

# BIRKBECK POSTGRADUATE BURSARY 2017/18



## GUIDANCE NOTES

### INTRODUCTION

Thank you for downloading an application form for the Birkbeck Postgraduate Bursary 2017/18.

Our Postgraduate Bursaries are funded by a group of committed and generous individuals who believe in Birkbeck's unique approach to education. This Bursary is a non-repayable grant and is for new students who meet the eligibility criteria below.

The Bursary award is a total of £3,000 towards tuition fees. For Part-Time taught postgraduate courses this will be paid in two instalments of £1,500 for each of the first two years of the Part-Time degree course being taken, providing that academic progress is satisfactory. Bursary payments will not be made for any years in which study is being repeated, including examinations, coursework, or complete modules.

The number of individual Postgraduate Bursaries available each year is strictly limited and applying for the Bursary does not guarantee that you will receive it. All eligible applications are presented to a Selection Committee and Bursaries are awarded to the students that the Committee feel have made the strongest applications.

**Applications must be received by Student Services no later than 30<sup>th</sup> June 2017.**

### ELIGIBILITY CRITERIA

You will be eligible to apply for a Bursary if you satisfy ALL the following criteria:

You must:

- Be enrolling on the first year of a Full-Time or Part-Time taught postgraduate degree course (i.e. not Graduate Certificates, Graduate Diplomas, Research degrees or Doctorates)
- Be a Home or EU fees student
- Have made sufficient financial provision to meet the remaining costs associated with your fees and other course costs - if necessary, you should be applying for a Postgraduate Student Loan (see <https://www.gov.uk/funding-for-postgraduate-study>) or a Professional and Career Development Loan from a bank (see [www.gov.uk/career-development-loans](http://www.gov.uk/career-development-loans)), if you are eligible to do so
- Not be a debtor to the college
- Have a gross annual household income for the 2016-17 tax year that falls into one of the categories as detailed below:

Personal Status	Qualifying Gross Household Income (includes partner income)
Single student, no dependent children	Up to £28,065
Single student, one dependent child*	Up to £30,065*
Married/Partnered student, no dependent children	Up to £30,065
Married/Partnered student, one dependent child*	Up to £32,065*

(\* If you have more than one dependent child, add an £1000 for each additional child)

## COMPLETING YOUR APPLICATION

You must complete **ALL** sections of the Bursary application form.

You must also submit:

- A Supporting Statement

Please type and attach a statement to support your application. It should be approximately 1 side of A4 paper in length. Your statement must be signed and dated and must answer all of the questions in Part 6 of the application form.

- What qualification do you wish to study and why?
- How does this qualification relate to your previous study and/or work experience? Remember to explain what you have done to bridge any gaps in knowledge, such as not having studied/worked in your course's subject area before.
- How do you hope this degree will benefit your future prospects?
- If you already have a postgraduate qualification, why do you wish to take a second postgraduate degree?
- How have you made provision to pay the remainder of your fees and course costs? If you are not applying for a Postgraduate Student Loan or a Professional and Career Development Loan (PCDL), why not? If you are/will be applying for a Loan state why you have also applied for this Bursary and how you will pay your fees if your Loan application is unsuccessful.
- If applicable, what are the reasons for any discrepancy between your stated household income and the evidence you have submitted?

- Photocopies (not originals) of supporting documents as follows:

**The award certificate of your highest qualification.** A copy of an academic transcript may be acceptable instead of a certificate. If you have already submitted this as part of your course application you do not need to provide this document.

**Proof of savings (if you are using these to fund your fees and costs),** e.g. a recent bank statement.

**Proof of your settled status in the UK,** e.g. passport or Home Office documentation. If you have already been assessed as HOME or EU fees as part of your course application you do not need to provide this document.

If your name on supporting documents is different from the one in which you will be registered at Birkbeck, please explain the reasons at the end of your supporting statement and provide relevant evidence (e.g. marriage certificate).

**If you are awarded the Bursary you will also be required to provide documents confirming your gross household income for the 2016-17 tax year.** This should be a Statement of Earnings from HMRC, or a P800 / SA302 tax calculation from HMRC, or a copy of a submitted online self-assessment tax return, or a recent letter that confirms you are currently in receipt of a means-tested benefit.

## IMPORTANT INFORMATION

Competition for the Bursary is expected to be strong. If your form is incomplete, missing **ANY** pages or supporting documents, or is not signed and dated, you will be automatically excluded from the selection process.

**The deadline for receipt of applications is FRIDAY 30<sup>th</sup> JUNE 2017. You will be notified of the outcome of your application by the end of July 2017.**

# BIRKBECK POSTGRADUATE BURSARY 2017/18



Information provided on this form will be used by Birkbeck for the purposes of assessing eligibility and as the basis of selection for a Postgraduate Bursary. All information will be treated in the strictest confidence and used for these purposes only. You will be informed of the outcome of your application by the end of July 2017.

## IMPORTANT INFORMATION

- It is essential that you read the Guidance Notes before completing this application form.
- You will be automatically excluded from the selection process if any of the following apply:
  - Your form is incomplete, missing any pages or is not signed
  - You do not send the correct supporting documents and/or a supporting statement
  - You do not meet the eligibility criteria
- Please return the completed application form and photocopied supporting documents to:  
*Student Services, Birkbeck University of London, Malet Street, London, WC1E 7HX*
- **THE DEADLINE FOR APPLICATIONS IS FRIDAY 30<sup>th</sup> JUNE 2017**

## Part 1: YOUR PERSONAL DETAILS

Your Student or applicant ID number			
Your Full Name			
Your Title (e.g. Mr, Mrs)		Your Date Of Birth	
Your Contact Address, including postcode			
Your Contact Phone Number			
Your Email Address			

## Part 2: YOUR EDUCATION BACKGROUND

What is the highest qualification that you hold? (e.g. 'BSc Mathematics' or 'MSc Global Politics')	
What year did you achieve this? (e.g. '2012')	
What grade did you achieve? (e.g. '2:1', 'Merit' etc)	
Where did you study this? (e.g. 'Kingston University')	

## Part 3: YOUR STATUS

What is your marital status?	Married	Living with Partner	Single
Do you have any children that are financially dependent on you?			YES / NO
If YES, give details:	Child's name	Date of birth	Living with you full time?
			YES / NO
			YES / NO
			YES / NO

**Part 4: YOUR HOUSEHOLD INCOME**

What is your current gross annual income?	£
What was your gross annual income for the 2016-17 tax year?	£
If you live with a partner ... <i>(If you do not live with a partner write "N/A")</i>	
... what is your partner's current gross annual income?	£
... what was your partner's gross annual income for the 2016-17 tax year?	£
Will you be applying for a Postgraduate Student Loan and/or a Professional Career Development Loan (PCDL)?	YES / NO

**Part 5: YOUR EMPLOYMENT DETAILS**

If you are in paid employment ...	
... what work do you do?	
... how many hours a week do you work?	
If you are unemployed ...	
... what work did you do?	
... how many hours a week did you work?	
... what period of time did you work there for?	
... what was your reason for leaving?	

**Part 6: YOUR SUPPORTING STATEMENT**

Please type and attach a statement to support your application. It should be approximately 1 side of A4 paper in length. Your statement must be signed and dated and must answer the following questions:

- What qualification do you wish to study at Birkbeck and why?
- How does this qualification relate to your previous study and/or work experience? Remember to explain what you have done to bridge any gaps in knowledge, such as not having studied/worked in your course's subject area before.
- How do you hope this degree will benefit your future prospects?
- If you already have a postgraduate qualification, why do you wish to take a second postgraduate degree?
- How have you made provision to pay the remainder of your fees and course costs? If you are not applying for a Postgraduate Student Loan or a Professional and Career Development Loan (PCDL), why not? If you are/will be applying for a Loan state why you have also applied for this Bursary and how you will pay your fees if your Loan application is unsuccessful.
- If applicable, what are the reasons for any discrepancy between your stated household income and the evidence you have submitted?

**Part 7: YOUR NATIONALITY/SETTLED STATUS**

<b>Tick the statement that best applies to you:</b>	<input checked="" type="checkbox"/>
I am a British National and have a UK Passport/British Birth Certificate	
I am a National of a EU country, other than the UK	
I am an EEA Migrant Worker. I am exercising my right to work in the UK, but have not lived in the UK for 3 years BEFORE the start of my course.	
I have been recognised by the UK Government as a Refugee and have Full Refugee Status	
I have Indefinite Leave to Enter/Remain (ILE/R)	
I have Exceptional Leave to Enter/Remain in the UK / Humanitarian Protection / Discretionary Leave (ELE/R / HP / DL)	
I have a 'Right of Abode' Certificate	
None of the above apply to me (please provide details on a separate sheet)	

**Part 8: YOUR RESIDENCY****Tick the statement that best applies to you:**

I have been ordinarily resident in the UK for at least 3 years immediately before the start of my course

I have NOT been ordinarily resident in the UK for at least 3 years immediately before the start of my course

I have been ordinarily resident in the EEA for at least 3 years immediately before the start of my course

I have NOT been ordinarily resident in the EEA for at least 3 years immediately before the start of my course

**Part 9: YOUR DECLARATION**

Please read the following statement and sign below to indicate your agreement.

- I confirm that the information I have provided is correct to the best of my knowledge and I consent to my data being processed for the purposes of selection
- I have read the Guidance Notes and have enclosed all the relevant documentation
- I understand that the deadline for receipt of applications by the Student Services is Friday 30<sup>th</sup> June 2017
- Should my application be successful I am willing to assist Birkbeck with the promotion of the Bursaries by attending occasions such as award ceremonies and donor recognition events as requested
- I am prepared to provide evidence of my household income if my application is successful
- I understand if information I have provided in support of my application is found to be incorrect, Birkbeck reserves the right to withdraw any bursary I may have been awarded and that this may also lead to disciplinary action by the College

Your name (in CAPITALS)

Your signature and the date

**CONFIDENTIALITY**

Applications are seen only by the Committee, Funding Advice Service staff and donors who fund student financial support. It may be necessary for additional supporting information to be sought from other university staff in order for the Committee to reach a decision.

**DATA PROTECTION ACT 1998**

Birkbeck College is a data controller in terms of the 1998 legislation. The Committee, Academic Registrar and Funding Advice Service follow College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal data will be used solely in the College for statistical purposes and electronic records keeping.

The data will not be passed to any third party without your consent, except when the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Academic Registrar.