

University of Hull Undergraduate Achievement Scholarship Policy 2016-17 **First year entrants in 2016**

1. Background principles

This policy and procedural document aims to clarify the purpose, eligibility and conditions for undergraduate Achievement Scholarship award available to new entrants at the University of Hull (the University) in 2016/17.

A number of criteria make certain courses and individuals ineligible for these awards (see section 11 for further details).

The award of a *University of Hull Achievement Scholarship* nullifies any *University of Hull Merit Scholarship* award which would otherwise have been made. Students who meet the eligibility criteria for the Achievement Scholarship and *University of Hull Studentship* while not meeting the criteria for the *University of Hull Excellence Scholarship* will receive an additional payment of £100 in their first year of study, increasing their award to a total of £2,100 in the first year of study and £4,100 in total during their programme of study.

Please note that for the purposes of Achievement Scholarship eligibility and conditions, the University does not distinguish between clearing and adjustment applications and pre-clearing applications.

Users of this document are invited to refer any unaddressed issue to access@hull.ac.uk in writing.

2. Eligibility for an Award

To receive a *University of Hull Achievement Scholarship*:

- Students will have achieved 380 UCAS Tariff points from three A-Levels (or an equivalent qualification). The University does not recognise General Studies A Level grades for the purpose of the Achievement Scholarship.
- Students must have been assessed by the University as being required to pay tuition fees at the home student rate of £9,000 (part time pro rata). EU students who are required to pay fees at this £9,000 rate are eligible for consideration. International students (outside the EU) are ineligible.

The following groups of students are not eligible to be considered for a *University of Hull Achievement Scholarship*:

- Students undertaking a Foundation Year, or students progressing from a Foundation Year to an undergraduate degree.
- Students who have previous experience of university study, including any level 4 course, or any part of a Foundation Degree or externally provided Foundation Year, regardless of level. This includes credits gained through Open University.
- Part time students.
- Students transferring in from another institution.
- Students from Scotland, Wales, Northern Ireland, Channel Islands or Isle of Man.
- Students who are fully or partially sponsored (see Appendix 1).
- Students entering courses funded by or supported through the NHS*.
- Postgraduate students.
- International students (outside the EU).

- Students on programmes where admission is not administered exclusively by the University of Hull.

*Social Work students are eligible to receive the University of Hull Achievement Scholarship while they are not in receipt of an NHS Bursary.

The accompanying tables at section 11 show full eligibility criteria for the *University of Hull Achievement Scholarship* and list those who would be ineligible.

3. Applications

University of Hull Achievement Scholarships will be automatically awarded to eligible entrants providing students and their sponsors consent to share their financial information through Student Finance England. Section 11 provides further information.

Successful students will be notified as they are identified.

4. Continuation of Award

2016/17 *University of Hull Achievement Scholarships* are awarded to high achieving students for three years of study, and as such successful progression with an average mark of 60% in each academic year is required for automatic continuation of the award. In addition:

- The Achievement Scholarship award of students continuing on to the next stage of their programme with deferred assessments or referred modules will be suspended pending a review of their progress, attendance, and any mitigating circumstances.
- Students will not receive any Scholarship award for periods of study (e.g. repeated years) for which awards have already been made.
- Achievement Scholarships are not payable during any period where the University tuition fee is reduced (e.g. a year abroad or a year's placement in industry).
- Transfer to an ordinary degree renders students ineligible for further payments.
- Student withdrawal from study ends all Achievement Scholarship awards (from the date of formal withdrawal).
- If an awardee intercalates, they will remain eligible for the remainder of the award upon return to full time study, providing they continue to satisfy eligibility and progression criteria.
- Achievement Scholarships are payable for a maximum of 3 years (including where an awardee changes to another eligible programme of study).

5. Appeals

Any new entrant who believes (s)he has been unfairly excluded from an award (or part of it) has the right to appeal. Full details are included at Appendix 2.

6. Number of awards

Please refer to section 11.

7. Payment of Awards

The *University of Hull Achievement Scholarship* is paid in cash to students; £2,000 in the first year and £1,000 each in the second and third years of study. Where students are undertaking a year in industry or abroad which attracts a reduced fee the Achievement Scholarship will be suspended during that academic year and reinstated upon their return.

University of Hull Achievement Scholarships provide the potential for payments of cash:

- As a general principle no award will be paid prior to registration.
- Cash payments are staggered through the academic year directly into the awardee's bank account.
- In order to receive payment awardees must sign the Student Declaration Form sent to them by Student Finance England or the Student Declaration section of the PN1 form (for each year of the course) which is available from: www.gov.uk/studentfinance
- Bank details must have been supplied to Student Finance England so that the award can be paid directly into the awardee's bank account.
- Where a student has outstanding debts to the university any Scholarship payment will be released only when these debts have been paid. Scholarship payments can be used to reduce any debt to the university at the awardee's request.

Please note an Achievement Scholarship award may be considered as income received for the purposes of any application to the University of Hull's Hardship Fund.

8. Publicity

The University will ensure that the Achievement Scholarship scheme outlined above is publicised as widely as possible to potential applicants to the University. This will include via the University of Hull website (www.hull.ac.uk) and printed promotional materials. Publicity will include full conditions/eligibility criteria relating to the Achievement Scholarship where possible, or links to these, and be updated by mid-September each year for the following September entry.

Relevant schemes may also be promoted by individual academic departments in their promotional literature and websites whilst ensuring content is appropriately referenced to the University website (www.hull.ac.uk) to ensure current information is always available.

All Access Agreements are published on the OFFA website (www.offa.org.uk).

9. Responsibilities

The University's Pro-Vice Chancellor (Engagement) has overall responsibility within the University for the Implementation of this policy. The practical implementation of the policy is the responsibility of the Director of Student Recruitment, assisted by members of the Directorate.

Management of the various elements of the awarded Achievement Scholarships, including the payment of any cash, resides with appropriate departments across the University.

10. Monitoring and Review of this Policy

This document refers explicitly to arrangements for Achievement Scholarships awarded to those entering the University in 2016/17. The policy will be formally reviewed for 2017/18 entry.

11. Individual Achievement Scholarship arrangements

11a	Award title	<i>University of Hull Achievement Scholarship 2016-17</i>
	Mode of attendance	Full-time
	Fee category	Home/EU with programme fees at £9,000 per annum
	Level of study	Undergraduate honours
	Eligibility criteria	<ul style="list-style-type: none"> Registered as a student at the University of Hull Achieved 380 UCAS Tariff points from 3 A Levels or equivalent (excluding General Studies)
	Ineligible entrants	<ul style="list-style-type: none"> Students undertaking a Foundation Year, or students progressing from a Foundation Year to an undergraduate degree. Students who have previous experience of university study, including any level 4 course, or any part of a Foundation Degree or externally provided Foundation Year, regardless of level. This includes credits gained through Open University. Part time students. Students transferring in from another institution. Students from Scotland, Wales, Northern Ireland, Channel Islands or Isle of Man. Students who are fully or partially sponsored (see Appendix 1). Students entering courses funded by or supported through the NHS*. Postgraduate students. International students (outside the EU). Students on programmes where admission is not administered exclusively by the University of Hull. <p>*Social Work students are eligible to receive the University of Hull Achievement Scholarship while they are not in receipt of an NHS Bursary.</p> <p>Any student providing the university with incorrect information for the purpose of gaining funding they are not entitled to will render themselves unfitted for support. No further financial awards will be made, and any awards already held will be rescinded.</p>
	Value of award	£2,000 in first year of study, £4,000 in total.
	Year(s) award made	Years 1 - 3 of full honours degree (or years 1, 2 and 4 for students taking a year abroad or a year in industry)
	Continuation arrangements	<ul style="list-style-type: none"> The award of any student achieving an average lower than 60% in any academic year will be discontinued. The Achievement Scholarship of any student continuing on to the next stage of their programme with deferred assessments or referred modules will be suspended pending a review of their progress, attendance, and any mitigating circumstances. Students will not receive any Scholarship award for periods of study (e.g. repeated years) for which awards have already been made. Achievement Scholarships are not payable during any period where the University tuition fee is reduced (e.g. a year abroad or a year's placement in industry). Transfer to an ordinary degree renders students ineligible for further payments. Student withdrawal from study ends all Achievement Scholarship awards (from the date of formal withdrawal).

		<ul style="list-style-type: none"> • If an awardee intercalates, they will remain eligible for the remainder of the award upon return to full time study, providing they continue to satisfy eligibility and progression criteria. • Achievement Scholarships are payable for a maximum of 3 years (including where an awardee changes to another eligible programme of study).
	Deadline for applying	Not applicable
	Number of awards available	Unlimited
	Composition of award	Cash

Appendix 1: Sponsorship

Full or part sponsorship reduces fees payable by the individual student entering full honours degrees to less than £9,000 per annum and results in students becoming ineligible for the Achievement Scholarship.

The following examples illustrate this situation:

- **Corporate sponsorship** of an individual from an employing organisation, managed via a system of purchase order and invoice.
- Students entering ordinarily resident in Wales, Scotland and Northern Ireland who are required to personally pay reduced fees, the balance being covered by government/assembly funds (**Government sponsorship**).
- Where academic departments charge discounted fees (**University sponsorship**).

The following groups are excluded from the above definition of sponsorship:

- Students entering from a background of care who are assisted by their local council in line with the Children and Young Persons Act 2008 which requires local authorities to give a minimum bursary of £2,000 to care leavers starting a recognised higher education course in line with OFFA guidance. (**Corporate parenting**)
- Students entering from a background of care who are assisted with fees by local councils. (**Corporate parenting**)
- Self-financing students are also excluded from the definition of sponsorship, provided they have a residual household income below £25,000 with evidence verified by Student Finance England and have given consent to share their information.

Appendix 2: Guidance on University of Hull Appeals Procedure relating to Achievement Scholarships

Appeals Procedure - Guidance

University of Hull Achievement Scholarship

If you believe you were entitled to a *University of Hull Achievement Scholarship* but are unhappy with the assessment or amount awarded, you may have the right to appeal.

Before you appeal

Before appealing there are a few steps you can take:

- 1 E-mail hefunding@hull.ac.uk to address any initial queries.
- 2 Check you fulfil the eligibility criteria for an award (see section 11 of the University of Hull Undergraduate Achievement Scholarship Policy 2016-17).

How do you know if you can appeal?

You can appeal when:

- You think you meet all of the Achievement Scholarship eligibility criteria.
- You have provided evidence of your previous qualifications.
- All consents for SFE to share your information with the university were provided.

When you can't appeal

You can't appeal when:

- You don't meet the necessary eligibility criteria.
- You have not given your consent to SFE to share your information with the University.
- You have appealed previously.

Who can appeal?

Appeals must be made by the student concerned, who is registered at the University of Hull. Someone else cannot appeal on your behalf.

Deadline for appeals

Appeals must be made during the academic year concerned. Appeals should be made no later than 8 weeks prior to the end of the academic year.

How to appeal

Appeals should be made in writing to the Access, Funding and Support Officer.

Appeals must include your name, contact details, student number and course. You should say in your appeal why you believe your assessment is incorrect.

You will need to send your appeal to:

Access, Funding and Support Officer

Access, Funding and Support Office

Venn Building, Room 018

The University of Hull

Cottingham Road

Hull

HU6 7RX

What happens next?

Your eligibility will be checked. All completed appeals are reviewed within 2 - 4 weeks. You will be notified of the outcome of your appeal via an email to your University email account.

The possible outcomes are:

- 1 You are not eligible for the *University of Hull Achievement Scholarship* and the decision will be explained to you.
- 2 If there is missing information or evidence which is required in order to assess your claim you will be asked to withdraw your appeal and ensure that the required information is supplied.
- 3 You are deemed eligible for the *University of Hull Achievement Scholarship*.
- 4 You may be directed to other sources of support.

If you are unhappy with the appeal decision the case will be reviewed by the Director of Student Recruitment, whose decision is final.

Withdrawing your appeal

You can withdraw your appeal at any time by writing to the Access, Funding and Support Office.