

University of Hull Undergraduate Merit Scholarship 2015-16

First year entrants in 2015

1. Background principles

This policy and procedural document aims to clarify the purpose, eligibility and conditions for undergraduate Merit Scholarship Awards available to new entrants at the University of Hull (the University) in 2015/16.

A number of institutional criteria make certain courses and individuals ineligible for these awards (see section 12 for further details).

For the purposes of Merit 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 Merit Scholarship*:

- Students must have obtained 300 UCAS Tariff points from 3 A Levels (excluding General Studies) or equivalent*.
- Students must have been assessed by the University as being required to pay tuition fees at the home student rate of £9,000. EU students who are required to pay fees at this £9,000 rate are also eligible for consideration. International students (outside the EU) are ineligible.

*Those entering with an Access to HE Diploma must have modules giving a minimum of 30 Distinction Credits and 15 Merit Credits all at level 3. Those entering with a BTEC National Diploma must have a minimum grade of Distinction, Distinction, Merit from a single qualification of 18 units, all at Level 3.

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

- Foundation Degree or Foundation Year students.
- Students progressing from a Foundation Year.
- Students directly continuing from one course to another (example: from Foundation Degree onto the second or final year of an Honours Degree).
- Students studying a Part Time degree programme.
- Students undertaking a postgraduate qualification.
- Students transferring in from another institution.
- Students in receipt of NHS funding (Students entering courses funded by or supported through the NHS).
- Students in receipt of an external Bursary.
- HYMS Students.
- Students from Scotland, Wales, Northern Ireland, Channel Islands or Isle of Man.
- Students who are fully or partially sponsored (see Appendix 1).
- International students (outside the EU).

The accompanying table at section 12 shows full eligibility criteria for the *University of Hull Merit Scholarship* and lists those who would be ineligible.

3. Applications

University of Hull Merit Scholarships will be automatically awarded and do not require a selection process as long as evidence of prior qualifications is in place. Section 12 provides further information.

Consideration for the *University of Hull Merit Scholarship* is automatically completed in late September. Further consideration for awards takes place throughout the year.

Successful students will be notified as they are identified via an automated e-mail.

4. Continuation of Award

University of Hull Merit Scholarships provide financial support in the first year of entry.

However:

- Students will not receive any Merit Scholarship for periods of study (e.g. repeated years) for which awards have already been made.
- Student withdrawal from study ends all Merit Scholarships 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.

5. Appeals

Any new entrant who believes they have been unfairly excluded from the Merit Scholarship has the right to appeal. Full details are included at Appendix 2.

6. Number of awards

Please refer to section 12.

7. University of Hull Merit Scholarships

The *University of Hull Merit Scholarship* is a non-repayable cash award of £2,000 which is paid in two equal instalments; the first instalment will be paid on 31 October 2015 and the second instalment will be paid on 29 February 2016, subject to the student providing all requested information.

8. Payment of Awards

University of Hull Merit Scholarships provide 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.
- Bank details must have been supplied to the Student Loans Company (or alternative arrangements made through the University of Hull, Student Financial Services) so that the award can be paid directly into the awardee's bank account.
- Where a student has outstanding debts to the university any Bursary payment will be released only when these debts have been paid. Bursary payments can be used to reduce any debt to the university at the awardee's request.

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

9. Publicity

The University will ensure that the Merit Scholarship scheme outlined above is publicised as widely as possible to potential applicants to the University. This will include the University of Hull website (www.hull.ac.uk) and printed promotional materials. Publicity will normally include full conditions/eligibility criteria relating to the Merit Scholarship, 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).

10. 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 Merit Scholarships, including the payment of any cash, resides with appropriate departments across the University.

11. Monitoring and Review of this Policy

This document refers explicitly to arrangements for Merit Scholarships awarded to those entering the University in 2015/16. The policy will be formally reviewed to meet the needs of 2016/17.

12. Individual Merit Scholarship arrangements

12a	Award title	<i>University of Hull Merit Scholarship 2015-16</i>
	Mode of attendance	Full time (including distance learning)
	Place of attendance	Hull or Scarborough campus
	Fee category	Home/EU with programme fees at £9,000 per annum
	Level of study	Undergraduate Honours
	Eligibility criteria	Registered as a student at the University of Hull Achieved 300 UCAS Tariff Points (not including General Studies)
	Ineligible entrants	<ul style="list-style-type: none">• Foundation Degree students.• Students progressing from a Foundation Year.• Students studying degrees with an integrated Foundation Year.• Students directly continuing from one course to another (example: from Foundation Degree onto the second or final year of an Honours Degree).• Students studying a Part Time degree programme.• Students undertaking a postgraduate qualification.• Students transferring in from another institution.• Students in receipt of NHS funding (Students entering courses funded by or supported through the NHS).• Students in receipt of an external Bursary.• HYMS Students.• Students from Scotland, Wales, Northern Ireland, Channel Islands or Isle of Man.• Students who are fully or partially sponsored (see Appendix 1).

		<ul style="list-style-type: none"> International students (outside the EU). <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
	Year(s) award made	Year 1
	Continuation arrangements	Students will not receive any Merit Scholarship for periods of study for which awards have already been made (e.g. repeated years). Student withdrawal from study ends all awards (from the date of formal withdrawal. If an awardee intercalates, they will remain eligible for the remainder of the one year award upon return to full time study.
	Deadline for applying	Not applicable
	Number of awards available	Unlimited
	Composition of award	Cash award of £2,000 made in 2 instalments

Appendix 1: Sponsorship

The impact of full or part sponsorship in the context of the University of Hull is that it 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 *University of Merit 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.

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

13. Appeals Procedure – Guidance:

University of Hull Merit Scholarship

If you believe you were entitled to a *University of Hull Merit Scholarship* and 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 hufunding@hull.ac.uk to address any initial queries.
- 2 Check you fulfil the eligibility criteria for an award (see section 12 of the University of Hull Undergraduate Merit Scholarship Policy 2015-16).

How do you know if you can appeal?

You can appeal when:

- You think you meet all of the Merit Scholarship eligibility criteria.
- You have provided evidence of your previous qualifications.

When you can't appeal

You can't appeal when:

- You don't meet the necessary eligibility criteria.
- You have not provided evidence of your previous qualifications.
- 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 Merit 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 may be eligible for the *University of Hull Merit Scholarship* and will be notified regarding how it will be paid.
- 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.