Lillian M Ruff Postgraduate Scholarship 2019/20

Dr Lillian M Ruff is a graduate of The University of Nottingham who has generously established this scholarship in her name. The scholarship criteria are laid out below.

There will be one recipient in 2019/20, being awarded a scholarship equivalent to the full cost of the UK/EU fee for a full time/part-time taught or MRes course in the School of Humanities at The University of Nottingham.

Who is eligible for the scholarship?
To be eligible to apply you must meet the following criteria:

- Be planning to enroll in the first year of a full-time/part-time taught or MRes course in the School of Humanities at The University of Nottingham (UK Campus) in 2019.
- Meet the residency requirements for a ‘home’ or European Union student, and be liable for the relevant home/EU fee.
- Be a self-funded student (applicants expecting to be in receipt of the Government’s Postgraduate Loan are eligible to apply).
- Have a low income which necessitates your continuing to work throughout your course and be working prior to your starting on the course (please see below for required evidence). If you are unable to work due to a disability or long term medical condition, you are still eligible to apply, please highlight this in your supporting statement.

When assessing applications we will also take into consideration:

- Caring responsibilities.
- Disability or long-term ill health.
- Priority will be given to students studying in the Department of Music.

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 **16th August 2019**. Applications will be looked at once the closing date has passed and all applicants will be informed of the outcome of their application by email within 4 weeks of the closing date.

What evidence do I need to supply?
You will need to provide evidence of your (and any partner’s) income. Please see questions 9 to 12 for more details.

**Full Time Students**
If successful, full time students will need to provide 3 months of wage slips from the period between September 2019 and December 2019. You should submit this evidence by 14th January 2020.

**Part Time Students**
If successful you will also need to provide evidence that you continued to work during your studies, in the form of a copy of your P60 for the 2019/20 tax year and copies of three wage slips from the period between September 2019 and June 2020. You should submit this evidence by 1st September 2020.

Failure to provide the evidence required will result in your award being withdrawn and you will be liable for the outstanding fee.
Lillian M Ruff Postgraduate Scholarship  
2019/20 Entry  
Application Form

1. Full Name

2. Correspondence Address:

Postcode

3. Date of Birth

4. Contact telephone number

5. E-mail address

6. What course do you plan to study and which School administers this course?

7. Do you meet the residency requirements for a ‘home’ or EU student?

8. Please tell us how you intend to fund your living costs during your study, including the number of hours you intend to work:
Current income (and income preceding start of course):

9. What is your expected income for the 2019/20 financial year (April to April)?

10. What is your partner’s expected income for the 2019/20 Financial year?

11. What was your income for the 2018/19 financial year?

12. What was your partner’s income for the 2018/19 financial year?

Please supply evidence of your income in the form of a copy of your P60 for the 2018/19 tax year, and of your partner’s P60 if applicable.

13. Do you have a disability or long term health condition? If yes, please give details in supporting statement below.

14. **Supporting Statement:** In the space below, please describe any circumstances or achievements that may strengthen your application. Please use this opportunity to highlight any factors that relate to the assessment criteria (Please use additional sheets if required):
**Document Checklist:** You **must** supply all relevant documents with your application. Please tick the boxes below to confirm which information is enclosed. **Do not send originals.** For auditing purposes, we must keep supporting documentation therefore originals will not be returned and you should send **photocopies.**

**Please include:**

- [ ] A copy of my 2018/19 P60
- [ ] A copy of my partner’s 2018/19 P60 (if applicable)

**Please read the following declaration then sign and date below to confirm you agree with and understand it:**

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 resulting in possible expulsion from the University and action being taken to recover the award.

I understand that The University of Nottingham may decide to publicise the names of those who receive Scholarships, or advise a specific donor of the successful recipients of a particular award and that I am required to inform Funding & Financial Support, Cherry Tree Lodge if I have any objections to this.

I understand that successful candidates will be asked to submit a short report to summarise their experiences during the academic year, explain the progress they have made and what difference the award has made to them. Scholarship recipients may also be invited to attend University events promoting the value of scholarships.

**Signature**  
**Date**

**Please scan and email the completed form and documents to**  
**bursaries@nottingham.ac.uk**

If you would like to submit the form by an alternative method please contact the Funding & Financial Support team to discuss this on 0115 823 2071

**By the closing date: 16th August 2019 - late applications cannot be accepted.**

We will acknowledge receipt of your application by email within 3 days of receipt. If you do not receive an acknowledgment of receipt please contact the Funding & Financial Support Team prior to the application 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.

**If you have any questions about completing this application form please contact:**  
Funding & Financial Support  
Tel: 0115 823 2071  
Email: bursaries@nottingham.ac.uk  
Web: www.nottingham.ac.uk/financialsupport
How to appeal
If you are unhappy with the outcome of your application you should initially contact the Funding and Financial Support team to discuss your concerns (see contact details on page 4).

If after an explanation of the assessment you believe there has been an error or 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 days of receipt of the appeal with confirmation of the outcome of the appeal. Please note that the Funding and Financial Support Management’s decision on appeals is final.

Details about the Funding and 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:
https://www.nottingham.ac.uk/studentservices/support/financialsupport/Appeals.aspx

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