

# **SCHOLARSHIPS & BURSARIES POLICY**

1. The University of Law’s Scholarships & Bursaries Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

This policy sits within The University of Law’s Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

## Introduction

2. The University recognises that central to this policy is the University’s responsibility for fair and consistent awarding of scholarships and bursaries granted in its name. This policy sets out the scope of the University’s responsibilities for the management of arrangements for awarding students with scholarships and bursaries for its programmes. In applying its Scholarships and Bursaries Policy the University aims to encourage and maintain equality of opportunity for all applicants, irrespective of age, creed, disability, ethnic origin, gender, nationality and sexual orientation.

## Definition of terms

3. There are different reasons for awarding scholarships and bursaries and the table below defines the terms under which they are awarded. In addition the University, as part of its marketing approach, reserves the right to reduce or waive fees.

| Award                          | Definition   |
|--------------------------------|--|
| Bursary                        | An award given based on an institutional assessment of financial need  |
| Scholarship                    | An award given based on either academic merit, recognition of an institutional partnership, or to aid those from low income households (as part of widening participation and access).   |
| Reduction in tuition fee       | A reduction in the advertised tuition fee amount not associated with a bursary or scholarship.   |
| Full fee waiver                | A complete fee waiver from the advertised tuition fee amount not associated with a bursary or scholarship.   |
| Scholarship Application period | The University of Law scholarship application period refers to courses commencing between July, through to the following July.   |
| Scholarships Trust             | The University of Law Scholarship Fund Trust intends to benefit students of The University of Law Limited. The objectives of the Trust are the promotion of legal education by the creation of scholarships and bursaries to be awarded to |

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|  | the students of The University of Law Limited and, solely in the event that The University of Law ceases to exist, by any other means. |
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## **Responsibility for this policy**

4. Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provisions and overseeing their application lies with the Academic Board of the University.

## **Expectation**

5. The University's Scholarships and Bursaries policy and procedures adhere to the principles of fair admission and of valid, reliable and useful information about its provision. The policy and procedures are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support the University in the selection of students who are able to complete their programme and in broadening access to such programmes to students who may not otherwise be able to consider higher education study for financial or other reasons.

## **Key aims and principles**

6. Every academic year The University of Law offers a range of undergraduate and postgraduate scholarships and bursaries each with their own eligibility criteria and deadlines for application. Details of the individual awards are communicated on The University of Law website at the start of each application cycle for the following academic year.

6.1 The principle aim of The University of Law offering scholarships and bursaries is to attract students with strong academic credentials who come from low income households, as set out by the Scholarships Trust, by lowering or removing financial barriers to study. Eligibility criteria for all scholarships and bursaries are set out and approved by the Scholarships Trust and can be found on The University of Law website. Scholarships and bursaries are reviewed by the Scholarships Trust at regular intervals throughout the year and The University of Law reserves the right to end awards at any time or introduce new ones.

6.2 In implementing the policy the University aims to adhere to principles of transparency, efficiency, professionalism, reliability, inclusion and courtesy. This

approach supports the University's ongoing objective to support and protect its core values of offering and maintaining academic and professional excellence.

## **Procedural approach**

7. The University provides clear information via its website, marketing communications and through e-mail contact directly with the Scholarships Team via [scholarships@law.ac.uk](mailto:scholarships@law.ac.uk), on the scholarships and bursaries available and the eligibility criteria for those awards.

7.1 To be considered for The University of Law Scholarships and Bursaries, applicants must register interest on The University of Law website, complete an application and subsequent online assessment within published deadlines. This is with exception to the Advocacy Scholarships (linked to BPTC) and those external scholarships where the providers have indicated a specific application process.

7.2 Applicants must have an offer or have accepted a place on their chosen programme. This is in addition to the individual eligibility criteria for each scholarship or bursary as set out on the website.

7.3 Applicants must meet a minimum score requirement on their online assessment in order to reach the next stage of selection. In each case, applicants are made aware of what is subsequently required. This is confirmed within the individual scholarship headings on the website.

7.4 Some scholarships and bursaries do not require any further action after the online assessment stage. Other scholarships and bursaries require further work to be submitted in order to reach a final stage of selection.

7.5 Selection of entrants will be conducted by the Scholarships Team, The University of Law Academic staff and where relevant, external sponsors of particular awards.

7.6 Where essays have been submitted by the applicant for The University of Law scholarships, these are marked by The University of Law academics within a set deadline using a set of marking criteria. Where essays are submitted in relation to scholarships offered by external providers, the essays will be marked by these providers directly and in accordance with the specific criteria set out by those providers. In all instances the judge's decision is final and appeals will not be accepted.

7.7 Applicants will be notified as to whether they have been successful or unsuccessful by the specified winner notification deadlines as outlined on The University of Law website.

7.8 Applicants can apply for multiple scholarships and bursaries however they will only be awarded one. In the case where an applicant is awarded more than one scholarship or bursary, the University would allocate the one with the higher value unless otherwise stated by the student.

7.9 Scholarships and Bursaries can be deferred for up to one academic year, in line with the University's deferral process.

7.10 In the event that a student is awarded a scholarship or bursary and then needs to cancel/withdraw their place on their course after the "no fee liability" deadline, as set out in the applicable Enrolment Terms, they will forfeit their scholarship or bursary and be personally liable for the full fee liability in accordance with the Enrolment Terms.

## **Notification of outcome**

8. The winners will, where possible, be contacted by telephone in the first instance, followed by an email confirmation. Unsuccessful applicants will be notified by email only.

## **Payment of Award**

9. Scholarships and bursaries for all programmes will be paid via a reduction in tuition fees/full fee waiver of the published tuition fees, depending on the amount offered for the scholarship. The scholarship amount will be deducted from the total tuition fee and any instalments adjusted in equal amounts accordingly. If a payment plan has already been confirmed, the scholarship will be spread equally across the remaining payment dates.

9.1 For any programmes which have been paid for via a loan from the Student Loan Company, the Scholarship amount will be reimbursed to student finance to reduce the overall loan.

9.2 For any programmes where a student has been partially funded by a loan, the Scholarship amount can either be reimbursed to the loan company or the individual depending on their preference.

9.3 Once a scholarship or bursary has been awarded, the student's account with the University will be credited with the scholarship or bursary amount.

9.4 All payments to students are subject to the student completing any necessary eligibility checks pertaining to their chosen course or the specific scholarship or bursary that they have applied for within a specified timeframe.

## **Complaints about the process**

10. Individual feedback is not given in respect of those students who are unsuccessful in obtaining a scholarship. If a complaint about the process is received by the Scholarships Team, it will respond within 2 working days of receiving the complaint. If the response is not deemed satisfactory to the student, they may follow the formal University of Law Complaints procedure as set out on the University's website.

## **Responsibility for the provision**

11. Responsibility for the effective implementation of the Scholarships and Bursaries Policy lies with the Scholarships Manager.

## **Monitoring and evaluation of provision**

12. Responsibility for reviewing the Scholarships processes for the current academic year lies with the Scholarships Manager and the Head of Marketing Propositions.

Responsibility for reviewing and evaluating the effectiveness of the Scholarships and Bursaries Policy lies with Academic Board.

## Version history

| Version | Amended by                    | Revision summary                         | Date         |
|---------|-------------------------------|--|--------------|
| V1.0    | Scholarships Manager          |  | 17.01.17     |
| V2.0    | Admissions Committee members  |  | October 2017 |
| V2.1    | Registry Officer              | Change to the document coding convention | March 2020   |
| V2.1    | Quality Assurance Team Leader | Term extended to 2 years                 | October 2021 |