without your consent, except when the University is required to do so by law. For our full Data Protection and Confidentiality Statement, please see: <https://www.nottingham.ac.uk/studentservices/support/financialsupport/data-protection.aspx>

This form can be provided in alternative formats e.g. Braille, large font. Please contact Financial Support for information:

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