

Hull York Medical School Bursary Policy 2019/20

First year entrants in 2019/20

Background principles

This policy and procedural document aims to clarify the purpose, eligibility and conditions for the *Hull York Medical School Bursary* available to new students registered at the University of Hull (the University) in 2019/20.

The Hull York Medical School Bursary aims to provide financial support to entrants who come from backgrounds of low residual household income (RHI). This positions the award as part of our commitment to fair access, in line with government direction.

If you have any questions regarding these awards please contact the University's Access, Funding and Support Office by emailing hefunding@hull.ac.uk.

1. Summary of Award

The Hull York Medical School Bursary is awarded to UK and EU students studying MB BS Medicine at Hull York Medical School who have a residual household income (RHI) of £25,000 or less. It is worth £2,400 per year of study.

Students are awarded the Hull York Medical School Bursary by their university of registration: students registered at the University of Hull will be awarded the Hull York Medical School Bursary by the University of Hull, while students registered at the University of York will be awarded the Hull York Medical School Bursary by the University of York.

2. Eligibility for an Award

To receive the Hull York Medical School Bursary students must be registered to study at the University of Hull, studying MB BS Medicine or MB BS Medicine with a Gateway Year at Hull York Medical School, and have a household income of £25,000 or less.

The following groups of students are not eligible:

- Students transferring in from another institution
- Postgraduate students
- International students (from outside the EU)
- Students whose RHI has not been assessed by their student funding body, or who have elected not to share this with the University

RHI is calculated by your student funding body (this may be Student Finance England, Wales, Northern Ireland, or Student Awards Agency for Scotland). If a student or their sponsor does not give their student funding body permission to share their household income with the University the student will not be considered for the Hull York Medical School Bursary.

Your student funding provider can update or change your RHI assessment throughout the year if your household income is found to have increased or decreased. As a result of this you may become

eligible or lose eligibility for the Hull York Medical School Bursary. Students will be assessed in each year of study for eligibility.

3. Applications

The Hull York Medical School Bursary will be automatically awarded and does not require an application or selection process provided students and their sponsors have consented to share their RHI.

Consideration for the Hull York Medical School Bursary is automatically completed at the beginning of the academic year for those who have met the eligibility criteria. Successful students will be notified as they are identified.

4. Payment of Awards

Students may choose to receive their Hull York Medical School Bursary in cash, as an accommodation discount (for University owned or managed accommodation only) or as a tuition fee waiver.

Students electing to receive cash payments will receive instalments on the following dates:

5 December 2019 (25% of award)

30 January 2020 (25% of award)

30 April 2020 (50% of award)

In order to receive cash payments students must provide bank details via the MyHull portal when prompted.

Where a Hull York Medical School Bursary is awarded after an instalment date has passed this instalment will be paid within ten working days of the date the award was made.

Where a student has outstanding debts to the University any payment will be released only when this debt has been paid. Bursary payments can be used to reduce any debt to the University at the student's request.

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

5. Duration and Continuation of Award

The Hull York Medical School Bursary is awarded for all years of study, providing successful progression to the next stage of study has been made. Additionally:

- Students will not receive any award for periods of study (e.g. repeated years) for which awards have already been made
- The Hull York Medical School Bursary is not payable during any period where the University tuition fee is reduced
- Student withdrawal from study ends entitlement to the Hull York Medical School Bursary from the date of formal withdrawal
- Students who have suspended their studies will remain eligible for the remainder of the award upon return to study, providing they continue to satisfy eligibility and progression criteria
- Students intercalating at the University of Hull will be assessed for the Hull York Medical School Bursary as normal

You may continue to receive the Hull York Medical School bursary in year five of your course when you are funded by the NHS as long as you meet the other eligibility criteria. You will need to ask your student funding body for a household income assessment for the purposes of bursary administration.

Any student providing the University with false 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.

6. Appeals

Any student who believes (s)he has been unfairly excluded from an award (or part of it) has the right to appeal. Appeals must be made during the relevant academic year. Awards cannot be backdated to previous years of study. For information on appealing see Appendix 1.

7. Responsibilities

The University's Pro-Vice Chancellor (Research and Enterprise) has overall responsibility within the University for the implementation of this policy.

Management of the various elements of the awarded Hull York Medical School Bursary reside with appropriate departments across the University.

8. Scope of this Policy

This document refers explicitly to arrangements for the Hull York Medical School Bursary awarded to those entering the University in 2019/20.

Appendix 1: Appeals Procedure Relating to Scholarships, Studentships and Bursaries

If you believe you are entitled to a financial award you have not received you may have the right to appeal.

You cannot appeal to the Access, Funding and Support Office regarding academic procedures, for example if you are unhappy with the mark you have received in an assessment or module.

Before you appeal

Before appealing you must:

1. Check you fulfil the eligibility criteria for the award.
2. Email hefunding@hull.ac.uk to address any initial queries.

How do you know if you can appeal?

You can appeal when you think you meet all of the eligibility criteria and have provided evidence where appropriate.

When you can't appeal

You can't appeal when:

- You don't meet the eligibility criteria
- You have been asked to provide evidence that you meet the eligibility criteria and have not done so
- You have already appealed and received a decision, and your circumstances haven't changed

Who can appeal?

Appeals must be made by the University of Hull-registered student. Someone else cannot appeal on your behalf.

Deadline for appeals

Appeals must 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 Office Co-ordinator. Appeals must include your name, contact details, student number and course. You should state in your appeal why you believe that you are eligible for the award in question.

You can email your appeal to access@hull.ac.uk or post it to:

Access, Funding and Support Co-ordinator
Access, Funding and Support Office
The University of Hull
Hull
HU6 7RX

What happens next?

Your eligibility for the award will be checked and your appeal will be considered 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:

- You are not eligible for the award and the reason for this will be communicated to you
- If there is missing information or evidence which is required in order to assess your eligibility you will be asked to ensure that the required information is supplied
- You may be eligible for the award and will be notified of how it will be paid
- You may be directed to other sources of support

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

Withdrawing your appeal

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