

# Terms and Conditions

## Postgraduate Taught Masters Bursaries

### 2018-19

---

#### Contents

1	Scope .....	2
2	Terminology and definitions.....	2
3	Eligibility and Application .....	4
4	Selection .....	5
5	Additional Funding Support.....	5
6	Payments .....	5
7	Changes to study .....	5
8	Suspensions and withdrawal from studies.....	5
9	Repeating, extending or deferring your studies.....	6
10	Disciplinary action and fraudulent applications .....	6
11	Alumni Discount .....	6
12	Appeals .....	6
13	Use of Data .....	6

## 1 Scope

- 1.1 These guidelines apply to new UK Taught Postgraduate Masters students taking up a place of study in 2018-19 who are identified by the University as eligible for consideration for one of the Postgraduate Taught Masters (PGT) Bursaries. Note that certain programmes are excluded from the funding awards including: Postgraduate Certificate, Diploma, CPD programmes and PhD programmes with an MRes (e.g. Integrated PhD, MRes/PhD).
- 1.2 These awards are made under the terms of the University's 2018-19 Access Agreement. The allocation of funds is competitive and so not all applications received may be successful. There are up to 30 bursaries of £6,000 available to selected Home UK students who meet the eligibility criteria.

## 2 Terminology and definitions

- 2.1 A bursary is a cash award to assist with course-related costs. It will be paid to you in four instalments. You do not have to tell us how you are going to spend it.
- 2.2 Access Agreement refers to the written statement of agreement the University has with the [Office for Fair Access](#). This document states in detail the fees the University is allowed to charge, the financial support it guarantees to make available to selected eligible students and the outreach activity the University agrees to undertake to support fair access. The University has more than one Access Agreement because the nature of its support for students has changed over time. Your financial support arrangements are linked to the Access Agreement for 2018-19 and this Agreement will apply for the duration of your studies. Any changes to the financial support framework introduced for later student cohorts will not be applied retrospectively to you. There is no guarantee that postgraduate students will be eligible for Access Agreement funding in future years.
- 2.3 An eligible PGT programme is a full time or part time programme leading to an MSc, MA, MBA, or stand-alone MRes with a maximum duration of two years for a full time programme or four years for a part time programme. Part time programmes must be studied at a minimum of 50% intensity (e.g. a programme which would take one year if studied full time can take up to two years if studied part time). Programmes studied by distance learning are not eligible for this scheme.
- 2.4 Home (UK) students are those that are classed as Home (UK) (England, Wales, Scotland or Northern Ireland), as assessed for fees purposes, as determined by Student Recruitment & Admissions. Students from the Channel Islands or the Isle of Man are not Home (UK) students according to this definition and are subject to 'Islands students' status.
- 2.5 Widening participation factors that we will consider in the selection process are defined in the following table:

Widening Participation (WP) Criteria	
Factor	Definition
<b>Low participation neighbourhood</b>	This is a postcode classification which tells us what proportion of young people from your area progress to higher education. The specific system used is <a href="#">POLAR 3</a> data. This system groups postcodes into quintiles and quintile 1 or 2 counts as WP. This will be based on the postcode of your home address when taking your A Levels (or equivalent qualification). Where POLAR data is missing we will not be able to use any other proxy data or alternative classification system.

<p><b>Low social mobility neighbourhood</b></p>	<p>Using the geodemographic segmentation tool, <a href="#">Acorn</a>, we are able to gain an understanding of your socio-economic background. Acorn classifies neighbourhoods based on postcode and other demographic data, social factors, population and consumer behaviours. The system splits postcodes into <a href="#">groups</a>. ACORN 4 or 5 counts as WP (excluding 4K). This will be based on the postcode of your home address when taking your A Levels (or equivalent qualification). Where ACORN data is missing we will not be able to use any other proxy data or alternative classification system.</p>
<p><b>Care leaver</b></p>	<p>The Children (Leaving Care) Act 2000 definition states that a <a href="#">Care Leaver</a> is someone who has been in the Care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday. You should provide a letter from a social worker or Leaving Care Personal Adviser confirming your care status.</p>
<p><b>Young carer</b></p>	<p>You are classed as a young adult carer if you were a carer between the ages of 18 and 25 who looks after a relative or friend, of any age, due to disability, chronic/terminal illness, mental health problems or alcohol or drug addiction/dependency. You should provide a letter from a social worker or other relevant professional confirming your status.</p>
<p><b>Irreconcilably estranged</b></p>	<p>An <a href="#">irreconcilably estranged</a> applicant is someone who has not had any verbal or written contact with their parents for a significant period of time (before the age of 25 for this funding scheme), and this is unlikely to change. This can include your biological or adoptive parents, or your only living parent. A significant period of time is usually considered to be twelve months or longer, but this can also depend on your circumstances. You should provide a letter from a social worker or other relevant professional confirming your status.</p>
<p><b>UK refugee status</b></p>	<p>The definition of a refugee as defined on the UKCISA website is:</p> <p>(a) you must be <a href="#">ordinarily resident</a> in England on the <a href="#">first day of the first academic year of your course</a>; and</p> <p>(b) you must:</p> <ul style="list-style-type: none"> <li>• have been recognised as a refugee by the UK Government and have remained ordinarily resident in the <a href="#">UK and Islands</a> since then; or</li> <li>• be the spouse / civil partner of such a refugee and have been in that relationship on the date on which he/she made his/her application for asylum; or</li> <li>• be the <a href="#">child</a> of such a refugee, or the child of such a refugee's spouse / civil partner, and be able to show that on the date that refugee made his/her application for asylum, you were: <ul style="list-style-type: none"> <li>○ under 18 years of age; and</li> <li>○ the refugee was your parent, or your parent's spouse / civil partner.</li> </ul> </li> </ul> <p>We will require evidence of this if you have not already provided it as part of your application for study.</p>
<p><b>Free School Meals / Education Maintenance Allowance (EMA) / 16-19 Bursary Fund / Pupil</b></p>	<p>To have been eligible for <a href="#">free school meals</a> you or your family would have needed to be in receipt of a qualifying income-related welfare benefit e.g. income support, child tax credits, income based jobseekers allowance.</p> <p><a href="#">EMA</a> is a cash award given to students remaining in post 16 education who come from low household income families. This allowance ceased to be in place in England in 2012.</p>

<b>Premium / income related scholarship at a fee paying school</b>	<p>The <a href="#">16-19 Bursary Fund</a> replaced EMA in England and is a cash award which may be awarded to students remaining in post 16 education who come from low household income families.</p> <p>Pupil Premium is funding allocated to a school on the basis of a child having ever been under local authority care or qualified for free school meals.</p> <p>We may also consider those who received an income related scholarship to attend a fee paying school, this is due to some of the funds, as above, not being available within this education sector and you would otherwise have qualified one of the other payments above.</p>
<b>Gender</b>	<p>Your gender as disclosed in your application form for your programme of study.</p>
<b>Ethnicity</b>	<p>Your ethnicity as disclosed in your application form for your programme of study or subsequently in your bursary application.</p>

### 3 Eligibility and Application

- 3.1 To be eligible to be considered for one of these bursaries, you need to:
- be a Home (UK) student;
  - apply for and subsequently register on an eligible PGT programme; and
  - submit your completed funding application, including a supporting statement by the deadline.
- 3.2 It is the University's responsibility to identify potential award recipients on the basis of these criteria but the University cannot be responsible for any errors or omissions in the information supplied to it and on which eligibility decisions are based. The University's decision on the interpretation of eligibility criteria is final and there is no right of appeal. You must comply with all requests for additional information to establish your eligibility on the timeframes specified and you must submit any evidence requested by deadlines.
- 3.3 You will not normally be eligible to apply for this bursary if you have received the Postgraduate Taught Bursary from the University for a previous period of study.
- 3.4 You should be aware that if you opt not to provide information relating to widening participation criteria, it may affect your eligibility to be considered for an award.
- 3.5 You should complete the application available via your Bath Application Tracker. You will be invited by email when applications open for submission and if you have received an offer to study. Please ensure that you keep your email address up to date in your Bath Application Tracker. Incomplete applications will not be considered.
- 3.6 Please note that if you apply for a place to study close to the bursary deadline then you may be unlikely to be able to meet the bursary deadline. If you want to be able to apply for the bursary, then you need to make sure that you have submitted your application for study well in advance of the bursary closing date, ideally six weeks. This is to allow the Central Postgraduate Taught Admissions/ School of Management to process your application, and for any documentation to be requested/reviewed that you may need to provide for your application to study.
- 3.7 The deadline for bursary applications will be **Sunday 15 July 2018** at midnight (GMT).
- 3.8 The University reserves the right to review application closing dates to ensure the allocation of awards is met in full. However, we normally receive a high number of applications and so any deadline extension is unlikely.

## 4 Selection

- 4.1 Selection will be based on widening participation factors you have met as detailed, the supporting statement submitted in your funding application and other contextual information, as provided in your application to study.
- 4.2 A selection panel will review your supporting statement, decide upon applications and allocation of this fund. This will normally comprise of the Director of Student Recruitment and Admissions and senior academics.
- 4.3 You cannot be considered for an award if you have not responded to our invitation to submit a funding application along with any relevant supporting evidence, within the application deadline. All awards are discretionary and limited in number, so even if you meet the criteria you are not guaranteed to receive one.

## 5 Additional Funding Support

- 5.1 These funding schemes are normally only open to you if you are **not** in receipt of a scholarship or other sponsorship funding towards your fees and living costs. The University reserves the right to vary this policy in particular individual circumstances, where the additional funding received may be limited. The University reserves the right not to allocate, or to withdraw and seek repayment of your bursary, if you already have, or are later awarded a scholarship or sponsorship package.
- 5.2 Your eligibility for a bursary will not be affected by you taking out a UK government postgraduate loan.

## 6 Payments

- 6.1 Payment of awards will be made by the [University's Student Finance Office](#). Please note your first bursary payment will only be paid to you on the due date if you have completed and returned a bursary payment agreement form which must be returned, **in person**, to the Student Finance Office in Wessex House 3.44. This form will be emailed to you should you be successful in your application.

Payment of your bursary award will be made over one year for full time students or two years for part time students.

Payment of your bursary award will be made in four instalments each year, usually: October, January, April and July.

The first payment of your award will be on or around 15 October 2018. Remaining instalments will be paid on or around the 1<sup>st</sup> of the month, (normally earlier than the 1<sup>st</sup> if this falls on a weekend / bank holiday).

- 6.2 If you are undertaking a full time PGT programme with a period of placement or which entails a longer period of study (e.g. 15 or 18 month programme), any award will be paid in full during the first 12 month period in four instalments.

## 7 Changes to study

- 7.1 If you change your programme or mode of study and are in receipt of an award which is for example programme/mode specific, it may be withdrawn. If you make **any** changes to your original programme of study you must notify the Scholarships & Bursaries Team about this, as it may affect your continued eligibility.

## 8 Suspensions and withdrawal from studies

- 8.1 If you suspend or withdraw from your studies then you will not be eligible to receive any future award payments in that year.

- 8.2 All bursary payments will be calculated on a pro rata basis and **any overpayments must be repaid** to the University should you suspend, withdraw from studies, or transfer to a non-eligible PG programme, or no longer be eligible for payments for any other reason, (in such a case the University may seek to recover the amount of the overpayment as a debt in the county court).
- 8.3 You may however, be eligible to receive any outstanding awards due upon your return to studies, following a period of suspension. Awards in these circumstances will be calculated on a pro rata basis.

## 9 Repeating, extending or deferring your studies

- 9.1 Awards will not be paid during any extension/repeat period(s) to your taught postgraduate programme.
- 9.2 Awards are allocated for 2018 entry only. If you defer or withdraw and restart, any award already offered will become void. If eligible, you will be considered for support the following year, but this will be subject to the terms of the Access Agreement and any funding provision then in force. There is no guarantee that postgraduate students will be eligible for funding in future years.

## 10 Disciplinary action and fraudulent applications

- 10.1 The University reserves the right to withdraw an award from anyone who is found to have misled the University about any aspect of their eligibility and to seek repayment of any monies already paid to them. In such cases the University may seek to recover any money paid as a debt in the county court (in which case it may also seek to recover additional sums such as interest, court fees and legal costs). We may request at any point, for audit purposes, evidence of any widening participation criteria as stated in your application.

## 11 Alumni Discount

- 11.1 If you are eligible for the 10% alumni discount then separate terms and conditions apply. You should refer to this guidance on the University [web pages](#). Being awarded a bursary will not affect your eligibility for the alumni discount.

## 12 Appeals

- 12.1 There is no right of appeal and the University's decision final in relation to your eligibility for an award. You may make a complaint if you believe that you have not been considered for an award because of a procedural error, or you believe that there has been some other procedural problem with our allocating and awarding system. Complaints should be made under the terms of our [Admissions Complaints and Review Procedure](#).

## 13 Use of Data

- 13.1 In addition to the University [privacy and cookie policy](#), the University may use the widening participation (WP) data / information you share with us to provide information and advice about the University to you as an applicant. Should you subsequently join the University, the University may also use the data to inform our strategies for supporting you as a new entrant, to inform you about provision that you may be able to access, to monitor student success and for other legitimate reasons. Refer to our web pages for our [data protection policies](#). We may also use your data in the allocation of other scholarships on offer from the University and in partnership with corporate donors where funding may be allocated based on your widening participation factors as defined in these guidelines.

**DOCUMENT CONTROL INFORMATION**

Owner Scholarships & Bursaries Team

Version number 1

Approved 5 December 2017

Approved by Student Funding Working Group & Legal Office

Last reviewed 5 December 2017