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# **Bournemouth University Scholarships Policy & Procedures UNDERGRADUATE**

## **Academic year intake 2016-17**

Major Version 1.0: May 2016

**Notes:**

This document is for external publishing, with the exception of noted appendices which contain potentially sensitive information relating to BU’s internal business processes.

Scholarships offered to incoming students are reviewed on a regular basis and the University reserves the right to review, amend, and introduce new awards and to cease the award of scholarships at any time. A minor version of this document will be published to take account of any changes to our provision, the terms, conditions & eligibility.

## BU SCHOLARSHIPS POLICY AND PROCEDURE 2016-17: UNDERGRADUATE (HONOURS)

### 1. Scope and Purpose

- 1.1 Bournemouth University (BU) offers a range of undergraduate scholarships in order to reward high achievement. Details of the scholarship benefits, eligibility to apply and deadline for applications are listed in Section 6 of this document. Scholarships will be reviewed on a regular basis and the University reserves the right to introduce new scholarships or to cease the award at any time. A minor version of this document will be published to take account of new or adjusted awards.
- 1.2 The overarching purpose of offering scholarships is to attract talented students to BU by lowering or removing the financial barrier to study. Scholarships can be broken into three broad types that apply across home/EU and overseas markets:
  - a) **Recognising Achievement:** To recognise academic achievement or other talents (e.g. sport, music) and encourage students to continue to make a strong contribution in these areas
  - b) **Recognising Partnership:** To recognise a special relationship with partner academic institutions and (sponsor) business organisations and encourage loyalty to BU from influencers at that institution
  - c) **Tactical Recruitment:**
    - a. To open up new markets and / or send a signal that BU welcomes applications from those markets by using scholarships as part of an integrated campaign to raise BU's profile in those markets and market segments
    - b. To incentivise applications to courses that need additional numbers and would benefit from a raised profile
    - c. To reduce the financial barrier for those who would otherwise be unable to take up a place
- 1.3 The criteria for eligibility for each scholarship are approved by Bournemouth University's Fees Board. The Scholarships Implementation Group (SIG), on behalf of the Fees Board, oversees the implementation and administration of all university scholarships.
- 1.4 Scholarships are awarded on the basis of merit as defined within each scholarship category only and will not be means tested or otherwise influenced by any other award/grant held by the scholarship applicant.
- 1.5 If an applicant is not successful in obtaining the scholarship award(s) they have applied for, an alternative scholarship offer can be recommended as appropriate by International Marketing & Student Recruitment Team (IMSRT) in the case of overseas students, or other relevant awarding committee.
- 1.6 Eligibility criteria and exclusions apply to each scholarship category and are subject to review. Should the Scholarships Implementation Group identify the need for changes to the criteria or terms and conditions of any scholarship, a proposal for the change with rationale and impact identified is submitted to the Director of Marketing Communications (M&C) for approval and to the Fees Board for final ratification. Any change will be communicated to all enquirers and applicants giving due notice of such change and published information amended. Any changes will apply to the entire cohort in the relevant academic period.

1.8 Ownership of scholarships is outlined below:

Service Owner	Director of M&C
Institutional approval	Director of M&C
<p>Owner</p> <ul style="list-style-type: none"> <li>• Scholarship framework</li> <li>• Market research</li> <li>• Policy and Operational Docs</li> <li>• Promotion (off and online) and communication</li> <li>• Scholarship communications to successful applicants as part of confirmation process</li> </ul>	<p>M&amp;C</p> <p>Scholarships Implementation Group (SIG)</p>
Financial modelling	Finance & Performance
Analysis and evaluation	PRIME
<p>Operations/administration</p> <ul style="list-style-type: none"> <li>▪ Processing applications and forwarding to faculties for assessments</li> <li>▪ Confirmation of awards (internal and external)</li> <li>▪ Application to award overview</li> <li>▪ Inputting successful scholars to student record system</li> </ul>	Student Services/International Admissions Team
<p>Operations/administration</p> <ul style="list-style-type: none"> <li>▪ Qualifications queries and escalation</li> </ul>	Academic Services

## 2 Overview of 2016-17 Scholarship provision

Ref	Scholarship Awards	Entry	Fee region	Value	Number of awards	Application or Assessment Deadline	Funding	System-assessed or by application
6.1	<b>Undergraduate Academic Excellence Scholarship</b>	Sept Sept/Jan	UK/EU Non-EU	£1,500 (Pre-paid card) £2,500 (Fee waiver)	Unlimited	No application. Based on grades on entry.	Central	Assessed upon receipt of eligible results from UCAS
6.2	<b>BU International Partnership Scholarship</b>	Sept	Non-EU	£2,000 (Fee waiver)	Unlimited ( <i>all eligible students from partner</i> )	No application. Based on grades on entry – September.	Faculty	Automatically applied
6.3	<b>BU International Partnership Excellence Scholarship</b>	Sept	Non-EU	£3,000 (Fee waiver) ( <i>in addition to 6.2</i> )	One per identified partner institution	Based on grades on entry – September.	Faculty	Automatically applied - Highest GPA (and IELTS) applicant from partner.
6.4	<b>Vice-Chancellor's Scholarship: Promising applicant (International)</b>	Sept	Non-EU	£12,500 (Fee waiver)	One award	Based on predicted grades and personal statement.  31 May 2016	Central	Assessed by awarding panel based on predicted grades and personal statement.
6.5	<b>BU Sports Scholarship (first year)</b>	Sept	UK/EU/ Non-EU	£500-5000 and/or a range of – in-kind services & support	Various – see Section 6	31 August 2016/ 30 November 2016	Student Services	Assessed by awarding panel based on performance, level, trials and personal statement.
6.6	<b>BU Music Scholarship</b>	Sept	UK/EU/ Non-EU	£450-1,150 and/or a range of in-kind services & support.	Various – see Section 6	31 August 2017/ 30 November 2017	Student Services	Assessed by awarding panel based on performance, level, audition and personal statement.
6.7	<b>Opportunity scholarships (in-country awards)</b>	Sept/Jan	Non-EU	Varies	Varies	Not applicable	M&C	Recommendations by Regional Manager
6.8	<b>The Sophie Drozdziak Scholarship</b>	Sept	UK/EU	£2,500 (Pre-paid card)	One award	26 August 2016	Central	Assessed by awarding panel based on actual grades and personal statement.

### **3 Application process and eligibility**

- 3.1 All awards specified in this policy are applicable to full-time, BU campus-based undergraduate students, including those studying Integrated Masters programmes. Students studying on Foundation courses validated by BU are not eligible for these awards. BU International College (BUINTCOL) applicants are eligible to apply for BU scholarships for their BU degree, excluding any preparatory programme, subject to meeting the relevant criteria for each individual award. This undergraduate framework also includes Integrated Masters students.
- 3.2 With the exception of the BU International Partnership, BU International Partnership Excellence Scholarships and discretionary in-country awards students can only be in receipt of one academic scholarship. Students may also be eligible for a sports & music scholarships. Eligibility criteria and exclusions for each category of scholarship are laid out in Section 6.
- 3.3 With the exception of the BU sports and music scholarships, scholarships will be awarded for the first year of study at BU only. Students repeating units/years on an existing course or starting again as a first year on a new course will not be eligible.
- 3.4 A student will only be eligible to receive one award for the highest value unless they specifically request otherwise, for example preferring to receive the Academic Excellence Scholarship in place of another, higher award, for which they have applied.
- 3.5 All students enrolling to study in a particular year, including those students who have deferred their entry from the previous year, are eligible for the scholarship framework offered for the enrolment year only.
- 3.6 Deferred students will receive a notification of the variation to their terms & conditions, including any changes to their bursary & scholarship eligibility. Deferred students will be eligible for the scholarships framework applicable to their year of entry, and not the year of application.
- 3.7 Academic Excellence Scholarships are awarded automatically if the conditions are met by the applicant, without the need for a separate application process to be completed. All other scholarships require a separate application to be made.
- 3.8 The application process is set out on the BU website and completed application forms should be submitted electronically at [www.bournemouth.ac.uk/scholarships](http://www.bournemouth.ac.uk/scholarships), or to BU by email at [askBU@bournemouth.ac.uk](mailto:askBU@bournemouth.ac.uk), or by post to: The Base, Talbot Campus, Fern Barrow, Poole, BH12 5BB UK.
- 3.9 Consideration will be given to all applications that meet the published criteria for each scholarship category provided the application is received before the published deadline.
- 3.10 Students applying for an award which is automatically assessed and where additional evidence or self-identification is required must do so before 31 January (September entrants) or 30 June (January entrants).
- 3.11 Applications for undergraduate scholarships received after the published deadlines set will not normally be considered.
- 3.12 Students will typically be notified by email of the outcome of their application within 20 days of the published deadline.
- 3.13 Communication of changes to scholarship provision, eligibility criteria, amount or any other major or minor details will be made to any affected applicants or potentially eligible students. Applicants or affected potentially eligible students will be provided 30 days' notice of the change and their rights to appeal, as per BU's Student Financial Support Appeal Procedure.

### **4 Appeals**

- 4.1 Unsuccessful applicants wishing to appeal should write to the Complaints Coordinator (Student Services) within 10 working days of being notified of the outcome of their application stating clearly the grounds for appeal.

Complaints Coordinator (Student Services)  
Bournemouth University  
AskBU The Base  
Talbot Campus  
Fern Barrow  
Poole  
BH12 5BB  
UK

[complaints@bournemouth.ac.uk](mailto:complaints@bournemouth.ac.uk)

4.2 As per the Student Financial Support Appeal Procedure document (see: [www.bournemouth.ac.uk/the-legal-bit](http://www.bournemouth.ac.uk/the-legal-bit)), appeals will only be considered where there is evidence that a procedural irregularity has occurred in processing the application. Appeals against the University's judgement of the merit of an applicant against the published criteria will not be accepted.

## **5 Payment of awards**

5.1 With the exception of the Academic Excellence Scholarships (for UK and EU students) and Music and Sports Scholarships (see below) all scholarships are paid via a reduction in fees, or full waiver of tuition fees, typically processed in advance of online enrolment and subject to students providing confirmation of actual grades at enrolment.

### **5.2 Academic Excellence Scholarships**

5.2.1 Scholarship awards for UK and EU students will be paid in nine instalments via pre-payment card. Normally, the first instalment will be loaded onto the card in mid-October. The remaining eight instalments will be loaded onto the card from November to June.

5.2.2 To enable the regular payments onto the card the Finance & Performance team will run monthly checks on each scholarship recipient's enrolment status before authorising the card payment.

5.2.3 Students can collect their card once they have enrolled at BU. Students will receive an automated email confirmation award of the scholarship, and a further email from the card provider to their registered personal email address informing them that their card is ready for collection. Collection is from the Cashier's Office in Poole House.

5.2.4 Students must have collected their card before the last Friday in February.

5.2.5 Scholarship awards for Non EU students will be made by fee reduction

### **5.3 BU Music & Sports Scholarships**

Depending on the scholarship, awards can consist of a range of cash awards, or the provision of tuition, coaching, equipment, or funding for competitions and travel expenses.

5.4 Scholarship payment is made subject to confirmation of enrolment and participation on a monthly basis.

5.5 There is no alternative to the stated payment method for each award.

5.5.1 Fee waivers will be made on an annual or termly basis, aligned to the frequency of payment by the student.

5.5.2 Pre-payment cards are credited on a rolling monthly basis and are subject to the terms & conditions of the card issuer. Bournemouth University will credit enrolled students accounts, subject to the terms & conditions of the card issuer.

## 6 Scholarship Eligibility & Application Criteria

### 6.1 BU Academic Excellence Scholarship

#### 6.1.1 BU Academic Excellence Scholarship (UK/EU) – AAA or equivalent\* (see below)

Mode of Attendance:	Full time
Place of Attendance:	Eligible courses delivered on the BU campus
Fee Category:	UK, EU
Level of Study:	UK/EU: Undergraduate Honours Year 1 (Level C) – excludes NHS funded and Top-up courses
Criteria:	Must be studying on an Undergraduate Bachelor's Degree (excluding NHS funded courses and post-registration/professional courses – see exclusions)  A Levels – Grades AAA or Distinction, Distinction, Distinction (DDD) at BTEC Level 3 Extended Diploma or above or equivalent (*see below) or Equivalent other non-UK qualifications (**see below)
Value of award :	UK/EU: £1,500 Pre-payment card

#### 6.1.2 BU Academic Excellence Scholarship (Overseas - Non-EU) – ABB or equivalent\* (see below)

Mode of Attendance:	Full time
Place of Attendance:	Eligible courses delivered on the BU campus
Fee Category:	Overseas (Non-EU)
Level of Study:	First year of study (Level C, I, H)
Criteria:	Must be studying on an Undergraduate Bachelor's Degree (excluding NHS funded courses and post-registration/professional courses – see exclusions)  A-level grades ABB and BU's equivalent non-UK qualifications
Value of award :	Overseas (Non-EU): £2,500 fee reduction

### Deadline and eligibility for inclusion (applicable to 6.1.1 & 6.1.2)

All eligible students joining the University in September 2016 (including any deferrals entering in September 2016) who meet the University's published eligibility criteria for an Undergraduate Academic Excellence Scholarship will receive the award.

In the majority of cases the scholarship awards will be confirmed automatically once the university has received the student's results via UCAS. For students whose qualifications are not received through UCAS, for instance, non-UK applicants, and those applying with older results, the student will have until 31 January 2017 (for those enrolling in September 2016) and until 30 June 2017 (for those enrolling in January 2017) to provide evidence of their qualifications to the university for consideration.

The University will also consider qualifications achieved that pre-date the existing year of entry if the overall profile of the applicant meets the published criteria for the year of entry.

For international (non-EU) students joining Level I or a top-up degree in Level H, the criteria of this award may consider additional higher qualifications such as successful completion of a UK Higher National Diploma (HND) with an overall merit profile or equivalent level overseas qualification, if the Secondary School result is below the criteria\*\*

Any combination of qualifications/grades listed in our equivalency tables, which do not include an A level, will be considered for the award of Academic Excellence, where the grades are equivalent to a minimum of 360 tariff points. Level 3 qualifications not listed above will be considered by exception and application by the student. An applicant must achieve qualifications of sufficient breadth and depth of study equivalent to a minimum of 360 points. Applicants presenting such a combination will not be automatically assessed and should contact askBU Current Students who will assess the qualifications and refer to the Head of Admissions. Original exam certificates must be presented for this assessment to take place.

The university will also consider a Master's degree or higher (or overseas equivalent) gained at a UK institution when a minimum grade of 60%/Merit (or overseas equivalent grade) has been achieved, as meeting the requirement for an Academic Excellence award.

A student's fee status (UK, EU or Overseas (Non-EU)) will be used to determine the criteria for the award that they may be eligible for.

\*Refer to Appendix 1 & 2 for BU grade equivalents to AAA for UK & EU students. For the purposes of scholarship awards BU only recognises the qualifications as outlined in Appendix 1.

\*\*Refer to Appendix 3 for BU grade equivalencies to ABB for Non-UK qualifications, assessed against the UK equivalencies using BU's International Qualifications Database.

**Exclusions:** NHS-funded courses include:  
BSc (Hons) Adult Nursing  
BSc (Hons) Children's and Young People's Nursing  
BSc (Hons) Mental Health Nursing  
BSc (Hons) Midwifery  
BSc (Hons) Occupational Therapy  
BSc (Hons) Physiotherapy  
DipHE Operating Department Practice  
BA (Hons)/ Grad Dip Children & Family Studies  
BA (Hons)/ Grad Dip Leadership and Management in Health and Social Care  
Graduate Certificate Practice Education  
BSc (Hons)/ Grad Dip/ Grad Cert Professional Practice  
BA (Hons)/ Grad Dip Vulnerable Adults and Community Care Practice

All CPD units, top-up\*\*\* and part-time courses are also excluded  
\*\*\*except for overseas (Non-EU) students

## 6.2 BU International Partnership Scholarship

Mode of Attendance: Full time

Place of Attendance: Eligible courses delivered on the BU campus

Fee Category: Overseas (Non-EU)

Level of Study: Undergraduate Honours (Year 2 and Top-up).

Criteria: Students must be studying at one of BU's formal partner universities overseas and be resident in the relevant country at the time of application. A Memorandum of Understanding (MoU) and/or Recognition Agreement will be in place between BU and the overseas partner.



At the time of writing, BU overseas partners include Beijing Normal University Zhuhai China, (BNUZ); Universitas Bina Nusantara (BINUS) Indonesia and University of Economics and Law (UEL), Vietnam.

Students will be applying for the following courses of study at BU:

#### **BNUZ – Faculty of Management**

Year 2 entry courses

BA (Hons) Accounting and Business

BA (Hons) Accounting and Finance

BA (Hons) Finance and Business

BA (Hons) Finance and Economics

BA (Hons) Business Studies

BA (Hons) Economics

Top-up courses

BA (Hons) Business and Management

BA (Hons) International Management

BA (Hons) International Finance

#### **UEL – Faculty of Management**

Top-up courses

BA (Hons) International Finance

BA (Hons) International Management

BA (Hons) Business and Management

#### **BINUS – Faculty of Management**

Top-up courses

BA (Hons) Business and Management

BA (Hons) International Hospitality & Tourism Management

#### **SIAS International University – Faculty of Management**

Top-up courses

BA (Hons) Business & Management

BA (Hons) International Management

BA (Hons) International Finance

BA (Hons) International Hospitality & Tourism Management

Value of award: £2,000 fee reduction

#### **Deadline and eligibility for inclusion:**

All students joining an eligible programme at the University in September 2016 from a formal overseas partner institution, as outlined in section 6.2, will receive the award.

#### **6.3 BU International Partnership Excellence Scholarship**

Mode of Attendance: Full time

Place of Attendance: Eligible courses delivered on the BU campus

Fee Category: Overseas (Non-EU)

Level of Study: Undergraduate Honours (Year 2 and Top-up).

Criteria: Students must be studying at one of BU's formal partner universities overseas and be resident in the relevant country at the time of application. A Memorandum of Understanding (MoU) and/or Recognition Agreement will be in place between BU and the overseas partner.

At the time of writing, BU overseas partners include Beijing Normal University Zhuhai China, (BNUZ); Universitas Bina Nusantara (BINUS) Indonesia and University of Economics and Law (UEL), Vietnam, SIAS International University China.

Students will be applying for courses as outlined in section 6.2.

Value of award: £3,000 (one award per overseas partner institution) fee reduction

**Deadline and eligibility for inclusion:**

The scholarship will be awarded to the student from the eligible overseas institution that has the highest GPA score on entry to BU. In the event that two students have the same GPA score, then their IELTS score will also be taken into consideration. In the event that there are two identical profiles (GPA and IELTS) then an additional award will be made.

The recipient of the BU International Partnership Excellence Scholarship will also automatically receive the £2,000 BU International Partnership Scholarship.

**6.4 Vice-Chancellor's Scholarship - Most promising applicant (International)**

Mode of Attendance: Full time

Place of Attendance: Eligible courses delivered on the BU campus

Fee Category: Overseas (Non-EU)

Level of Study: Undergraduate Honours Year 1, Level C (excludes courses funded by the NHS and Top up courses)

Criteria: This scholarship is offered to students who have applied to study a full-time undergraduate (Bachelor) degree at BU and who are resident in one of the following countries at the time of application: China, Hong Kong, India, Kazakhstan, Malaysia, Russia and Vietnam.

Students must be able to demonstrate an exceptional academic profile from high school studies (or higher), as assessed by IAT using BU International Qualification database.

Students will also be required to complete an application form and personal statement, outlining what makes them an outstanding applicant for BU.

Value of award: Full tuition fee waiver of Year 1 (Level C) fees. Excludes any repeat units/years.

**Deadline and eligibility for inclusion:**

One scholarship is available for September 2017 entry.

Applications must be submitted by 31 May 2016.

An awarding committee will review applications focusing on the student's personal statement and actual results. The committee will then make recommendations to the Vice-Chancellor who will ultimately decide on the successful applicant.

**6.5 BU Sports Scholarship (First year)**

Mode of Attendance:	Full time
Place of Attendance:	Eligible courses on the BU campus
Fee Category:	UK/EU/Overseas (Non-EU)
Level of Study:	Undergraduate Honours (any level) & Postgraduate, excludes placement year.
Criteria:	<p>Scholarships are offered to students who have applied to study at Bournemouth University and have received an offer and accepted their place, completing a minimum of 60 credits in that year.</p> <p>The applicant must demonstrate excellence in their chosen sport, and be part of Regional, National and/or International squad and compete at that level. Individual athletes will also need to be competitive with top performers within the BUCS programme.</p> <p>The applicant must evidence a commitment to continue to develop in their sporting arena and to fully engage with our support programmes.</p> <p>The applicant must ensure their application is supported by a reference from a High Performance Coach or National Governing Body coach, those who are applying for a sport that sits outside our performance BUCS programme will need to ensure that two references are sent alongside their application.</p>
Selection Process:	<p>All applicants need to complete the online application</p> <p>Initial Panel meeting 10 days after closing date, outcomes of any awards will be communicated within 7 days and/or further clarification given if required.</p> <p>Second Panel meeting 10 days after trials to finalise all remaining awards and final communication to scholars before the end of October</p>
Selection Process:	<p>Applicants applying for a scholarship in a varsity sport will need to attend BU trials to be assessed by the coach.</p> <p>Applications must be accompanied by a sealed sporting reference from a High Performance Coach or National Governing Body, those who are applying for a sport that sits outside our varsity programme will need to ensure that two references are sent alongside their application</p> <p>All scholarship decisions will be confirmed by a panel decision, with confirmation and trials before the end of October.</p>
Value of award:	<p>A range of Sports Scholarships packages may be awarded which can comprise financial support and/or in-kind provision services (SportBU) as detailed below:</p> <ul style="list-style-type: none"> <li>▪ Cash awards range from £500-£5000</li> <li>▪ Free Gym membership</li> <li>▪ Strength &amp; Conditioning coaching</li> <li>▪ Sports massage</li> <li>▪ Chiropractic treatment</li> <li>▪ Performance workshops (nutrition, anti-doping, performance mind sets, media training etc)</li> </ul>

**Deadline and eligibility for inclusion:**

The deadline for applications is 31 August 2016 (September entrants) or 30 November (January entrants).

Awards and award values are likely to reflect the key priority sports areas for BU. Full details can be found in Appendix 4.

The award and continued eligibility for the BU Sports Scholarship are on the condition that the student adheres to the terms and conditions of the scholarship agreement.

Scholarships will be paid for the first year of study and may be continued for subsequent years of study (excluding placement year) providing students continue to meet the criteria below.

Scholarships renewal is subject to continued eligibility. Students must:

Be continuing their studies with **BU**, completing a minimum of 60 credits per year

Continue to meet your sporting profile of the original application and maintain all responsibilities outlined in the Terms & Conditions and advise any relevant changes to the original application especially on sections 1, 3, 5 & 6

Attend a meeting with the Sports Performance Manager before the end of October to identify/clarify development goals and performance aims and how the scholarship will assist this season.

Attend a meeting with the Sports Performance Manager before the end of October to identify/clarify development goals and performance aims and how the scholarship will assist this season and to attend pre-Season S&C sessions starting 1<sup>st</sup> & 2<sup>nd</sup> week of September.

Provide details of training and performance program whilst not in attendance at BU (May to September or whilst on placement). Must show attendance to at least 75% (sport specific) & 85% (S&C) training sessions from previous season and what improvements have been made.

## 6.6 Music Scholarships

Mode of Attendance: Full time

Place of Attendance: BU campus

Fee Category: UK/EU/Overseas (Non-EU)

Level of Study: Undergraduate Honours (any level) & Postgraduate, excludes placement year.

Criteria: Students must be able to demonstrate that they are a talented instrumentalist or vocalist, and have been involved in ensemble activity.

To be considered for the major award students will need to have reached at least Grade 8 of the Associated Board, Trinity or LCM in their main instrument/voice. Additionally, as applicants should have an academic grounding in music and have passed A-level (C or above) or Grade 8 theory.

Students must also demonstrate how they wish to develop musically, as well as academically. It is expected that scholars will work towards higher level musical qualifications.

Value of award: Two types of Music Scholarship may be awarded:

A Major award is worth £1,150 (considered for those who fulfil the criteria above)

A Minor award is worth around £450 (considered for those who meet some or almost meet the criteria above. Fees to cover the cost of music tuition only).

### **Deadline and eligibility for inclusion**

The deadline for applications is 31 January.

All students who are shortlisted will be invited to an audition.

All music scholars are expected to attend weekly lessons with one of the University's specialist tutors, to attend ensembles and to participate in concerts and recitals. Lesson fees are deducted from the scholarship fund at source and, for major scholars, the residue is paid by cheque in three instalments throughout the academic year. This is on the condition that the student adheres to the terms and conditions of the scholarship agreement.

Scholarships will be paid for the first year of study and may be continued for subsequent years of study (expect placement years) providing students continue to meet the criteria.

### **6.7 Opportunity Scholarships (in-country awards)**

Mode of Attendance: Full time

Place of Attendance: BU campus

Fee Category: Non-EU

Level of Study: Undergraduate

Criteria: BU applicants who have been interviewed in-country by a member of International Marketing and Student Recruitment Team (IMSRT) and who have been recommended for this award for conversion purpose. It can be awarded in addition to another BU scholarship that has been already offered.

Value of award: Varies

### **Deadline and eligibility for inclusion:**

This is targeted scholarship aimed at reducing the financial barrier for those who would otherwise be unable to take up a place of study at BU.

Recommendation is made by a member of International Marketing & Student Recruitment team who has interviewed the applicant in-country. An email confirming the name, course, country and value of award from the International Student Recruitment Manager will be sent to askBU current student team.

### **6.8 The Sophie Drozdzdik Scholarship**

Mode of Attendance: Full time

Place of Attendance: Eligible courses delivered on the BU campus

Fee Category: UK/EU

Level of Study: Undergraduate Honours Year 1, Level C

Criteria: This scholarship is offered to students studying a creative subject at the Warwickshire College Group, who present outstanding academic achievement, combined with demonstrable evidence of helping others - be that at home, in the community or at college.

Students will also be required to complete an application form and personal statement, with evidence of a wider contribution that they have made to your college, local community or at home and the positive impact this has made on others

Value of award: £2,500 in the first year of study (Level C)

**Deadline and eligibility for inclusion:**

One scholarship is available for September 2016 entry.

Applications must be submitted by 31 May 2016.

An awarding committee of Bournemouth University and Warwickshire College staff will review applications focusing on the student's personal statement and actual results.

Any applicant domiciled in the UK applying for a full-time undergraduate course at BU, that is not funded by the NHS (noted in 6.1), studying at least one of the following qualifications at one of the six colleges\* within the Warwickshire College Group:

- Art and Design - UAL Level 3 Extended Diploma
- Art and Design (3D Design) - BTEC Extended Diploma
- Art and Design (Fashion and Clothing) - BTEC Extended Diploma
- Art & Design Foundation Diploma
- Film and Television Production - BTEC Extended Diploma
- Games Art - BTEC Extended Diploma
- Production Arts (Costume, Theatrical & Media Make-Up) - BTEC Level 3 Extended Diploma
- Visual Communication (Graphic Design, Interactive Media, Photography) - BTEC Extended Diploma
- A-level Photography - Lens and Light-Based Media
- A-level Film Studies
- A-level Media Studies

The applicant must achieve AAA or above at A-level, or DDD or above at BTEC Level 3 Extended Diploma (or equivalent\*\*)

\*Royal Leamington Spa College; Moreton Morrell College; Henley-in-Arden College; Warwick Trident College; Pershore College; Rugby college.

A student's fee status (UK, EU or Overseas (Non-EU)) will be used to determine the criteria for the award that they may be eligible for.

\*\*Refer to Appendix 1 for BU grade equivalents to AAA for UK & EU students. For the purposes of scholarship awards BU only recognises the qualifications as outlined in Appendix 1.

## **7 Withdrawals and Suspensions**

- 7.1 Students must be fully enrolled at the time that the scholarship payment is due. No payment will be made to students who have interrupted or suspended their studies. Students who withdraw prior to the payment date will not be entitled to a pro-rata payment. Enrolment status is checked by the Finance and Performance Team on a monthly basis before triggering the card payment.
- 7.2 If a scholarship recipient chooses to suspend their study their bursary will be frozen. Payments commensurate with the remaining funding for that level of study will recommence when the student returns to study. Time limits apply to a frozen bursary. Students are usually expected to recommence their studies within 18 months of the date of the suspension to receive the remaining funding.
- 7.3 Students repeating units at a level of study for which they have already received a scholarship will not be eligible for bursary funds.

## **8 Tracking, reporting and monitoring on scholarships**

- 8.1 All 'automatic' awards (Academic Excellence) will be recorded in the Student Record System (SRS – SITS) for statutory reporting purposes. AskBU Student Services team will manage an administrative overview of competitive awards (by application) and track progress with decision boards.

## **9 Budgets**

- 9.1 Funding for awards is approved by Faculty and central budgets. The source of each fund is identified in Appendix 5.
- 9.2 Financial control measures assume the regular checking of a 'random' sample of automatically assessed awards on a monthly basis. Competitive (by application) scholarships will be approved by default on receipt of the award shortlist and selection of the successful recipient(s).

## **10 Disclaimer**

- 10.1 Scholarships will be reviewed on a regular basis and the University reserves the right to review, amend, and introduce new awards and to cease the award of scholarships at any time. A minor version of this document will be published to take account of any changes to our provision, the terms, conditions & eligibility.
- 10.2 To ensure compliance with Competition & Markets Authority guidance in relation to the accuracy of information, the only permitted changes to online and printed information are through the Scholarships Implementation Group and from a major or minor version of this Policy & Process document. All changes will be approved by the Director of M&C as Service Owner.
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# Appendices

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## BU SCHOLARSHIPS POLICY AND PROCEDURE 2016-17: UNDERGRADUATE

- Appendix 1 (Ext):** UK Academic Excellence Scholarship – Equivalencies to AAA  
<I:\M&C\Collaborative\Scholarships Policy & Procedures\2016-17\2016-17 Policy & Operational Guide\UG www.bournemouth.ac.uk/scholarships> (Undergraduate > UK/EU Scholarships)
- Appendix 2 (Ext):** EU Academic Excellence Scholarship – Equivalencies to AAA  
<I:\M&C\Collaborative\Scholarships Policy & Procedures\2016-17\2016-17 Policy & Operational Guide\UG www.bournemouth.ac.uk/scholarships> (Undergraduate > UK/EU Scholarships)
- Appendix 3 (Ext):** Overseas (Non-EU) Academic Excellence Scholarship – Equivalencies to ABB  
<I:\M&C\Collaborative\Scholarships Policy & Procedures\2016-17\2016-17 Policy & Operational Guide\UG www.bournemouth.ac.uk/scholarships> (Undergraduate > International Scholarships)
- Appendix 4 (Ext):** BU Priority Sports
- Appendix 5 (Int):** Bournemouth University Business processes for the responsibility & handling of scholarships.
- Appendix 6 (Int):** Bournemouth University Business processes timeline
- Appendix 7 (Int):** Bournemouth University fund matrix: Scholarships & Bursaries  
<I:\M&C\Collaborative\Scholarships Policy & Procedures\2016-17\2016-17 Policy & Operational Guide\UG>

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Appendices marked '(Int\*)' are for internal guidance only. These may contain potentially sensitive information relating to BU's internal business processes and are not external publishing, and should be omitted from this document.

Grade equivalencies will only be provided on our website for a limited time. To receive a copy of grade equivalencies for an old policy, or where you have not been able to locate on our website, please contact: [askBUenquiries@bournemouth.ac.uk](mailto:askBUenquiries@bournemouth.ac.uk)



## Appendix 4 – BU Priority Sports

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- American Football
  - Archery
  - Athletics & Cross Country
  - Badminton
  - Basketball
  - Boxing
  - Canoeing
  - Clay Pigeon Shooting
  - Climbing
  - Cricket (FOCUS SPORT)
  - Cycling
  - Equestrian
  - Fencing
  - Football
  - Futsal
  - Golf (FOCUS SPORT)
  - Gymnastics
  - Hockey
  - Ju Jitsu
  - Judo
  - Karate
  - Korfball
  - Lacrosse
  - Modern Biathlon/Pentathlon
  - Netball
  - Orienteering
  - Pool
  - Rifle
  - Rowing
  - Rugby Fives
  - Rugby League
  - Rugby Union
  - Sailing
  - Snooker
  - Snowsports
  - Squash
  - Surfing
  - Swimming
  - Table Tennis
  - Tennis (FOCUS SPORT)
  - Tenpin Bowling
  - Trampolining
  - Triathlon
  - Ultimate Frisbee
  - Volleyball (FOCUS SPORT)
  - Wakeboarding
  - Water Polo
  - Windsurfing
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