

Terms and Conditions

Postgraduate Taught Masters Bursaries

2016-17

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1 Scope

- 1.1 These guidelines apply to new UK Taught Postgraduate Masters students taking up a place of study in 2016-17 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 2016-17 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 2016-17 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 the Graduate Schools or Admissions Office. 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:

Factor	Definition	Criteria for extra consideration
Highest Education Level of Parents	The highest qualification held by either of your parents. Information on education levels can be found at the Office of Qualifications, Examinations and Regulation (Ofqual).	Your parents do not hold a higher education qualification (degree) or equivalent professional qualification.
NS-SEC (Socio-economic classification)	SEC is a classification system based on occupation and it enables a household and all its members to be classified according to the occupation of the chief income earner. The NS-SEC coding tool can help you in defining the highest SEC classification of your parent(s) by entering their job occupation into the occupation title field. This is	You fall into NS-SEC categories 4-7.

	based on the simplified NS-SEC analytic class coding in the NS-SEC categorisations section.	
Care Leaver	The Children (Leaving Care) Act 2000 definition states that a Care Leaver 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.	You are a care leaver.
Free School Meals/ Education Maintenance Allowance (EMA)/ 16-19 Bursary Fund	To have been eligible for free school meals 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. EMA 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. The 16-19 Bursary Fund 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.	You were in receipt of free school meals, EMA or 16-19 Bursary Fund.
Mature Students	A mature student is considered as a person who commenced their undergraduate studies at aged 21 years or over.	You were a mature student
School type and performance	A school type is either 'state' or 'private'. A state school is a government funded school where there are no tuition fees charged. A private school will charge tuition fees for a place to study. If your school would normally have charged tuition fees, but you were for any reason not charged fees, this school is still classed as a private school. School performance is defined by the proportion of students achieving a minimum of 5 A*-C grades at GCSE (or equivalent) and/or A-Level (or equivalent) performance.	You attended a state school and/or a low performing school.
Gender	Your gender as disclosed in your application form for your programme of study.	Less than 30% of the PGT students in your academic department in the last five years have been of your gender.
Ethnicity	Your ethnicity as disclosed in your application form for your programme of study or subsequently in your bursary application.	Your ethnicity is underrepresented in your faculty.

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 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.
- 3.4 You should complete the application available via your Bath Application Tracker. You will be invited by email when applications open for submission. Please ensure that you keep your email address up to date in your Bath Application Tracker. Incomplete applications will not be considered.
- 3.5 The deadline for applications will be **12pm on Friday 8 July 2016**.
- 3.6 The University reserves the right to review application closing dates to ensure the allocation of awards is met in full.

4 Selection

- 4.1 Selection will be based on widening participation factors, 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 meet to decide upon applications and allocation of this fund. This will normally comprise the Director of Student Recruitment and Admissions, the Head of Widening Participation and a senior academic.
- 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: October, January, April and July.

The first payment of your award will be on or around 17 October 2016. Remaining instalments will be paid on or around the 1st of the month, (normally earlier than the 1st 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 Admissions and Funding 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 2016-17 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 terminate a bursary and demand repayment of funds already paid in the case of any disciplinary action being taken against an award-holder. Cases will be considered on an individual basis by the Head of Student Services.
- 10.2 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 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.

Any queries relating to these terms and conditions should be addressed to the Admissions and Funding Team, Admissions Office, University of Bath, BA2 7AY or by emailing: adm-pg-bursary@bath.ac.uk

DOCUMENT CONTROL INFORMATION

Owner Admissions and Funding Team

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