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Author:	Matthew Usher

Bournemouth University Scholarships Policy & Procedures UNDERGRADUATE

Academic year intake 2017-18

Major Version 1.0: August 2017

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 2017/18: 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 revised (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 through the Scholarships Policy. This Policy implements the Scholarships Framework Proposal 2017/18 approved at Fees Board in April 2016.

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 the 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 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 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	Fees Board
Owner • Scholarship framework • Market research • Policy and Operational Docs • Promotion (off and online) and communication • Scholarship communications to successful applicants as part of confirmation process	M&C Scholarships Implementation Group (SIG)
Financial modelling Fund build in SITS	Finance & Performance (F&P)
Analysis and evaluation	PRIME
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 [Academic Business Intelligence (ABI) – UK AES rule-driven awards]
Operations/administration ▪ Qualifications queries and escalation	Academic Services

2 Overview of 2017-18 Scholarship provision

Ref	Scholarship Awards	Entry	Fee region	Value	Number of awards	Application/ Assessment	Funding	System-assessed **or by application**
6.1.1	**Undergraduate Academic Excellence Scholarship (UK/EU)**	Sept/ Jan	UK/EU	£1,500 (Pre-paid card)	Unlimited	Grades on entry – AAA or equivalent	Central	Assessed upon receipt of eligible results from UCAS or direct applications (managed by ABI 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)		Grades on entry – AAB or equivalent	As above	
6.2	**The Sophie Drozdzdik Scholarship**	Sept	UK/EU	£2,500 (Pre-paid card)	One award	31 August 2017	Central	Assessed by awarding panel based on actual grades and personal statement.
6.3	**The Archaeology Anniversary Scholarship**	Sept	UK/EU	£1,500 (pre-paid card)	Unlimited	All entrants who made BU their firm choice by applicable deadlines	Central	As part of admissions process
6.3	**BU International Partnership Scholarship**	Sept	Non-EU	£2,000 (Fee waiver)	Unlimited *(all eligible students from partner)*	No application. Based on grades on entry – September.	Faculty	Automatically applied
6.5	**BU Sports Scholarship**	Sept/ Jan/ Jan	UK/EU/ Non-EU	£500-5000 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, trials and personal statement.
6.6	**BU Music Scholarship**	Sept/ Jan	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	**Opportunity scholarships (in-country awards)**	Sept/ Jan	Non-EU	Varies	Varies	Not applicable	M&C	A flexible tool as part of in country marketing activity and agreed throughout the year depending on need.

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.

3.2 With the exception of the BU International Partnership, Archaeology Anniversary Scholarship 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. Students who suspended their studies will be eligible for continued funding on their original framework – see 7.2

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. Students who suspended their studies will be eligible for continued funding on their original framework – see 7.2

3.7 Academic Excellence Scholarships, Archaeology 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, or to BU by email at scholarships@bournemouth.ac.uk, or by post to: Scholarships applications, Bournemouth University, M301 Melbury House, 1-3 Oxford Road, Bournemouth, BH8 8ES, UK

3.9 Consideration will be given to all eligible applications 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 do so 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 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

6.1 Unsuccessful applicants wishing to appeal should write to the complaints@Bournemouth.ac.uk within 10 working days of being notified of the outcome of their application stating clearly the grounds for appeal.

6.2 As per the Student Financial Support Appeal Procedure document (see: www.bournemouth.ac.uk/the-legal-bit), 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. Re-assessment of income will not be considered as pertinent information. 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 Archaeology are paid by pre-paid Visa card, paid in instalments.

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.

5.1.4 Students must have collected their card before the last Friday in February. 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 Student Support Manager and may be subject to disciplinary action in line with the BU Student Disciplinary Procedure.

5.1.7 Students cannot collect their card until they have enrolled at BU. Students will normally be able to collect their card on their enrolment day, 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 cash awards, or the provision of tuition, coaching, equipment, or funding for competitions and travel expenses.

5.3 BU International Partnership Scholarship, Academic Excellence Scholarship (Non-EU/International) 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.

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*

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 AAA or Distinction, Distinction, Distinction (DDD) at BTEC Level 3 Extended Diploma or above or other accepted equivalent combination of grades. Other qualifications not listed in our equivalency tables may be considered by exception.
Exclusions:	Foundation, Top-up, post-registration/professional courses, part-time and distance-learning programmes are excluded from this award.
Value of award:	£1,500 Pre-payment card (all eligible students – unlimited)

6.1.2 BU Academic Excellence Scholarship (Overseas - Non-EU) – AAB 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 (Level 4, 5, 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 AAB 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 2017 (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, EU or Overseas (Non-EU)) will be used to determine the criteria for the award that they may be eligible for.

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 2018 (for those enrolling in September 2017) and until 30 June 2018 (for those enrolling in January 2018) to provide evidence of their qualifications to the university for consideration.

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

vii. 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 144 tariff points.

viii. Level 3 qualifications not listed in our equivalency tables 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 144 points. Applicants presenting such a combination will not be automatically assessed and should contact scholarships@bournemouth.ac.uk who will assess the qualifications and refer to the Head of Admissions/International Admissions Manager. Original exam certificates must be presented for this assessment to take place.

ix. 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.

x. 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**

BU accepted equivalent combinations

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

6.2 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 & Integrated Masters, Year 1 (Level 4) (see exclusions)
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
Exclusions:	Foundation, Top-up, post-registration/professional courses, part-time and distance-learning programmes are excluded from this award.
Value of award:	£2,500 in the first year of study (Level 4) (one award, September 2017 only)

Deadline and eligibility for inclusion:

i. Applications must be submitted by 31 August 2017.

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

iii. 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

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

xi. The applicant must achieve AAA or above at A-level, or DDD 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.

iv. 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.

v. 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 AAA for UK & EU students and BU AAB equivalencies for Non-UK qualifications, assessed against the UK equivalencies using BU's International Qualifications Database.

6.3 The Archaeology Anniversary Scholarship

Mode of Attendance:	Full time
Place of Attendance:	BU campus
Fee Category:	UK, EU
Level of Study:	Undergraduate Honours, Year 1 (Level 4)
Criteria:	Applicants must be confirmed for entry to an Undergraduate Bachelor's Degree BA/BSc Archaeology. BU must have been their Firm choice.
Exclusions:	Applicants who selected BU as their insurance, extra or clearing choice.
Value of award:	£1,500 Pre-payment card (all eligible students – unlimited)

Deadline and eligibility for inclusion

i. All eligible students joining the University in September 2017 (including any deferrals entering in September 2017) who meet the University's published eligibility criteria for this Archaeology Anniversary Scholarship will receive the award.

ii. 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.

iii. This scholarship can be awarded alongside the Academic Excellence Scholarship or Sophie Drozdzdik Scholarship for eligible students who also meet these criteria, alongside any other sports or music scholarships.

6.4 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. Full

details of BU's current partner institutions and eligible courses can be obtained by contacting international@bournemouth.ac.uk

Value of award: £2,000 fee reduction (all eligible students – unlimited)

Deadline and eligibility for inclusion:

All students joining an eligible programme at the University in September 2017 from a formal overseas partner institution will receive the award.

6.5 BU Sports Scholarship

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: 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.

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.

The applicant must evidence a commitment to continue to develop in their sporting arena and to fully engage with our support programmes.

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.

Selection Process: All applicants need to complete the online application by 31 August 2017.

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.

Second Panel meeting 10 days after trials to finalise all remaining awards and final communication to scholars before the end of October

Selection Process: Applicants applying for a scholarship in a varsity sport will need to attend BU trials to be assessed by the coach.

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

All scholarship decisions will be confirmed by a panel decision, with confirmation and trials before the end of October.

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 £500-£5000
- Free Gym membership
- Strength & Conditioning coaching
- Sports massage
- Chiropractic treatment
- Performance workshops (nutrition, anti-doping, performance mind sets, media training etc**)**

Deadline and eligibility for inclusion:

i. The deadline for applications is 31 August 2017 (September entrants) or 30 November 2017 (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.

v. Scholarships renewal is subject to continued eligibility. Students must:

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

b. 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

c. 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 1st & 2nd week of September.

d. 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

i. The deadline for applications is 31 August 2017 (September entrants) or 30 November 2017 (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: Non-EU

Level of Study: Undergraduate

Criteria: BU applicants who have been interview 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 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 2016-17: UNDERGRADUATE

Appendix 1 (Ext): UK Academic Excellence Scholarship – Equivalencies to AAA
\\Bournemouth.ac.uk\data\staff\IntraStore\M&C\Collaborative\Scholarships Policy & Procedures\2017-18\UG Scholarships Policy 2017-18
www.bournemouth.ac.uk/scholarships (Undergraduate > UK/EU Scholarships)

Appendix 2 (Ext): EU Academic Excellence Scholarship – Equivalencies to AAA
\\Bournemouth.ac.uk\data\staff\IntraStore\M&C\Collaborative\Scholarships Policy & Procedures\2017-18\UG Scholarships Policy 2017-18
www.bournemouth.ac.uk/scholarships (Undergraduate > UK/EU Scholarships)

Appendix 3 (Ext): Overseas (Non-EU) Academic Excellence Scholarship – Equivalencies to ABB
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www.bournemouth.ac.uk/scholarships (Undergraduate > International Scholarships)

Appendix 4 (Ext): BU Priority Sports

Appendix 5 (Ext): BU Sports Scholarship Agreement

Appendix 6 (Int): BU Music Scholarship Agreement

Appendix 7 (Int): 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:\M&C\Collaborative\Scholarships Policy & Procedures\2016-17\2016-17 Policy & Operational Guide\UG

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: futurestudents@bournemouth.ac.uk

Appendix 4 – BU Priority Sports

- 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

Appendix 5 – Exemplar Sporting Scholarship Agreement – Sports scholarship recipients

Sporting Scholarship Agreement

This agreement made on ..... 2016 and is valid until and including 31st August 2017 ("**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 £5000
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 .....

University Sport Development Manager

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

Appendix 6 – Exemplar Music Scholarship Agreement – Music scholarship recipients

BU Music Scholarships 2015 / 2016

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.

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 conform to 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 account. Any exam entry fees and accompaniment costs will also be deducted from your scholarship fund.
- Participate in at least one **relevant** ensemble and attend rehearsals and concerts regularly. A full list of ensembles is available at www.bournemouth.ac.uk/music but you will need to agree the most suitable ensemble with the Head of Music.
- 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.

For 2016-2017, your full scholarship is worth £ 1,150 and will be paid as follows:

- 4.10.2016 £ 343.75 deducted to cover the cost of lessons.
- 4.12.2016 £ 268.75 paid direct to you (on condition that you have adhered to the terms stated above)
- 4.3.2017 £ 268.75 paid direct to you (on condition that you have adhered to the terms stated above)
- 3.06.2017 £ 268.75 paid direct to you (on condition that you have adhered to the terms stated above)

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. In order 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)
28.7.2015