

Terms and Conditions

Postgraduate Master's Bursaries

2023-24

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1 Scope

- 1.1 These guidelines apply to new UK Postgraduate Master's students taking up a place of study in 2023-24 who are identified by the University as eligible for consideration for one of the PGT Bursaries.

These bursaries are only open to those who hold a BA, BSc or BEng undergraduate honours degree from the University of Bath. Note that certain programmes are excluded from the funding awards including: Postgraduate Certificate, Diploma, CPD programmes and PhD programmes with an integrated MRes (e.g. Integrated PhD, MRes/PhD).

- 1.2 These awards are made under the terms of the University's Access & Participation Plan. The allocation of funds is limited and so not all eligible students will receive an award.

For the academic year 2023 our awards will be worth either £5,000 or £10,000 from a total fund available of £50,000.

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 & Participation Plan refers to the written statement of agreement the University has with the [Office for Students](#). 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 & Participation Plan/ Access Agreement because the nature of its support for students has changed over time. Your financial support arrangements are linked to the Access & Participation Plan for 2019-20 and these T&Cs 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 & Participation Plan 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 that 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 Central Postgraduate Taught Admissions/ School of Management. 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.

3 Contextual data

Contextual Data (widening participation) that we will consider in the selection process are defined in the following table. We will use the Widening Participation data that is available in your student SAMIS record that was used for your undergraduate funding awards. This data is based on information given in your UCAS and Bath Bursary/ Gold Scholarship Programme application:

Contextual Data (Widening Participation information) from your Undergraduate SAMIS record	
Factor	Definition
POLAR data - Low participation neighbourhood	<p>This is a postcode classification that tells us what proportion of young people from your area progress to higher education. This will be based on the postcode of your UK 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. Find out more about POLAR data.</p> <p>You will be flagged as a widening participation priority if the home postcode listed on your UCAS application when you submit falls into Polar quintile 1 or 2.</p>
IMD – Index of Multiple Deprivation	<p>Index of multiple deprivation (IMD) is a measure of relative deprivation for small, fixed geographic areas of the UK. IMD classifies these areas into five quintiles based on relative disadvantage, with quintile 1 being the most deprived and quintile 5 being the least deprived.</p> <p>IMD data is freely available from relevant government resources (aside from postcodes in Northern Ireland, for which data is unfortunately not freely available). When we receive your UCAS application, the home postcode you provide will be paired with IMD data so that we can determine which quintile you fall into.</p> <p>You will be flagged as a widening participation priority if the home postcode listed on your UCAS application when you submit falls into IMD quintile 1 or 2.</p>
Care Leaver	<p><i>The Children (Leaving Care) Act 2000 definition states that a care leaver is someone 25 or under who has been in Local Authority Care for a period of at least 13 weeks or more since the age of 14 and who was in care on their 16th birthday.</i></p> <p>The University has a Student Retention & Success Team who can also provide you with additional support and advice during your studies.</p>
Young Carer	<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.</p> <p>The University has a Student Retention & Success Team who can also provide you with additional support and advice during your studies.</p>
Irreconcilably Estranged	<p>An irreconcilably estranged person 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.</p> <p>The University has a Student Retention & Success Team who can also provide you with additional support and advice during your studies.</p>
UK Refugee	<p>The definition of a refugee as defined on the UKCISA website is:</p>

(a) you must be [ordinarily resident](#) in England on the [first day of the first academic year of your course](#); *and*

(b) you must:

- be a refugee by the UK Government and have remained ordinarily resident in the [UK and Islands](#) since then; *or*
- the spouse / civil partner of such a refugee and you must have been the spouse or civil partner of that person on the date on which their asylum application was made; *or*
- the [child](#) of such a refugee or of a refugee's spouse or civil partner and at the time the refugee made the asylum application you must have been the under-18-year-old child of the refugee or of the refugee's spouse or civil partner;

and

(c) you have not ceased to be ordinarily resident:

- since you were recognised as a refugee; *or*
- if you are a spouse / civil partner, or child, of a refugee, since you were given leave to remain in the UK.

The University has a [Student Retention & Success Team](#) who can also provide you with additional support and advice during your studies.

4 Eligibility

4.1 To be considered for one of these bursaries, you need to:

- hold a BSc, BA or BEng undergraduate honours degree from the University of Bath
- be a Home (UK) student and you have received an offer to study an eligible master's course
- have no more than a one-year gap between finishing your undergraduate degree and starting your postgraduate degree
- have been previously in receipt of an undergraduate Bath Bursary or Gold Scholarship Programme Award

4.2 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 any requests for additional information to establish your eligibility within the timeframes specified.

We may request additional information so that potential awardees can demonstrate that they will be able to support themselves financially from other sources of funding they may be applying for or have available to them for the duration of their studies if awarded a PGT Bursary.

4.3 You will not be eligible to be considered for this bursary if you have received the PGT Bursary from the University for a previous period of study.

4.4 Please note that if you apply for a place to study close to the bursary deadline then it is unlikely that you will be able to meet the bursary deadline. If you want to be considered 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 Central PGT Admissions/ School of Management to process your

application, and for any documentation that you may need to provide for your application to study to be requested/reviewed.

- 4.5 The University reserves the right to review bursary closing dates to ensure the allocation of awards is met in full.

5 Application & Selection

- 5.1 Eligible applicants will be invited to submit a supporting statement to apply for these awards in June 2023. Please ensure you have applied for a PGT course first as only those who hold a valid offer for an eligible PGT course of study at Bath will be invited to apply.

The supporting statement will require information on the following areas:

- Challenging personal or family circumstances affecting your prior educational opportunities or attainment
- Particular reasons for choosing your intended course of study and any anticipated gains
- The wider contribution you expect/hope to make to the University community
- Challenges and ambitions related to accessing a particular career or onward destination following your proposed course of study
- Details of other funding you have in place to support your studies

- 5.2 PGT bursaries are discretionary. This means that even if you meet the relevant criteria you are not guaranteed one. The selection panel (as outlined below) will select recipients it deems to be the most deserving in its sole discretion. Their decision in this respect is final and there is no right of appeal.

In making their selection they will take into account the widening participation factors you have met as detailed, which will include financial viability to complete your chosen course of study and other contextual information as outlined in these terms and conditions.

- 5.2 The selection panel is appointed by the University in its discretion. It will often comprise of the Head of UK & International PGT Recruitment, a representative from Student Services, and senior academic representatives. But this is subject to change and panel members will be appointed as the University deems appropriate.

6 Additional Funding Support

- 6.1 We will take into account details of any other funding support that you may be offered from the University 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.

- 6.2 Your eligibility for a PGT bursary will not be affected by you taking out a UK government postgraduate loan.

7 Payments

- 7.1 Payment of awards will be made by the [University's Student Finance Office](#).

The payment method will be by direct bank transfer. Bank details will need to be provided through your SAMIS account when requested, otherwise payment will be delayed. Changes to bank details can be made through SAMIS at any time but will need to be made at least two weeks before a payment date to take effect.

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

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

The first payment of the award will be on or around 9 October 2023. Remaining instalments will be paid on or around 1st of the month, (normally earlier than 1st if this falls on a weekend / bank holiday).

- 7.2 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.

8 Changes to study

- 8.1 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](mailto:postgraduate-taught-funding@bath.ac.uk) (postgraduate-taught-funding@bath.ac.uk) about this, as it may affect your continued eligibility.

9 Suspensions and withdrawal from studies

- 9.1 If you suspend or withdraw from your studies then you will not be eligible to receive any future award payments in that year.
- 9.2 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).
- 9.3 Following a period of suspension, you may be eligible to receive any outstanding awards due upon your return to studies. Awards in these circumstances will be calculated on a pro rata basis.

10 Repeating, extending or deferring your studies

- 10.1 Awards will not be paid during any extension/repeat period(s) to your taught postgraduate programme.
- 10.2 Awards are allocated for 2023 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 & Participation Plan and any funding provision then in force. There is no guarantee that postgraduate students will be eligible for funding in future years.

11 Disciplinary action and fraudulent applications

- 11.1 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.

12 Alumni Discount

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

13 Appeals

- 13.1 The University's decision on the interpretation of eligibility criteria is final and there is no right of appeal. 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](#). You must comply with all requests for additional information to establish your eligibility within the timeframes specified and you must submit any evidence requested by the stated deadlines.

14 Use of Data

- 14.1 In addition to the University [privacy and cookie policy](#), the University may use the contextual (widening participation) data / information in your Student SAMIS record. The University may also use the data to inform our strategies for supporting you as a new PGT 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. Your actual widening participation data will not be shared with a third party but shortlisting/ selection for a scholarship may give an indication that you have met any such factors.

15 Application deadlines

Eligible students will be invited to apply in June 2023. Applications will close on Tuesday 1 August 2023 at 10am.

Any queries relating to these terms and conditions should be addressed to the PGT Student Recruitment Team, Student Recruitment & Admissions Office, University of Bath, BA2 7AY or by emailing: postgraduate-taught-funding@bath.ac.uk

DOCUMENT CONTROL INFORMATION

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