



Bursaries and Scholarships Academic Year 2019/20 Policy and Procedure

1. Scope and Purpose

- 1.1. AECC University College offers a range of undergraduate bursaries and scholarships in order to widen participation, support retention and reward high achievement on its courses of study.
- 1.2. Bursaries and scholarships are only awarded to students studying full-time on the University College's undergraduate course(s).
- 1.3. Scholarships can be withheld or adjusted to reduce an outstanding academic debt to the University College. Bursaries shall not be subject to such adjustment.
- 1.4. Students must be enrolled and engaging with the course to continue to receive bursary or scholarship payments.
- 1.5. Bursary or scholarship recipients who withdraw or suspend from the course will no longer receive payments. Students who suspend and later return to study, may be eligible for the bursary or scholarship to be reinstated.

2. Key Responsibilities

- 2.1. The Academic Registrar is responsible for the overall management and implementation of this policy and the accompanying procedures.
- 2.2. The Student Finance Officer is responsible for the receiving and maintaining any data from Student Finance England in relation to household income assessments.
- 2.3. The Bursaries and Scholarships Panel (see appendix 1) are responsible for making decisions on the allocation of bursaries or scholarships.
- 2.4. Under this policy and associated procedures any University College role or officeholder or officer of the Student Union may act through her or his appointed nominee.

3. Bursaries

3.1. The AECC University College Maintenance Bursary

The AECC University College Maintenance Bursary is available UK* students enrolling on the University College's undergraduate course in 2019/20 who meet the eligibility criteria. A minimum of 5 will be awarded.

Eligible students with a household income below £16,000 will receive a bursary of £2,000 a year for the standard published length of their degree (i.e. 3, 4 or 5 years dependent upon the course of study and/or year of entry) to support their living and learning costs. Students who are in receipt of a Maintenance Bursary who transfer to the MSc Chiropractic will, assuming they continue to meet the core eligibility criteria, receive the bursary for the standard published length of the MSc.

Eligible students with a household income of between £16,001 and £25,000 will be eligible for a bursary of £1,800 per year for the standard published length of their degree (i.e. 3, 4 or 5 years dependent upon the course of study and/or year of entry) to support their living and learning costs.

To be eligible a student must:

- be a new full-time undergraduate student studying at the University College commencing in 2019/20

- be entering Higher Education for the first time or be transferring direct from another degree (incomplete), without a break in study, where they entered HE for the first time
- not be receiving support for fees or living expenses from a company or charity
- have a household income less than £16,000 to be eligible for the £2,000 bursary
- have a household income between £16,001 and £25,000 to be eligible for the £1,800 bursary
- complete the appropriate Student Finance England application form for funding and indicate their 'consent to share' their data with the University College. Students who do not 'consent to share' data cannot be assessed.
- have completed the Student Finance England assessment by 1 October 2019 including 'consent to share'.

* Defined as UK nationals ordinarily resident in England (excludes Scotland, Wales and Northern Ireland due to alternative funding arrangements in those countries).

3.1.1. Allocation of Bursaries

Students do not need to apply for the Bursary as all required data is available from Student Finance England if the student has given 'consent to share'.

A minimum of 5 AECC University College Maintenance Bursary will be awarded in the 2019/20 academic year. In the event that the number of eligible students exceed the number of Bursaries, the University College will allocate the bursaries to those in most financial need. The following selection process will take place:

1. All eligible enrolled students will be ranked by Student Finance from lowest to highest income.
2. The Bursaries and Scholarship Panel will review the data and award the bursaries in order of lowest income first.

If students are still tied after the above process, the Panel will consider other widening participation criteria as set out in the Access Agreement and deem those who meet multiple criteria as most in need:

- a. student is from a low participation neighbourhood
- b. student attended a state school for A Levels or equivalent
- c. student is a mature aged entrant (as defined by the Higher Education Statistics Agency as 21 and over at the point of entry).

3.1.2. Notification of Award

Students will receive written notification of the award of a Bursary from the Bursaries and Scholarships Panel in October.

3.1.3. Payment

Bursaries will be paid in 8 equal instalments (November-June) into the student's UK bank account by bank transfer.

Continued receipt of the bursary relies upon the student re-enrolling full time and meeting the household income criteria each year.

When a student returns from suspension, they will continue to receive the balance of the bursary remaining at the point of suspending.

Students will not normally be paid during a repeat year.

3.2. The AECC University College Diagnostic Instruments Bursary

The AECC University College Diagnostic Instruments Bursary is available to all UK* students enrolled on the undergraduate chiropractic course who meet the eligibility criteria. The purpose of the Bursary is to support the acquisition of necessary clinical diagnostic instruments for study on the undergraduate chiropractic course.

Eligible students with a household income below £25,000 will receive, free of charge, a basic set of diagnostic instruments in semester 1 of entrance year at the University College.

To be eligible a student must:

- be a new full-time undergraduate student studying at the University College commencing in 2019/20
- be entering Higher Education for the first time or be transferring direct from another degree (incomplete), without a break in study, where they entered HE for the first time

- not be receiving support for fees or living expenses from a company or charity
- have a household income less than £25,000
- complete the appropriate Student Finance England application form for funding and indicate their 'consent to share' their data with the University College. Students who do not 'consent to share' data cannot be assessed.
- Have completed the Student Finance England assessment by 12 October 2019 including 'consent to share'.

* Defined as UK nationals ordinarily resident in England (excludes Scotland, Wales and Northern Ireland due to alternative funding arrangements in those countries).

3.2.1. Notification of Award

Students will receive written notification of the award of a Bursary from the Bursaries and Scholarships Panel in October.

3.2.2. Payment

Students will receive a basic set of diagnostic instruments. A cash alternative is not available. If a student has already bought a kit by the time they are notified, the money will be refunded to them (to the value of the basic kit only if they have purchased one of a higher value).

4. Scholarships

4.1. The Hugh Gemmell Memorial Scholarship

The Hugh Gemmell Memorial Scholarship is open to all students of any nationality and is endowed to reward academic excellence when entering the clinical setting by supporting learning and living expenses in year 4 of the MChiro or MSc Chiropractic.

It is awarded annually to the student with the best student mark profile in Year 3 of either the MChiro or BSc (Hons) Human Sciences course and is to the value of £2,500 for one year.

To be eligible a student must:

- have completed MChiro Year 3 studies at AECC University College
- have successfully completed the Clinic Entrance examination
- have the highest student mark profile at the Year 3 MChiro assessment board (or equivalent)

4.1.1. Allocation

The scholarship is awarded by the Bursaries and Scholarships panel, no application is needed.

In the event that of two or more students have the same mark profile, the University College will divide the scholarship equally among students.

4.1.2. Notification of Award

Students will receive written notification of the award of a Scholarship from the Bursaries and Scholarships Panel in November.

4.1.3. Payment

Scholarships will be paid twice yearly (50% at the beginning of the Spring Term and 50% at the beginning of the summer term) into a UK bank account.

4.2 Sport Scholarship

Sports Scholarships are available to the most outstanding student athletes who show evidence of achievement at regional, national or international levels. The scheme is committed to delivering sporting excellence and support to students who display outstanding sporting ability or show the potential to reach that level in the near future. The scholarship supports all students and sports that meet the eligibility criteria.

The scholarship is split into three difference levels (Gold, Silver and Bronze). The level at which a student is supported is based upon their level of performance; a student can progress up through the levels as performance level increases. The specific support provided at each level is outlined in the table below:

| <i>Service</i> | Bronze | Silver | Gold |
|------------------------------------------------------|---------------|---------------|-------------|
| Scholarship support tutor | ✓ | ✓ | ✓ |
| Chiropractic support | ✓ | ✓ | ✓ |
| Sport Psychology profiling | x | ✓ | ✓ |
| Sport psychology 1-to-1 support | x | x | ✓ |
| Performance-focused workshops | ✓ | ✓ | ✓ |
| Financial support (<i>That can be applied for</i>) | £0 | £250 | £500 |
| Dietary assessment | x | ✓ | ✓ |
| Nutrition advice | x | x | ✓ |
| Biannual Physiological testing | ✓ | ✓ | ✓ |
| Bespoke performance testing | x | x | ✓ |
| Press, media and communication training | ✓ | ✓ | ✓ |

Students in receipt of the Sport Scholarship are required to:

- Attend an induction event outlining their role within the University College
- Undertake 1 (Bronze), 2 (Silver) or 3 (Gold) marketing, promotion, or outreach activities per year. These activities could include (but are not limited to): open days, school visits, interviews, and filming for online videos.

4.2.1 Eligibility

To be eligible for the Sport Scholarship, a student must:

- be enrolled on OR applied for a full-time undergraduate or postgraduate course at AECC University College
- meet the criteria set out in Section **A** and at least 1 subcategory in Section **B**:

A.

- Have the necessary academic background to successfully gain a position on a course at AECC University College, and be enrolled in a full academic schedule of work (student's repeating years or units may not be eligible).

B.

- Be of regional (Bronze), national (Silver) or international (Gold) standard in their sport and/or show strong evidence of future outstanding potential, AND Represent AECC University College in their respective BUCS individual or team competitions.
- Be of regional, national or international standard in a Sport England recognised sport
- Be of National or International standard in their sport.
- Be in a professional sports academy, development squad or team.

A student in receipt of an Elite Athletic Achievement Scholarship is not eligible to receive a sport scholarship.

4.2.2 Application

Students must apply for the Sport Scholarship annually, and continue to prove their eligibility each year in order to continue to receive support. The application form will be published on the Policies for Students website and the VLE.

Students must meet the application deadline 28 September 2019 and reapply annually thereafter.

Subsequent application rounds may be opened at the discretion of the University College.

4.2.3 Allocation of Sport Scholarship

The Bursaries and Scholarships Panel will rank applicants based on the information provided in the application form and award students a Bronze, Silver or Gold Scholarships based on the following:

- That the sport in which they compete is a Sport England recognised Sport
- Level of achievement within their sport. Broadly speaking applicants at regional level will gain a Bronze level of support. Applicants at a National level will gain a Silver level of support. Finally, applicants at an International level will gain a Gold level of support.
- The timeliness of the highest level of competition will also be taken into consideration. Greater weighting will be awarded to individuals currently competing at the level they are applying for (compared with applicants who cite competing at that level earlier in their career).

4.2.4 Payment

Students on the scheme will be able to apply for the reimbursement of expenses and costs associated with competing in their particular sport dependent on their level on the scheme. The Bronze level no reimbursement is available. For the silver level it is up to £250, and the gold level it is £500.

4.2.5 Notification of Award

Students will receive written notification of the award of a Sport Scholarship from the Bursaries and Scholarships Panel in October.

5. Appeals

- 5.1. Appeals will only be considered where there is evidence that a procedural irregularity has occurred in implementing this policy.
- 5.2. Students wishing to appeal should write to the Academic Registrar within 10 days of the outcomes of the Bursaries and Scholarships Panel being published.

6. Disclaimer

- 6.1. Bursaries and scholarships shall be reviewed on a regular basis and the University College reserves the right to introduce new Scholarships or to cease the award of Scholarships at any time.

| | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Version: | 1.0 |
| Ratified by: | Academic Board |
| Originator/Author | Academic Registrar |
| Reference source: | AECC University College |
| Date approved: | 27 June 2018 |
| Effective from: | 2019/20 year of entry |
| Review date: | annually |
| Target: | Admissions staff, UG programmes Office staff and (prospective) undergraduate students. |
| Policy location: | Website, Moodle and SIP |
| Equality analysis | <ul style="list-style-type: none">– No major impact.– Monitoring will be undertaken to assess whether there is any differential impact in the handling of cases |

Appendix 1

Bursaries and Scholarships Panel

Membership

Vice-Principal (Chair)
Head of School of Psychology, Sport and Physical Activity
SU Exec Member

In Attendance: Academic Registrar (Panel Secretary)

Terms of Reference:

- To receive and review applications (or where applications are not needed, the relevant data) for scholarships and bursaries from the University College's student population.
- To determine the merit of the scholarship applications received.
- To make decisions on the award of bursaries and scholarships.
- To review the University College's bursaries and scholarships policy annually, and to make recommendations on the continued award of such support.
- To identify potential new categories of support for award in response to changes from time to time in Government funding policy for students in Higher Education.