

# The University of Edinburgh

College of Medicine and Veterinary Medicine

## Application for Staff Postgraduate Scholarship

* Please refer to the Staff Scholarships web site at <https://www.ed.ac.uk/student-funding/staff/overview> for information on the eligibility for the scholarship before completing this form.
* Applicants should have received an offer of admission for part-time postgraduate study before completing a scholarship application. Application forms for postgraduate admission are available on the University’s web site at: <http://www.ed.ac.uk/studying/postgraduate/applications/>
* Applicants must have the full support of their Head of School/Head of Centre/Support Department who will be required to complete the supporting statement section of your application.
* Awards, **in exceptional circumstances**, may be made for a part-time programme of study within another higher educational institution. Applicants wishing to undertake a programme of study at another institution will need to provide confirmation from their Head of School/Head of Centre/Support Department that comparable study is not available at the University of Edinburgh.
* Completed scholarship application forms, together with a copy of your formal offer letter of admission, supporting statement, research proposal (if applicable), and letter of confirmation from your Head of School or Deanery/Head of Centre/Support Department indicating that comparable study is not available at the University of Edinburgh (if applicable) should be submitted to Morag Sawkins morag.sawkins@ed.ac.uk
* Contact details can be found at: <https://www.ed.ac.uk/student-funding/staff/applying>
* All applicants should note that the Staff Postgraduate Scholarship Scheme Monitoring Form is used for administrative purposes only and for calculating any award you may receive. The Selection Panel will receive for their consideration the Staff Scholarship Application Form and Supporting Statement.
* Please note that documents submitted with your application cannot be returned to you. You should therefore ensure that you keep copies for your own use.

Staff Postgraduate Scholarship Scheme Monitoring Form

Introduction

**This form is not used as part of the selection process.**

The University is committed to a policy of Equal Opportunities to ensure that all candidates for the Staff Scholarship Scheme are treated fairly.

This information is necessary as part of our monitoring responsibilities. The information you provide will be used for statistical monitoring purposes and the calculation of the level of award you may receive based on your contract details.

A. Personal Information

Surname/family name …………………………………………………………………………Dr/Mr/Mrs/Miss/Ms/Other

Other names ………………………………………………………………………………………………………..………

2 a. Correspondence address (INCLUDING POSTCODE)

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Tel no ………………………………………………… Fax no ……………………………………………………..

(INCLUDING NATIONAL/AREA CODE) (INCLUDING NATIONAL/AREA CODE)

2 b. Email address ………………………………..……………………………………………….…………………………

3. Employee Number ………………………………..…………………………………………………….…………………

B. Statistical Information

4. Are you: Male 🖵 Female 🖵

5 a. Date of Birth …………………………………. 5 b. Age ………………………………….

6. Which category best describes the ethnic group to which you belong:

**Asian or Asian British**  🖵 Indian 🖵 Pakistani

 🖵 Bangladeshi 🖵 Chinese

 🖵 Other please specify: …………………

**Black or Black British** 🖵 African 🖵 Caribbean

 🖵 Other please specify: …………………

**White** 🖵 British 🖵 Irish

 🖵 Scottish

🖵 Other please specify: …………………

**Mixed**  🖵

**Other Ethnic Background** 🖵

7. Do you regard yourself as being disabled? Yes 🖵 No 🖵

C. Contract Details

8. If part-time, how many days or what percentage/FTE of the full-time working week?

………………...…………………………………...%/FTE …………...………………………………Day/s per week

9. If appropriate, please state your contract start date: ……………...…… Contract expiry date: …………………………

D. Declaration

I confirm that, to the best of my knowledge, the information given in this application is complete and accurate.

Applicant’s signature…………………………………………………… Date……………………………………………..

The University of Edinburgh holds information about everyone who applies for a scholarship at the University. We use the information you provide on your scholarship application form together with the information contained in the supporting documentation to administer and assess your application for a scholarship and to select successful applicants.

If you have any queries regarding the University’s use of your information please contact the University’s Data Protection Officer <https://www.ed.ac.uk/profile/data-protection-officer>

Staff Scholarship Application Form



Employment Information

1. Employee Number: …………………………….

2. Department of Employment: ..……………………………………………..………………………………………….

3. Job Title: …………………………………..………………………………………………………………………..…

4. Are you a part-time or full-time member of the University of Edinburgh staff?

Part-time / Full-time (delete as applicable)

5. Start date at the University of Edinburgh: ..………………….………………………………………..…………………

Proposed Study

6. Name of degree programme: .……………………………...…………………………………………………………….

 *(Please refer to the Postgraduate Prospectus)*

7. Place of Study: ………………………..……………………………………………………………...……………..…….

8. Programme start date: ………………………………

 Programme end date: …………….…………………

9. University of Edinburgh Project Supervisor or Academic Advisor (if applicable): ……...………………….…………..

Education

10. Degrees, Diplomas or other qualifications, held or pending

|  |
| --- |
| *Degree, Diploma, Other Qualifications (already held or pending)* |
| *University or College* | *Qualification Obtained* | *Class of Degree Obtained (if applicable)* | *Date of Award* | *Principal Subject (if two principal subjects of approximately equal weight, give both)* |
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Description of Programme of Study

11. Please provide a short description of the proposed programme of study.

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Personal Statement

12. Please state what benefits you will receive from undertaking this programme and how this will contribute to your personal development, **and** to that of your Department/Support Area **and** the University.

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Staff Scholarship Scheme - Applicant Checklist



The checklist below should be read in conjunction with information provided on the Staff Scholarship pages of the University of Edinburgh website <https://www.ed.ac.uk/student-funding/staff>

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| --- | --- | --- |
|  | ELIGIBILITY |  |
|  | I confirm that the programme applied for is eligible for funding under the Staff Scholarship Scheme[[1]](#footnote-1) | Select Programme:* Postgraduate Certificate
* Postgraduate Diploma
* Postgraduate Degree (MSc, MScR, MPhil)
* Degree by Research (PhD)
* Other[[2]](#footnote-2) please specify………………
 |
|  | I confirm that the programme applied for is part-time only. | * Yes
 |
|  | If you are a Clinical Research Fellow whose salary is funded by a source external to the University of Edinburgh, please confirm that you are named as the Principal Investigator or Sole Applicant. | * Yes
* Not Applicable
 |

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| --- | --- | --- |
|  | VALUE |  |
|  | I understand that if I work part-time the scholarship may be calculated on a pro-rata basis.[[3]](#footnote-3) |  Yes |
|  | I understand that Scholarships will be tenable for the duration of my period of employment with the University of Edinburgh.[[4]](#footnote-4) |  Yes |
|  | I understand that awards will not cover costs such as:* bench fees
* programme costs
* research costs
* examination fees
* matriculation fees
* continuation fees[[5]](#footnote-5)
 |  Yes |

|  |  |  |
| --- | --- | --- |
|  | CRITERIA |  |
|  | I confirm that I understand that the selection panel will take into account the benefit to myself in terms of developing my skills and knowledge as well as the benefit to the University from my proposed further study.[[6]](#footnote-6) |  Yes |
|  | I understand that I will be required to complete a report at the end of my programme of study stating how my further study has benefited the University and how I am applying the knowledge and skills obtained. |  Yes |

|  |  |  |
| --- | --- | --- |
|  | APPLYING[[7]](#footnote-7) |  |
|  | I confirm that a copy of my formal offer of admission for study at the University of Edinburgh has been included with my application form. |  Yes |
|  | I confirm that a copy of my current contract of employment with the University of Edinburgh has been included with the application form. |  Yes |
|  | I confirm that my application is fully supported by the relevant Head of School/Head of Centre/Deanery (or the College Registrar for staff in College level functions)[[8]](#footnote-8). |  Yes |
|  | I confirm that I have completed all relevant sections of the application form and enclosed supporting documentation. |  Yes |
|  | Applicant Signature/Date |  |

**

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College of Medicine and Veterinary Medicine

## Guidelines for Supporting Statement

* Please refer to the Staff Scholarships website at <https://www.ed.ac.uk/student-funding/staff/overview> for information on the eligibility and selection criteria for the scholarship before completing this form.
* This form should only be completed if you give the applicant your full support as their Head of School/Head of Centre/Deanery or Support Department.
* Please note that the Staff Postgraduate Scholarship Scheme Monitoring Form is used for administrative purposes only and for calculating any award the applicant may receive. The Selection Panel only receive for their consideration the Staff Scholarship Application Form and Supporting Statement. As all applications for the Staff Scholarship Scheme are anonymous, we ask that you **do not** refer to the applicant by name. Please state at the top of your supporting statement the applicant’s employee number and refer to the candidate at all times as ‘**the applicant**’.
* Awards, **in exceptional circumstances**, may be made for a part-time programme of study within another higher educational institution. If this is the case you should provide confirmation as their Head of School/Head of Centre/Deanery or Support Department that comparable study is not available at the University of Edinburgh.

**The Scholarships and Student Finance Office**

**The University of Edinburgh**

**Old College**

**South Bridge**

**Edinburgh EH8 9YL**

SUPPORTING STATEMENT TO BE COMPLETED BY

HEAD OF SCHOOL/HEAD OF CENTRE/SUPPORT DEPARTMENT

Employee Number: …………………..……

Please state how the University and applicant may benefit from the candidate’s proposed programme of study indicating if there are any crucial recruitment or retention issues in relation to the applicant. If the applicant’s post is not permanent, please can you indicate whether you anticipate this post being funded for the duration of the applicant’s period of proposed study.

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I confirm that the information provided by the applicant in Section C of the Application Form is accurate.

Signature of Head of School/Head of Centre/Deanery or Support Department: …………………...………………………..

Name of Head of School/Head of Centre/Deanery or Support Department: ...…………..………………………………….

School/Centre/Deanery/Department: ……………...…………………………………………………………………………

Date: ………..…………………………………………………………………………………………………………….…..

Please return the scholarship application form and supporting statement together with other applicable documentation to Morag Sawkins morag.sawkins@ed.ac.uk.

Further contact details can be found at https://www.ed.ac.uk/student-funding/staff/applying

1. https://www.ed.ac.uk/student-funding/staff/scheme

The Scholarship Scheme does not cover the following programmes:

Doctor of Clinical Psychology (DClinPsychol)

Doctor of Medicine (MD)

Doctor of Dental Surgery (DDS)

Doctor of Veterinary Medicine and Surgery (DVM&S)

Higher Degrees (DD, DLitt, LLD, DSc, DMus, DArts)

PGCE

PhD by Research Publications

In exceptional circumstances, scholarships may be awarded for a programme of study within another higher educational institution. Applicants wishing to undertake a programme of study at another higher education institution will need to provide confirmation from their Head of School/Head of Centre/Support Department that comparable study is not available at the University of Edinburgh. [↑](#footnote-ref-1)
2. Vocational programmes may also be considered such as, but not limited to, Association of University Administrators (AUA), Chartered Institute of Marketing (CIM) and Chartered Institute of Procurement and Supply (CIPS). [↑](#footnote-ref-2)
3. https://www.ed.ac.uk/student-funding/staff/overview [↑](#footnote-ref-3)
4. In the event that a member of staff leaves before the completion of a programme of study supported under this scheme, the staff member will be required to pay back the value of the scholarship for the period he/she is no longer employed by the University. [↑](#footnote-ref-4)
5. https://www.ed.ac.uk/student-funding/staff/scheme [↑](#footnote-ref-5)
6. https://www.ed.ac.uk/student-funding/staff/criteria [↑](#footnote-ref-6)
7. https://www.ed.ac.uk/student-funding/staff/applying [↑](#footnote-ref-7)
8. Relevant Head of School/Head of Centre/Deanery (or the College Registrar for staff in College level functions) will be required to complete the supporting statement section of the application [↑](#footnote-ref-8)