The Andrew Witty
Entrepreneurial Scholarship Programme
Guidance Notes — 2018/19 (for Year One students)

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 the Funding and Financial Support team on 0115 823 2071 or email us at bursaries@nottingham.ac.uk.

Scholarship Information:
Sir Andrew Witty, Chancellor of the University of Nottingham, has generously established this major new scholarship programme for undergraduate students entering the University from September 2017. Sir Andrew graduated from the University of Nottingham in 1985 with a joint Honours BA in Economics and was the CEO of GlaxoSmithKline from 2008. His generous gift will establish an innovative programme of undergraduate scholarships for promising student entrepreneurs from low-income backgrounds for up to three years of study*, including but not exclusively:

- £1,500 core living cost support
- £2,000 summer project support (optional)
- An option to a paid internship within a student start-up business within the Ingenuity Lab or a local small business
- Access to an invaluable resource of entrepreneurship education and mentor support
- The opportunity to apply for competitive funds to help with business start-up costs or to pursue international opportunities

The non-financial elements of the programme will be tailored to individual scholars as their aspirations and capabilities evolve throughout their studies. These scholarships therefore represents a unique opportunity for students wishing to pursue an entrepreneurial career.

*Subject to satisfactory progression, demonstration of entrepreneurial aptitude, and an ongoing assessment of suitability for the programme

Who can apply for this scheme?
For this scheme you must meet the following criteria. You must:

- Be hoping to enrol or enrolled in Autumn 2018 Year 1 of an undergraduate degree at the University of Nottingham (UK Campus).
- Have Home funding status (see definition on page 3)
- Have a 2016/17 Household Income of between £0–£35,000, as assessed by Student Finance (see definition on page 3)
- Be able to demonstrate an interest and commitment to an entrepreneurial career (see “What should I include in my supporting statement?” on page 2).
- In year one, attend at least two Ingenuity lab events and in years two and three sign up to at least one of the University’s entrepreneurship modules and to engage in at least 4 Ingenuity lab events each year (For more information please see page 2)
How much funding will I receive?
You will receive a Core Living Costs award of £500 per year, subject to satisfactory progression. There will also be an option to receive Summer project funding of up to £2,000 for students in year two. There will also be paid Summer Internships, a Competition Fund, Start-up Fund and International Funds available on a competitive basis.

How will any award be paid?
Upon acceptance on to the scheme a Core Living costs award of £500 will be paid to you during term 2 following your initial engagement with the programme, directly to your bank account. More details of payment arrangements will be confirmed to you at this time. Further awards/payments will be subject to your individual circumstances and on satisfactory progression to year 2 of the scheme.

What should I include in my Supporting Statement?
Please explain what entrepreneurship means to you and how you might use entrepreneurial skills to realise your career ambitions. This could be through creating your own business or joining an existing business and helping to encourage innovation.
It would be helpful to outline what excites you about entrepreneurship. Is it the opportunity to address social change or perhaps to pioneer new technologies?
We would like to know what impact the funding and support will have on helping you realise your future entrepreneurial and career ambitions.
Finally, any examples of how you have been entrepreneurial or innovative in the past would help support your case.

What are entrepreneurship modules and how do I apply?
Entrepreneurship modules are provided by the Haydn Green Institute for Innovation and Entrepreneurship. As part of the scholarship scheme you are expected to take at least one 10 credit module in each year of the programme that provides the learning to support your career aspirations. For instance if you wish to start your own business then you would attend the business start up events in the Ingenuity lab in year one, take the Entrepreneurship and Business module in year 2 and the New Venture Creation module in year 3. If you were aiming to innovate within an existing business then you would attend the innovation events in the Ingenuity lab in year one, take the Corporate Entrepreneurship and Innovation Management Module in year 2 and the Exploring Perspectives in Entrepreneurship in year 3. A full list of modules and events can be found at www.nottingham.ac.uk/enterprise

When is the closing date and when will I know if I’ve been successful?
The closing date for submitting this form is 4th November 2018. 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. All successful applicants will be asked to attend an induction event during week commencing 10th December.

What is “Household Income” (Question 9)?
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). 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. (continued on page 3)
What is “Household Income” (continued)?
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.

At the time of assessment the household income figure you provide on this form will be checked against that supplied by Student Finance to ensure it doesn’t exceed the £35,000 eligibility threshold. Please note that a Andrew Witty Scholarship is conditional on you meeting the income threshold criteria.

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.

Any questions?
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 and Financial Support team contact details:
0115 823 2071
financialsupport@nottingham.ac.uk
www.nottingham.ac.uk/financialsupport

How to appeal
If you are unhappy with the outcome of your application you should initially contact the Funding & Financial Support team to discuss your concerns (see contact details below).

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
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1. Full Name

2. Correspondence Address

Postcode

3. Student ID number (if known)

4. Date of Birth

5. Contact telephone number

6. Email address*

7. Course of study

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

Yes [ ] No [ ]

9. What is your household’s pre-tax household income for the financial year 2016/17?

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 2016-17 Household Income of between £0 and £35,000.

* please note that following registration at The University of Nottingham, all contact will be via your University email account
Supporting Statement:
Please see “What should I include in my Supporting Statement?” on page 2 of the guidance notes. Please answer questions as fully as you can.

What do you understand entrepreneurship/innovation to be? Can you give us an example of when you were innovative or entrepreneurial? (200 words max.)

Why do you want to be a Witty Scholar? What impact will it have on you? (500 words max.)

Please turn over...
There will be some extra-curricular commitments as part of this scholarship. How will you manage this alongside your degree studies? (200 words max.)
Please return your completed form by post to:
The Andrew Witty Scholarship Programme
Funding and Financial Support
Cherry Tree Lodge
The University of Nottingham
Nottingham NG7 2RD

Or scan and email your completed form to bursaries@nottingham.ac.uk by the closing date 4th November 2018 - late applications cannot be accepted

We will acknowledge receipt of your application by email within 3 working days of receipt. If you do not receive an acknowledgement of receipt, please contact the Funding & 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.

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

I understand that if successful, in year one I will be expected attend at least two Ingenuity lab events and in years two and three to sign up to at least one of the University’s entrepreneurship modules and to engage in at least 4 Ingenuity lab events each year and to participate fully in other activities as dictated by the programme, such as careers guidance. I understand that I may also be invited to participate in other activities such as research projects. I understand that upon acceptance to the scheme I will be asked to sign a code of conduct that lays out expectations for Witty Scholars. Further details will be provided to successful applicants during their induction to the scheme.

I understand that progression to subsequent years of the scheme is dependent on an assessment by the scheme organisers of my suitability for progression.

I agree to my application information being shared with other relevant University teams, for the purpose of assessment.

I understand that my name will be shared with the donor and that I will be expected to provide an annual report of my progress which may then be shared with him and that further information may be shared with the donor with my prior consent (for example, your plans with regard to any summer funding you accept).

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 Regulations (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: http://www.nottingham.ac.uk/studentservices/support/financialsupport/data-protection.aspx