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Bournemouth University Scholarships Policy & Procedures UNDERGRADUATE (UG)

Academic year intake 2019-20

Major Version 1.0: June 2019

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.

Changes to scholarship provision, eligibility criteria, amount or any other major or minor details will be communicated to any affected applicants or potentially eligible students

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 2019/20: UNDERGRADUATE (HONOURS)

1. Scope and Purpose

1.1 Bournemouth University (BU) offers a range of undergraduate scholarships in order to reward achievement. Details of the scholarship benefits, eligibility to apply and deadline for applications are listed in Section 6 of this document.

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:

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 to encourage high calibre applicants to BU and build BU reputation as a result.

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:

- To open up new markets and invite applications from those markets and segments by using scholarships as part of an integrated campaign to raise BU's profile
- To incentivise applications to courses that need additional numbers and would benefit from a raised profile
- 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 Group. The Scholarships Implementation Group (SIG), on behalf of the Fees Group, oversees the implementation and administration of all university scholarships through the Scholarships Policy. This Policy implements the Scholarships Framework Proposal 2019/20 approved at Fees Group in April/May 2018

1.4 Scholarships are awarded as defined within each scholarship category 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 the relevant awarding committee or relevant team, e.g. International Marketing & Student Recruitment Team (IMSRT) in the case of overseas students,.

1.6 Scholarship awards can be deferred within an academic year i.e. from September to January but not to the following academic year.

1.7 Eligibility criteria and exclusions apply to each scholarship category and are subject to review. Should SIG 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 Service Owner (SO) for approval and to the Fees Group for final ratification. Any change will be communicated to enquirers and applicants giving due notice and published information amended. Any changes will apply to the entire cohort in the relevant academic period.

1.7 Ownership of scholarships is outlined below:

Service Owner	Director of Marketing & Communications (M&C)
Institutional approval	Fees Group
Policy & process • Scholarship framework • Market research • Policy and operational documentation • Promotion and communication • Scholarship communications to successful applicants as part of confirmation process	M&C Scholarships Implementation Group (SIG)
Financials • Financial modelling • Fund build in SITS	Finance & Performance (F&P)
Analysis and evaluation • Assessment of award impact	PRIME Market Research team (M&C)
Operations/administration • Processing applications and forwarding to faculties for assessments • Confirmation of awards (internal and external) • Application to award overview • Inputting successful scholars to student record system	International Admissions team International Recruitment team UK Admissions team PRIME AskBU (financial support) (UK AES rule-driven awards)
Operations/administration • Qualifications queries and escalation	Head of Admissions
Scholarships Implementation Group Structure to establish policy & procedures around scholarships decision-making and award.	

2 Overview of 2019-20Scholarship provision

Ref	Scholarship Awards	Entry	Fee region	Value	Number of awards	Application/ Assessment	System-assessed **or by application**
6.1.1	**Undergraduate Academic Excellence Scholarship (UK/EU)**	Sept Jan	UK/EU	£1,000 (Pre-paid card, 9 instalments)	Unlimited	Grades on entry – ABB, or equivalent Grades on entry – AAB or equivalent	Assessed upon receipt of eligible results from UCAS or direct applications (managed by PRIME for 'system assessed' and by UK/International Admissions teams for all manual assessment)
6.1.2	**Undergraduate Academic Excellence Scholarship (Overseas, Non-EU)**	Sept Jan	Non-EU	£2,500 (Fee waiver)			
6.2	**The Sophie Drozdzik Scholarship**	Sept	UK/EU	£2,000 (Pre-paid card)	x1	ABB or equivalent and contribution to community/college 31 August	Assessed by awarding panel based on actual grades and personal statement (and awarded in place of Academic Excellence Scholarship)
6.3	**Subject Achievement Scholarship**	Sept	UK/EU	£10,000 (Pre-paid card, other benefits)	x6 Various – see Section 6	31 August	Assessed by awarding panel based on actual grades and personal statement.
6.4	**BU Partner Academic Scholarship**	Sept	Non-EU	As agreed with faculty (Fee waiver)	Unlimited *(all eligible students from partner)*	Based on meeting entry criteria	Automatically applied
6.5	**BU Sport Scholarship**	Sept Jan	All markets	Up to £5,000 and/or a range of – in-kind services & support	Various – see Section 6	31 August/ 30 November	Assessed by awarding panel based on performance, level, trials and personal statement.
6.6	**BU Music Scholarship**	Sept Jan	All markets	£450-1,150 and/or a range of in-kind services & support.	Various – see Section 6	31 August/ 30 November	Assessed by awarding panel based on performance, level, audition and personal statement.
6.7	**Opportunity scholarships (in-country awards)**	Sept Jan	Non-EU	Varies	Varies	Not applicable	A part of in country marketing activity and agreed throughout the year.

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 either franchised or 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.

3.2 With the exception of the BU International Partnership, Subject Achievement Scholarship and discretionary in-country awards students can only be in receipt of one academic scholarship. However, eligible students may receive a sports or music scholarship in addition to an academic scholarship. Eligibility criteria and exclusions for each category of scholarship are laid out in Section 6.

3.3 With the exception of the BU Sport and Music Scholarships and Subject Achievement Scholarship, funds or fee waivers 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. Students who commenced and subsequently suspended their studies, having partial scholarship funding, will be eligible for the remainder of that award if they recommence studies with BU – see 7.2

3.6 Deferred students will receive a notification of the variation to their terms & conditions, including any changes to their scholarship eligibility. Deferred students will be eligible for the scholarships framework applicable to their year of entry, and not the year of application. Students who suspended their studies will be eligible for continued funding on their original framework.

3.7 Academic Excellence Scholarships, Discretionary In-country Scholarships and International Partnership 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. Alternative application formats are available on request, by contacting our Future Students Enquiry Team (+44 (0)1202 961916).

3.9 Consideration will be given to all eligible applicants provided the application is received before the published deadline. Applications for scholarship received after the published deadlines will not normally be considered.

3.10 Students applying for an award which is automatically assessed and where additional evidence or self-identification is required must provide such evidence before 31 January (September entrants) or 30 June (January entrants).

3.11 Students will typically be notified by email of the outcome of their application within 20 working days of the published deadline. Due to the number of applications, it may only be possible to contact successful candidates.

3.12 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 appeals@bournemouth.ac.uk within 10 working days of being notified of the outcome of their application stating clearly the grounds for appeal. If students did not receive an automatic scholarship for which they think they are eligible, then they should refer to the Admissions Appeals and Complaints policy: www.bournemouth.ac.uk/students/help-advice/important-information

4.2 As per the Student Financial Support Appeal Procedure document (www.bournemouth.ac.uk/students/help-advice/important-information) appeals will only be considered where there is evidence that the process of decision-making in respect of an application did not follow the prescribed procedures; or where pertinent new information is available which was not included in the original application and which materially affects 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 The Academic Excellence Scholarships (for UK and EU students), Sophie Drozdzik Scholarship and a proportion of the Subject Achievement Scholarship are paid in instalments by pre-payment Visa card.

5.1.1 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.

5.1.2 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.

5.1.3 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, Talbot Campus.

5.1.4 Students must collect their card before 1 March for September entrants and 1 July for January/February entrants. Failure to collect the card before the set deadline will result in the card and the award being cancelled.

5.1.5 The card is a pre-paid card so students can only spend the funds that are in the account and cannot go overdrawn. Students can receive up to 2% cashback on purchases at certain retailers. Students will be advised of the full terms and conditions when they collect their card and can view these on-line under the important information/finance section.

5.1.6 Student spend on the pre-paid card may be monitored by the card issuer and by BU and any student found to be breaching the terms and conditions of the card may have further scholarship instalments suspended and/or spend on the card blocked and be required to attend a meeting with the Frontline Services Manager and may be subject to disciplinary action in line with the BU Student Disciplinary Procedure - www.bournemouth.ac.uk/students/help-advice/important-information

5.1.7 Students cannot collect their card until they have enrolled at BU. Students will normally be able to collect their card in the week after they have enrolled, however those scholarship recipients who are identified automatically, will normally be able to collect their card after 10 working days of receiving confirmation of their scholarship.

5.2 BU Music & Sports Scholarships: Depending on the scholarship, awards can consist of a range of financial awards, or the provision of tuition, coaching, equipment, or funding for competitions and travel expenses and additional support services (e.g. massage, lifestyle, chiropractic treatment etc)

5.3 BU International Partnership Scholarship, Academic Excellence Scholarship (Overseas non-EU) and discretionary in-country awards 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.

5.4 Scholarship payment is made subject to confirmation of enrolment and participation on a monthly basis, for the sports and music scholarship, this is reviewed and managed throughout the academic year based on engagement and maintaining levels

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

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

5.7 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) – ABB or equivalent*

Mode of Attendance:	Full time
Place of Attendance:	Eligible courses delivered on the BU campus
Fee Category:	UK, EU
Level of Study:	Undergraduate Honours & Integrated Masters, Year 1 (Level 4) (see exclusions)
Criteria:	Applicants must be confirmed for entry to an Undergraduate Bachelor's Degree BA/BSc/LLB or Integrated Masters course. (see exclusions) Applicants must have achieved A-levels – Grades ABB or Distinction, Distinction, Merit (DDM) at BTEC Level 3 National Extended Diploma or above or other accepted equivalent combination of grades. Other qualifications not listed in our equivalency tables may be considered by exception by the Head of Admissions.
Exclusions:	Foundation, Top-up, post-registration/professional courses, part-time and distance-learning programmes are excluded from this award.
Value of award:	£1,000 Pre-payment card over instalments (all eligible students – unlimited)

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

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 with BU (Level 4, 5 or 6) (see exclusions)
Criteria:	Applicants must be confirmed for entry to an Undergraduate Bachelor's Degree BA/BSc/LLB, Top-up degree or Integrated Masters course. (see exclusions)

	A-level grades ABB and BU's equivalent non-UK qualifications. Other qualifications not listed in our equivalency tables may be considered by exception.
Exclusions:	Foundation, post-registration/professional courses, part-time and distance-learning programmes are excluded from this award.
Value of award:	£2,500 fee reduction (all eligible students – unlimited)

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

i. All eligible students joining the University in September 2019 (including any deferrals entering in September/January) who meet the University's published eligibility criteria for an Undergraduate Academic Excellence Scholarship will receive the award.

ii. A student's fee status (UK including Channel Islands/Isle of Man, EU or Overseas (Non-EU)) will be used to determine the criteria for the award that they receive.

iii. In the majority of cases the scholarship awards will be confirmed automatically once the university has received the student's results via UCAS (UK/EU students only).

iv. Students who already hold their results (results that pre-date the year of entry) should submit certificates for consideration by the UK or International Admissions team who will award the scholarship to eligible students ahead of enrolment.

v. Any student who thinks they are eligible and has not received a confirmation of their scholarship will have until 31 January (for those enrolling in September) and until 30 June (for those enrolling in January) to provide evidence of their qualifications to the university for consideration. They can present this evidence to AskBU current students who will consider in the first instance and refer to the Head of Admissions/International Admissions Manager if they are unable to verify equivalency.

vi. All students must present original certificates for all qualifications at enrolment (other than those results sent directly to the institution by UCAS), or scholarships may be withdrawn.

vii. Any combination of qualifications/grades listed in our equivalency tables will be considered for the award of Academic Excellence, where an applicant achieves 128 UCAS tariff points from the best three A-Levels or equivalent qualifications.

viii. The university will also consider a Bachelor's or 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.

ix. For overseas (non-EU) students joining Level 5 or a top-up degree in Level 6, 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.

BU accepted equivalent combinations

Refer to www.bournemouth.ac.uk/scholarships for BU grade equivalents to ABB at A-Level. , Non-UK qualifications will be assessed against UK equivalencies using BU's International Qualifications Database.

6.2 The Sophie Drozdzik Memorial 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 & Integrated Masters, Year 1 (Level 4) (see exclusions)
Criteria:	This scholarship is offered to students studying 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 their college, local community or at home and the positive impact this has made on others
Exclusions:	Foundation, Top-up, post-registration/professional courses, part-time and distance-learning programmes are excluded from this award.
Value of award:	£2,000 in the first year of study (Level 4) (one award, September 2019 only)

Deadline and eligibility for inclusion:

i. Applications must be submitted by 31 August.

ii. 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 at one of the seven colleges* within the Warwickshire College Group:
**Evehsam College; Malvern Hills College; Moreton Morrell College; Pershore College; Royal Leamington Spa College; Rugby College; Warwick Trident College;*

The applicant must achieve ABB or above at A-level, or DDM or above at BTEC Level 3 Extended Diploma (or equivalent. Level 3 qualifications not listed in our equivalency tables will be considered by exception and application by the student.

iii. 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.

iv. All students must present original certificates for all qualifications at enrolment, or scholarships may be withdrawn.

BU accepted equivalent combinations
Refer to www.bournemouth.ac.uk/scholarships for BU grade equivalents to ABB for UK & EU students and BU ABB equivalencies for Non-UK qualifications, assessed against the UK equivalencies using BU's International Qualifications Database.

6.3 Subject Achievement Scholarship

Mode of Attendance: Full time

Place of Attendance: Eligible courses delivered on the BU campus as listed against each scholarship (see below)

Fee Category: UK (including Channel Islands/Isle of Man), EU

Level of Study: Undergraduate Honours, Year 1 (Level 4)

Criteria: This scholarship is offered to students studying eligible courses who meet the minimum academic criteria for the course combined with demonstrable commitment to their area of study through additional work experience, voluntary or community work.

Students will also be required to complete an application form and personal statement, with demonstrable commitment to their area of study through additional work experience, voluntary or community work.

Exclusions: Foundation, Top-up, post-registration/professional courses, part-time and distance-learning programmes are excluded from this award.

Value of award: up to £10,000 awarded across three years of study, as follows:

- 3 x £3,250 payments over three years of study (excludes placement year/postgraduate year, if applicable)

Additional benefits: In addition to financial support, successful scholars will receive the following in their first year of study only

- Free bus pass and access to our Residential Life programme*
- Welcome pack for Arrivals week, including vouchers and BU merchandise
- Choice of SportBU membership or a contribution to a club or society (for one year only, to the value of £180)

*Accommodation rents include £1 a week towards the ResLifeBU programme and an optional annual bus pass worth £250 - all of this will be provided for free. Students will be advised of the full terms and conditions when they collect their card following enrolment at BU.

Deadline and eligibility for inclusion

i. Applications must be submitted by 31 August 2019.

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

iii. Any applicant domiciled in the UK (including Channel Islands/Isle of Man)/EU applying for a full-time undergraduate course at BU as follows:

Subject Achievement Scholarship (Accounting, Finance and Economics)	• BA (Hons) Accounting and Business • BA (Hons) Accounting and Finance • MAccFin (Hons) Accounting and Finance • BA (Hons) Economics • BA (Hons) Finance and Business • BA (Hons) Finance and Economics
Subject Achievement Scholarship (Animation and Games)	• BA (Hons) Computer Animation Art and Design • BA (Hons) Computer Animation Technical Arts • BA (Hons) Visual Effects • BSc (Hons) Games Design • BSc (Hons) Games Software Engineering • BA (Hons) Digital Creative Industries
Subject Achievement Scholarship (Management)	• BA (Hons) Business Studies (all pathways) BA (Hons) Tourism Management • BA (Hons) International Tourism and Hospitality Management • BA (Hons) International Hospitality Management • BA (Hons) Events Management
Subject Achievement Scholarship (Marketing and Communication)	• BA (Hons) Marketing Communications • BA (Hons) Public Relations • BSc (Hons) Marketing • BA (Hons) Advertising
Subject Achievement Scholarship (Nutrition)	• BSc (Hons) Nutrition
Subject Achievement Scholarship (Psychology)	• BSc (Hons) Psychology

iv. The applicant must achieve the minimum academic criteria for their course, as set out in their offer letter. Note that BU may in some cases confirm a student's place in circumstances where the student has not met the minimum academic criteria (for example in recognition of their commitment to BU and potential to succeed) - in these cases, the individual would not be eligible to apply for this scholarship, having not achieved the minimum academic criteria set out in their offer letter.

v. All students must present original certificates for all qualifications at enrolment, or scholarships may be withdrawn.

6.4 BU Partner Academic Scholarship

Mode of Attendance: Full time

Place of Attendance: Eligible courses delivered on the BU campus

Fee Category: Overseas (EU and Non-EU)

Level of Study: Undergraduate Honours, First Year of study (Level 4, 5 or 6) and potentially for multiple years

Criteria: All students progressing from a formally recognised course at a formal BU Partner or recognised funding body (e.g. overseas government). Full details of BU's current partner scholarships and eligible courses can be obtained at:

https://www.bournemouth.ac.uk/study/undergraduate/fees-funding/scholarships/international-student-scholarships

Value of award: As agreed with the faculty

Deadline and eligibility for inclusion:

All students joining an eligible programme at the University in 2019/20 from a formal overseas partner will receive the award.

6.5 BU Sport Scholarship

Mode of Attendance: Full time; Part time

Place of Attendance: Eligible courses on the BU campus

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

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

Criteria

- Be studying at BU and received and accepted an offer of a place on an undergraduate course
- Demonstrate excellence in their chosen sport, be part of a Regional, National and/or International squad and compete at this level (individual athletes will also need to be competitive with top performers within the British Universities & Colleges, BUCS, programme
- Commit to continue to develop in the sporting arena in all aspects of Technical, Tactical, Physical, Mental and Lifestyle of their sport and to engage fully with our support programmes
- Ensure their application is supported by an online reference from a High Performance Coach or National Governing Body coach. If applying for a sport that sits outside our performance BUCS programme, students will need to ensure that two references are sent alongside their application.

Selection process

- Students will need to complete the online application and ensure the relevant reference form(s) is submitted
- The deadline for applications is 31 August (for September entry) or 30 November (for January entry)
- There will be an initial panel meeting 10 days after the closing date and outcomes of any awards will be communicated within 7 days and/or further clarification given if required
- Applicants will be ranked on merit as determined by the panel based on:
    - Reaching the minimum standards of the criteria
    - Evidencing and/or showing the ability in completing all responsibilities
    - Comments from the referee(s)
    - Ability to compete in BUCS recognised sport
    - Whether they are in a Junior and/or Senior National/International squad and competing at that level (Individual athletes)
    - Whether they are in a regional squad or above and competing at that level (Team Sport athletes).

Scholarship renewal

Where relevant, and in order for a scholarship to be renewed, students will be expected to detail and/or confirm the following to the Sport Performance Manager:

- That they are a BU student and completing a minimum of 60 credits per year. When on placement year, students cannot be awarded any financial scholarship but could receive support
- That students will continue to meet your sporting profile of the original application and maintain all responsibilities or have demonstrated in previous seasons
- Students will attend a meeting with the Sports Performance Manager before the end of October (September starter) February (January starter) to identify/clarify development goals and performance aims and how the scholarship package will assist the season
- Evidence of attendance at least 75% of sport specific training sessions and what improvements have been made in previous season
- Evidence of attendance at least 85% of strength and conditioning sessions and what improvements have been made in previous season
- Attendance at the pre-season Strength & Conditioning sessions
- Details of training and performance program between May to September
- Details of training and performance programme whilst on placement.

Value of award: A range of Sports Scholarships packages may be awarded which can comprise financial support and/or in-kind provision services (SportBU) as detailed below:

- Cash awards range from up to £5000
- Free Gym membership
- Strength & Conditioning coaching
- Sports massage
- Chiropractic treatment
- Performance workshops (nutrition, anti-doping, performance mind sets, media training etc.)
- Lifestyle support

Deadline and eligibility for inclusion:

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

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

iii. 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.

iv. 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.

6.6 Music Scholarships

Mode of Attendance: Full time; Part time

Place of Attendance: BU campus

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

Level of Study: Undergraduate Honours (any level) 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

i. The deadline for applications is 31 August (September entrants) or 30 November (January entrants). Subject to available funds, the deadline may be extended and publicised through the scholarship webpages.

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

iii. 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.

iv. 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: Overseas (EU and Non-EU)

Level of Study: Undergraduate Honours, First Year of study (Level 4, 5 or 6)

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. The award will be applied as part of the admissions function and advised by the International Student Recruitment Manager.

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 card payments and a termly basis for fee waivers.

7.2 If a scholarship recipient chooses to suspend their study their scholarship 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 scholarship. Students are usually expected to recommence their studies within 18 months of the date of the suspension to receive the remaining funding.

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. M&C Recruitment teams will manage an administrative overview of competitive awards (by application) and track progress with decision boards.

8.2 An annual report on the overall number and value of all scholarships awarded via funding classifications and scholarship category will be presented to Fees Board in March/April of each year.

8.3 M&C will provide recommendations to the Fees Board, including feedback on scholarships provision, decision-making and award process.

9 Budgets

9.1 Funding for awards is approved by Faculty and central budgets. The source of each fund is identified in the Fund Matrix Appendix 9.

9.2 Financial control measures ensure the integrity of the awarding and approving processes, such that all scholarship awards are confirmed by a suitably responsible member of staff. For automated awards, the Chair of the Scholarships Implementations Group provides final approval for any rule specification.

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 revised (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.

Appendices

BU SCHOLARSHIPS POLICY AND PROCEDURE 2019-20: UNDERGRADUATE

Appendix 1*: UK Academic Excellence Scholarship – Equivalencies to ABB

Appendix 2*: EU Academic Excellence Scholarship – Equivalencies to ABB
\\bournemouth.ac.uk\data\staff\intrastore\Academic Services\Public\Student Administration (SA)\Admissions\Scholarships\2019-20 policies & procedures\AES equivalency tables\UG EU 2019.20 ABB FINAL.docx

Appendix 3*: Overseas (Non-EU) Academic Excellence Scholarship – Equivalencies to ABB
I:\Academic Services\Public\Student Administration (SA)\Admissions\Scholarships\2019-20 policies & procedures\AES equivalency tables\UG OS 2019.20 ABB FINAL.docx

Appendix 4: BU Priority Sports

Appendix 5: BU Sports Scholarship Agreement

Appendix 6: BU Music Scholarship Agreement

Appendix 7: Bournemouth University Business processes for the responsibility & handling of scholarships.

Appendix 8 (Int): Bournemouth University Business processes timeline

Appendix 9 (Int): Bournemouth University fund matrix: Scholarships & Bursaries
I:\Finance\Public\Tuition Fees Price guide\Tuition Fees Price Guide 2019-20v1.xlsx

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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.

***Scholarships equivalency tables are available at: www.bournemouth.ac.uk/scholarships**
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 they have not been located on our website, please contact: futurestudents@bournemouth.ac.uk

Appendix 4 – BU Priority Sports

- American Football
- Archery
- Athletics & Cross Country
- Badminton
- Basketball
- Boxing
- Cricket
- Cycling
- Equestrian
- Fencing
- Football
- Futsal
- Golf (FOCUS SPORT)
- Gymnastics
- Hockey
- Ju Jitsu
- Judo
- Karate
- Lacrosse
- Modern Biathlon/Pentathlon
- Netball
- Rowing
- Rugby Union
- Sailing
- Snooker
- Snowsports
- Squash
- Surfing
- Swimming
- Table Tennis
- Tennis
- Trampolining
- Triathlon
- Ultimate Frisbee
- Volleyball (FOCUS SPORT)
- Water Polo
- Windsurfing

Appendix 5 – Exemplar Sporting Scholarship Agreement – Sports scholarship recipients

Sporting Scholarship Agreement

This agreement made on ..... 2019 and is valid until and including 31st August 2020 ("**The Term**")

between

BOURNEMOUTH UNIVERSITY HIGHER EDUCATION CORPORATION
("the University")

-and-

.....
("you/Sports Scholar"/your")

The purpose of the Sporting Scholarship is to assist an athlete to fulfil their sporting potential whilst balancing their academic studies. The University expects recipients of a Sporting Scholarship ("Sports Scholar") to adhere to their sporting responsibilities and meet the academic requirements of their chosen degree whilst at the University.

Bournemouth University Sport Scholarship Aims & Objectives

The overall aim of our Sporting Scholarship programme is to meet the key ambitions of our Sport Strategy and improve the sporting opportunities offered at Bournemouth University by supporting and engaging with performance athletes in order to assist the development of the University's Sport Strategy through recruitment, recognition of student success, retention, and public engagement.

We aim to:

- Create a balance to enable Sports Scholars to excel whilst studying for a first class degree, develop their employability and to fulfil their sporting potential.
- Provide an athlete-centred approach for all Sports Scholars through regular contact with our Sport Development Manager.
- Promote the University as a world-class provider of education, training and research, as well as a provider of expert support services for sports professionals.
- Improve the awareness of how sport has an important impact on wellbeing.
- Assist in the recruitment, retention and development of athletes.
- Improve the ranking of the University in the British Universities and Colleges Sport (BUCS) leagues.
- Increase the profile and marketability of SportBU.

1 Terms of the agreement

This Sporting Scholarship Agreement must be read in conjunction with the Student Agreement to which you are bound by virtue of your enrolment on a course at The University. The terms of this Sporting Scholarship Agreement apply to you in addition to the terms of your Student Agreement, and in the event of conflict between the two agreements, the terms of the Student Agreement shall take precedence.

In consideration of the Sporting Scholarship received, you agree to the following terms:

1.1 to maintain a strong engagement with all aspects of your academic pathway and form good relationships with lecturers and course leaders. You must demonstrate a commitment towards studying at the University through attendance at timetabled course sessions and adherence to agreed course deadlines;

1.2 to demonstrate excellence in your chosen sport and be part of a Regional, National and/or International squad and compete at this level (individual athletes will also need to be competitive with top performers within the BUCS programme);

1.3 to attend, so far as is reasonably possible, preseason training which would start in the 1st or 2nd week of September;

1.4 to maintain your current performance level in training and competition and to challenge and aspire to continue developing to achieve long term goals or be able to demonstrate the potential to compete at these levels, as well as working towards agreed performance targets;

1.5 to continue to meet the sporting profile outlined in your original application and maintain all responsibilities;

1.6 to commit to, support, promote and participate fully in at least 75% of sport specific training sessions run by SportBU;

1.7 to commit to, support, promote and participate fully in at least 85% of strength and conditioning sessions run by SportBU;

1.8 to meet regularly (but, as a minimum, twice) throughout the season with the Sport Development Manager to carry out a needs analysis and establish a plan (weekly & annual) for the season and to show the desire to continue to develop in the sporting arena in all aspects of technical, tactical, physical, mental and lifestyle elements of your sport by completing a Sports Scholar Profile Template shared via Dropbox (weekly plan, annual plan, long term plan, development goals, performance aims, & finances);

1.9 to always portray the University & SportBU in a positive light and wear the SportBU or University Sports Scholarship kit (as applicable) at all competitions, when representing the University, at photo opportunities and at any other appropriate opportunities, or as directed by the Sport Development Manager;

1.10 to attend the initial scholarship welcome evening and other workshops provided by Sport BU throughout the season;

1.11 to represent the University in BUCS domestic championships for your sporting discipline and represent English Universities and/or British Universities when selected, unless National/International duties, University exams, injury or other extenuating circumstances (as notified to the Sport Development Manager) prevent this;

1.12 to be actively involved in your sport club at the University and to be an ambassador and role model to fellow athletes;

1.13 to be available for a minimum of three promotional events during their scholarship year that could include any of the following: Patrons welcome evening, open days, fresher fairs, press opportunities, interviews, sports specific recruitment events;

1.14 to update the Sport Development Manager with progress and achievements throughout the year and be willing to write blogs and/or vlogs prior/during/post events/competitions they are participating in to help with personal promotion and to raise the profile of the sporting provision at the University;

1.15 to abide by the rules of your sport and the code of conduct/ethics that has been agreed for or recognised by your National Governing Body (NGB);

1.16 to adhere to your NGB's anti-doping policies and regulations in addition to complying with the requirements of the WADA code.

2 Scholarships Benefits

The Sporting Scholarship package can be made up of any of the following and will be confirmed in writing to the individual.

2.1 Cash contribution of between £500 and £5,000
2.2 Free SportBU gym membership
2.3 Strength and conditioning coaching & training
2.4 Sport related workshops
2.5 Personal lifestyle support from the Sport Development Manager
2.6 Specialist support services that can include by arrangement
- 2.6.1 Chiropractic treatment
- 2.6.2 Sports massage
- 2.6.3 Physiology
- 2.6.4 Nutrition
- 2.6.5 Sport specific analysis

3 Monitoring and Evaluation

3.1 You must meet a minimum of twice during the Term with the Sport Development Manger to establish and maintain performance aims and developments goals.

3.2 You should be monitoring and evaluating your own performance on a regular basis and should consult with your coach for any clarifications and additional support.

3.3 You must complete the Sports Scholar Profile Document shared in the dropbox system to help evaluate progression, weekly timetables and annual plans.

3.4 The Strength & Conditioning register will be used to recognise attendance at additional support services.

4 Termination and Suspension

4.1 For the avoidance of doubt, the Sporting Scholarship will cease immediately in the event of you ceasing to be a student of Bournemouth University for whatever reason.

4.2 The University shall have the right (at its sole discretion) to amend, suspend or withdraw the award at any time in the event of material breach by you of the terms of either your Student Agreement or this Sporting Scholarship Agreement or if you (in the reasonable opinion of the Head of Sport Development) bring the University, SportBU, the Students' Union, your sport or any University official partners into disrepute.

4.3 If the financial element of any Sporting Scholarship provided to you is not (in the reasonable opinion of the University) used to aid your personal sporting performance and for what is considered to be personal benefit, the University shall be entitled to suspend or withdraw the that financial element with immediate effect.

4.4 The Sporting Scholarship awards are reviewed annually and therefore you must submit a new application each year to be considered for further scholarships. There is no guarantee of the same amount, or any amount, of Sporting Scholarship being awarded in any subsequent years of University study.

4.5 Notwithstanding anything else in this Clause 4, any alteration of the level of award will be decided via periodic review and will be at the discretion of the Sport Development Manager. In addition, the University shall have the right (in its sole discretion, but acting reasonably) to recover from you the whole amount (or any part thereof) of the financial element of any Sporting Scholarship already paid to you at the time of termination or suspension of the Sporting Scholarship.

5 Media Consent Form

5.1 You acknowledge that it is a condition of receiving a Sporting Scholarship that your consent is provided as detailed below.

5.2 Subject always to the University's compliance with the Data Protection Act 1998 and any other applicable data protection legislation in force from time to time:

5.2.1 You hereby consents to the use of any photographic image, video recording, audio recording or quote of you obtained whilst carrying out your duties as a Sports Scholar (collectively referred to as "Images") by employees of the University or by agents authorised on behalf of the University.

5.2.2 You also consent to the University releasing Images to any relevant NGB, BUCS, Sport England Talented Athlete Scholarship Scheme and selected local clubs and organisations for marketing and publicity purposes.

5.2.3 You acknowledge that Images will be stored in an online image bank at the University and could be used for marketing and publicity purposes by the University in publications including but not limited to, the University's prospectuses, annual report/review, newsletters, course literature, advertisements, social media and websites.

Sports Scholar Declaration

I ..... accept the Sporting Scholarship award for the Term.

I agree to adhere to all of the terms and conditions outlined above. Furthermore, I understand that if I do not adhere to the agreed terms and conditions the award may be withdrawn.

Signed..... Date .....

Sports Development Manager

Signed..... Date .....

Appendix 6 – Exemplar Music Scholarship Agreement – Music scholarship recipients

BU Music Scholarships 2019/20

Dear Music Scholar,

Congratulations on the award of your music scholarship for the coming year and I hope that you will enjoy all the opportunities that we have available for you.

Your scholarship is awarded on the condition that you make an **ongoing commitment to your personal musical development and to the musical life of the university**. To comply with these conditions, you must:

- Take weekly 30 minute instrumental lessons (25 lessons per annum) with one of the University's tutors. You can, of course, extend these to 1 hour lessons if you wish and the additional fees will be deducted from your scholarship fund. Any exam entry fees and accompaniment costs will also be deducted from your scholarship fund at source.
- In consultation with the Head of Music agree to participate in at least one ensemble from the following list and attend rehearsals and concerts regularly. You may, of course, attend more than one ensemble.
    - Chamber Choir
    - Orchestra
    - Big Band
- Perform in at least 5 major university concerts / recitals each year.
- Show evidence of progress on your main instrument/voice. For example, in year 1 you will be expected to have made significant progress towards achieving a first diploma from one of the recognised conservatoires.

{Details of scholarship provided here}

Please be aware that your scholarship will be withdrawn if you fail to adhere to the conditions under which it was awarded. All funding is reviewed annually. To re-qualify for funds in the next academic year you will be asked to submit a written report giving details of your progress within the previous year and listing your contribution to BU Music. Your instrumental teacher will also be asked to supply a progress report.

If you have any further questions please call at the music office, telephone 01202 965018 or e-mail me.

Ian Davis (Head of Music) idavis@bournemouth.ac.uk

Ian Davis
(Head of Music)