UNIVERSITY OF BATH
Claverton Scholarship Programme

Claverton Scholarship Programme - Terms and Conditions 2026/27

Contents

A. Introduction 1
B. Claverton Scholarship Programme payments 1
C. Requirements of Claverton Scholars 2
D. Failure to meet the requirements of the CSP 2
E. Suspending your studies / repeating a year of studies 4
F. Requesting to leave the CSP 4
G. Publicity, photography and filming 4
H. Data sharing 5
I. Scholar wellbeing 5
J. Complaints 5
K. Appendix A: Claverton Employability Passport 6

A. Introduction

The University has established the Claverton Scholarship Programme (CSP) to encourage and support students to gain most benefit from their time at the University. To obtain the full benefit from the programme and in order to receive funding, you are expected to participate fully in all CSP activities and events, and to complete and log the CSP requirements.

These Terms and Conditions are supplementary to the standard *Terms and Conditions for Undergraduate Bursaries and Scholarships* and should be read in conjunction with these.

B. Claverton Scholarship Programme payments

1. Claverton Scholars will receive the CSP payments **in addition** to the Bath Bursary package. Successful completion / failure to complete the CSP requirements will not impact upon the Bath Bursary package.
2. Claverton Scholars will only receive CSP payments upon successful completion of the Claverton Employability Passport (CEP), as outlined below, by 31 August of the relevant academic year. If a Scholar fails to complete the CEP by the deadline, payments may be delayed or withdrawn. See below for further information.
3. Scholars must have **completed registration with the University a week before the payment date**, in order to receive their payment.
4. Claverton Scholars will receive the following payments:
    a. Following completion of Year 1 CEP by 31 August 2027, a payment of £750 alongside your Bath Bursary payment in December 2027.
    b. Following completion of Year 2 CEP by 31 August 2028, a payment of £750 alongside your Bath Bursary payment in the December of the Scholar's **final year** of UG studies.
    c. Scholars are only eligible to receive a maximum of two payments, totalling £1500.
    d. Scholars on a 2-year foundation degree course (e.g., FdSc (Hons) Sports Performance) will need to complete Year 2 of the CEP by 1 June 2028 in order

to activate a payment of £750 by the end of June 2028. Failure to meet this deadline will mean that payment will not be possible.

C. Requirements of Claverton Scholars

1. Claverton Scholars are required to engage fully and professionally with the programme and opportunities made available to them. This includes reading and responding promptly to communications.
2. As a Year 1 Claverton Scholar, you will be required to complete the Year 1 Claverton Employability Passport (See Appendix A for details), including:
    a. Attending and participating in the Year 1 CSP Core events:
        i. The CSP Welcome Event on Wednesday 17 March 2027
        ii. The CSP Year 1 3-day non-residential summer school on 8th ,9th ,10th June 2027.
    b. Activities totalling a minimum of 25 hours, including:
        i. Employability support activities
        ii. At least 15 hours of experiential learning
        iii. Personal and Professional development activities

3. As a Year 2 Claverton Scholar, you will be required to complete the Year 2 Claverton Employability Passport (see Appendix A for details), including:
    a. Attending and participating in the Year 2 CSP Core events:
        i. The CSP Networking Day on 24th February 2027
        ii. The CSP Year 2 2-day non-residential summer school on 9th and 10th June 2027.
    b. Activities totalling a minimum of 30 hours, including:
        i. At least 20 hours of experiential learning
        ii. Personal and Professional development activities
        iii. Employability support activities

4. You will be required to support the monitoring and evaluation of the Programme and to support Advancement relations with donors to the programme. At minimum, this will include:
    a. A pre-entry task
    b. An end-of year survey and donor report at the end of Year 1 and Year 2 of the Programme.
    c. An end-of degree survey at the end of your undergraduate studies at Bath.

5. As a Claverton Scholar, you must ensure that your behaviour does not risk bringing the CSP or the University into disrepute or cause any operational difficulties, and that you do not cause disruption to, or hinder, any of the CSP activities.

D. Failure to meet the requirements of the CSP

1. We appreciate that, on occasion, unforeseen and unavoidable circumstances may prevent Claverton Scholars from being able to meet the requirements of the CSP (in the way that individual mitigating circumstances (IMCs) may prevent students from completing an academic assessment). If you are unable to complete the requirements of the CSP for such reasons, you must inform the CSP Team by email as soon as reasonably practicable.
    a. We reserve the right to request that you provide suitable evidence of your circumstances.

b. We will consider these circumstances on an individual basis and we will endeavour to be sympathetic if we deem that the circumstances are unforeseen and out of your control. Events and conditions that are not normally accepted as IMCs are unlikely to be accepted as reasons for failing to participate in the CSP.

2. Failure to communicate appropriately and promptly
    a. If you do not respond to emails within a reasonable timeframe, we may contact your department and other teams at the University to check whether you are still at the University. If we have concerns, we will report this to the appropriate University teams to ensure that appropriate Missing Students procedures are followed and that you are offered support if needed.
    b. Continued failure to communicate effectively will lead to a CSP warning, and could lead to you being asked to leave the CSP.
        i. If you are given a warning, this will be taken into account for any future instances of failing to meet the CSP requirements.

3. Failure to attend compulsory events:
    c. If your circumstances are accepted, your absence will be marked as **Authorised** and you will be asked to complete specified alternative activities to achieve the learning outcomes of the event.
    d. If your circumstances are not accepted or you fail to communicate circumstances to the CSP Team, your absence will be marked as **Unauthorised**. You will be asked to attend a meeting with a member of the CSP Team and a decision will be made whether to give you a warning, or whether to ask you to leave the CSP.
        i. If you are given a warning, this will be taken into account for any future instances of failing to meet the CSP requirements. You will be asked to complete specified alternative activities to achieve the learning outcomes of the event.

4. Failure to complete the Claverton Employability Passport by the end of year deadline:
    a. Your CSP payment will be delayed and you will be asked to meet with a member of the CSP Team.
    b. If your circumstances are accepted, at the discretion of the CSP Team:
        i. you may be given an extension to allow you to complete the requirements, OR
        ii. you may be given alternative options to allow you to meet the learning outcomes, OR
        iii. your completed activities may be considered suitable to allow you to pass the year.
    c. If your circumstances are not accepted, you will not receive your CSP payment. The CSP Team, following your meeting, will determine whether you will continue as a Claverton Scholar.

5. Failure to fully participate in the CSP, causing disruption to CSP activities, behaviour that could bring the CSP into disrepute, or behaviour that causes significant operational difficulties may lead to a warning or direct removal from the CSP.

6. If you are removed from the CSP,
    a. You will not normally be required to repay any funds.
    b. You will not receive any further CSP payments
    c. You will no longer be invited to participate in CSP events and activities and will no longer receive CSP communications.

E. Suspending your studies / repeating a year of studies

1. Suspending your studies
    a. If you suspend your studies having completed some but not all of the CSP requirements for that year, this will be recorded. When you return to your studies, you will need to complete the remaining requirements in order to receive your scholarship payment and remain on the CSP.

2. Repeating a year of studies
    a. If you have completed the CSP Year 1 requirements but are required to repeat Year 1 of your degree, you will receive your CSP payment as planned in December 2027 (as long as you are registered to continue your studies). You will not participate in CSP events or requirements in your repeat year but will join the programme again when you commence Year 2 of your degree.

F. Requesting to leave the CSP

1. If you are unable to continue on the CSP, please arrange a meeting with the CSP Team to discuss your concerns.

2. If following that meeting, you would like to leave the CSP, please confirm this by email to the CSP Team.

3. You will receive formal confirmation that you have left the CSP.
    a. You will not be required to repay any funds.
    b. You will not receive any further CSP payments
    c. You will no longer be invited to participate in CSP events and activities and will no longer receive CSP communications.
    d. This decision will be final and it is not an option to re-join the CSP at a later point in your degree.

G. Publicity, photography and filming

1. Your name, the name of your scholarship, and excerpts from your application, survey responses, any reports or letters you provide for donors may be used in online and print materials to promote and publicise the impact of our philanthropic scholarships. We will contact you before we use any material that could identify you as an individual.

2. We will take photographs and short films of CSP events and activities, and we will encourage you to submit your own photographs and films of your life as a Claverton Scholar. Unless you contact us, as outlined below, by participating in the CSP, you will be providing your consent to the University holding and processing such images.

3. These photographs and films may be used for publicity and promotional purposes for the CSP or for the University of Bath in a wide variety of formats. This may include hard copy literature (such as funding leaflets, the University Prospectus, or newsletters to donors), web pages and social media platforms.

4. If you do not wish for your image to be used, please email the CSP to state this. If you do contact us, please be advised that whilst we will endeavour to ensure that your images will not be used going forward, we will not be able to prevent it from being used in materials that are already in circulation.

H. Data sharing

1. Your name and contact details may be shared with academic departments and professional services at The University of Bath, where appropriate, in order to provide you with additional opportunities, resources and support to help you achieve success at the University.

I. Scholar wellbeing

At Bath, we understand that that each student is unique and recognise individual differences. Coming to university is a new experience and while for many it is an exciting time full of opportunities, we appreciate some students may encounter uncertainties at some point during their studies. As a Claverton Scholar, we want to ensure that you are aware of, and have access to the right support and advice should you need it. If there are concerns about your wellbeing, the CSP Team and/or The Advancement Team may discuss this with other teams in Student Support, to seek their advice and ensure that you are signposted to relevant support as appropriate.

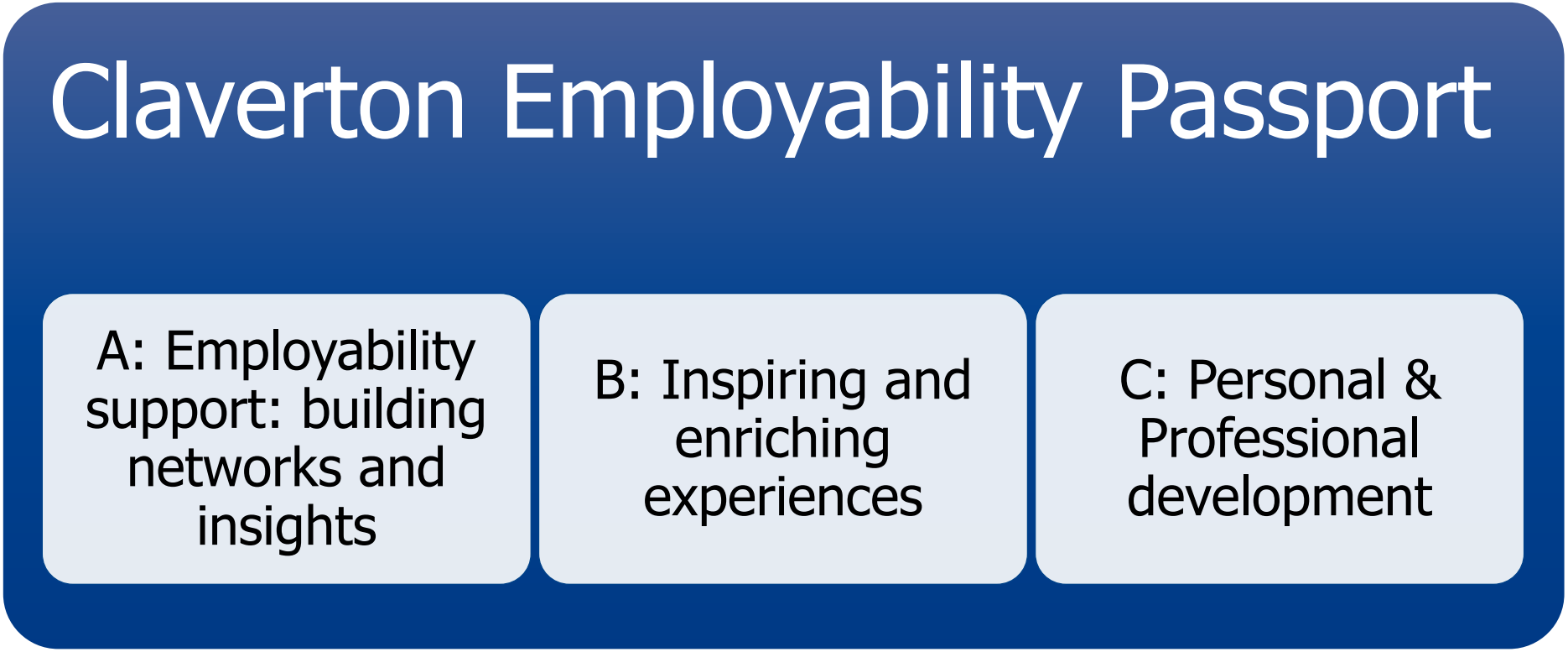
J. Complaints

1. If you have a complaint about the CSP, please refer to the University Student Complaints Procedure (www.bath.ac.uk/university-secretary/guidance-policies/studentcomplaints.html). In the first instance, please discuss your concerns informally with the CSP Team and we will do our best to work with you to resolve these.

K. Appendix A: Claverton Employability Passport

Claverton Employability Passport

"The Claverton Scholarship Programme aims to enhance student satisfaction and belonging and boost employability skills for Claverton Scholars."



Claverton Scholars must complete the Claverton Employability Passport (CEP) in Year 1 and Year 2 in order to receive their CSP funding.

	Objectives	Year 1	Year 2

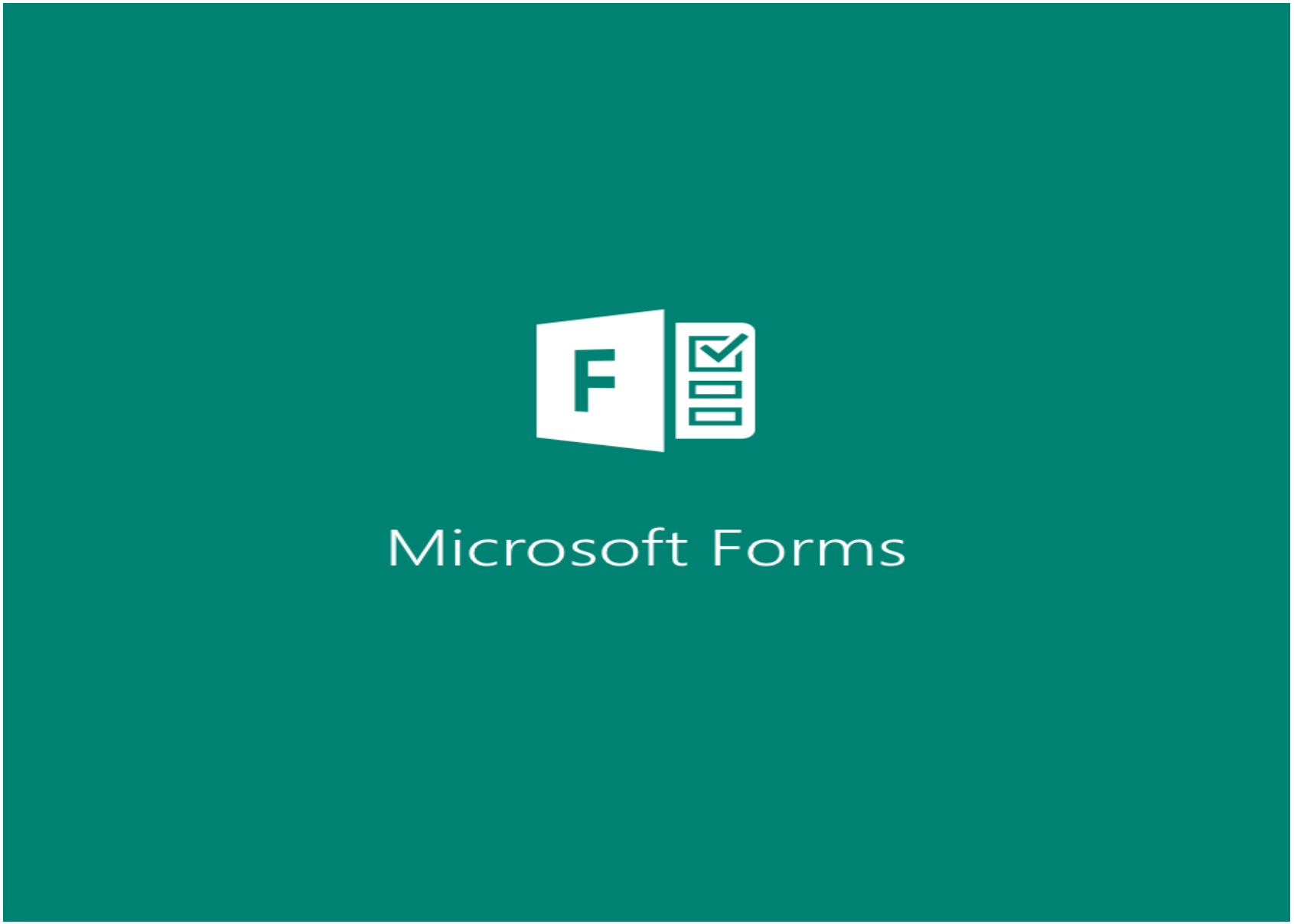
A: Employability support: building networks and insights	• *Develop a network of people that can support your personal and professional development, at university and beyond.*
	• *Participate in meaningful and insightful personalised conversations about your personal and professional development.*
	• *Develop confidence in talking to professionals working in relevant careers.*
	• *Gain insights into the opportunities, culture and expectations of relevant careers.*
		✓ **Attend and participate in the CSP Launch Day.**
		
		✓ **Attend and participate in the CSP 3 day non-residential summer school in June**
		
		✓ **Complete at least two activities from list A1:**
		
		• Participate in a networking event and write a follow-up email/LinkedIn message to at least one person you met at the event
		• Connect with an Alum expert on Bath Connection and attend a virtual / in person 1-1 meeting with them
		• Prepare for and attend a Careers Fair
		• Participate in a mock interview
		• Attend the One Youth World Bath forum.
		• Complete a day's work experience or work shadowing
		• Join and attend at least 2 events with an SU society that is categorised as:
		  ○ Ethical and Political
		  ○ Faith and Cultural
		  ○ Departmental
		• Build a LinkedIn Profile and make at least 50 connections.
		• Participate in another activity that supports you meeting the objectives of this category*
			✓ **Attend and participate in the CSP Networking Day in March.**
			
			✓ **Attend and participate in the CSP 2 day non-residential summer school.**
			
			✓ **Complete at least two activities from CEP List A2:**
			
			• Participate in a networking event and write a follow-up email/LinkedIn message to at least one person you met at the event
			• Connect with an Alumi expert on Bath Connection and attend a virtual / in person 1-1 meeting with them
			• Prepare for and attend a Careers Fair
			• Participate in a mock interview
			• Complete a day's work experience or work shadowing
			• Participate in another activity that supports you meeting the objectives of this category*

B: Inspiring and enriching experiences	• *Develop confidence in working in a professional setting* • *Develop and demonstrate professionalism, resilience and reliability* • *Develop and demonstrate work-place skills, such as*	✓ **Complete at least 15 hours (not including training) participating in an employability experience, for example:** • Outreach or departmental ambassador work • Adv Team Telethon • Future Insights internship • Micro-internship	✓ **Complete two employability experiences, with a minimum of 10 hours per experience (not including training for the role), for example:**

	communication and team-work • *Gain experiences that you can reference when applying for future roles* • *Gain references that can support your applications for future roles*	• Online internship • Volunteering for an external charity / Not for Profit organisation • Volunteering with an SU volunteering group • Virtual exchange • International Summer School • Summer Research Internship • Corporate internship • Spring week experience • Participate in another activity that supports you meeting the objectives of this category*	• Anything in the Year 1 list that you did not do last year • Vertically Integrated Project • Academic Rep • Peer Mentor / PAL Leader • One Young World organising committee member • Club/Society committee member • Participate in another activity that supports you meeting the objectives of this category*
C: Personal & Professional development	• *Develop your ability to analyse your own strengths and areas for development* • *Take personal responsibility and a pro-active approach to your own personal and professional development* • *Develop skills or knowledge outside of your academic course that will enhance your employability and support your future career goals*	✓ **Complete the University's NeverOK training – NeverOK and NeverOK PIE** ✓ **Either complete one activity from CEP List C1:** • Complete a semester of language lessons with the FLC • Complete a virtual exchange through the FLC • Complete a Code First Girls coding course • Complete a TeamBath vocational course • Complete a certificated course of your own choice that takes a minimum of 6 hours* ✓ **OR complete at least two activities from CEP List C2:** • Attend a Skills Training workshop run by the SU • Attend a languages careers webinar • Participate in a Skills Centre Skills for Success workshop or Workplace essentials workshop • Attend any workshop approved for the Bath Award • Engage with a Skills Centre Professional skills tutorial • Complete a LinkedIn Learning course and add to your LinkedIn profile	✓ **Complete one course from list C1 or two activities from list C2 – these must not be the same as those completed in Year 1.**

- Submit a blog / vlog explaining:
    - how one of your Section B experiences has developed your employability
    - How a learning experience on your course has developed your employability
- Produce an up-to-date CV and cover letter
- Complete a personal or professional development course of your own choice lasting at least 1 hour*
- Deliver a presentation / run a workshop outside of your academic course*

*Requires pre-approval from the Scholarships and Bursaries Team- Please use the approval request form


Microsoft Forms

Document Control Information

Owner	CSP Team
Version number	1
Approval date	04/11/2026
Approved by	Jane Catchpole, Student Success Programme Manager and Lisa Dew, Scholarships and Bursaries Manager
Date of last review	04/11/2026