



Abertay University®

SCHOLARSHIP GUIDANCE

SCHOLARSHIP DETAILS

Name of Scholarship	Thomas and Margaret Roddan Trust
Short List Decision Making Panel <i>Decision panel members may access your student record and utilise their knowledge of your academic performance as part of the decision making process.</i>	A representative from Student Services (Manager/Director) A representative from Advisory

ELIGIBILITY CRITERIA

Applicants must meet the undernoted criteria set out by the Trustees.

- Awards may be made to students having their ordinary residence in Scotland and studying anywhere in the world (including Scotland) or students having their ordinary residence outside Scotland and studying in Scotland.
- Awards may be made to undergraduates who have completed at least one year of study, postgraduates undertaking taught courses or postgraduates engaged in research for a higher degree.
- Trustees will not favour applications to cover expenditure which should have been planned at the outset of the course such as required periods abroad or required field courses. They are more likely to favour applications to cover expenditure arising from unforeseen contingencies and unexpected circumstances, or to meet the costs of specific material needs.
- Applications must be signed by the applicant in 2 places as indicated on the application form

Applicants must also be willing to meet the award conditions set out in the 'Award Conditions' section below.

UNIVERSITY GUIDANCE NOTES - FAQ

Q: What year or level of study do I enter on the application?

A: Please enter the year of study you will be commencing in the 2019/20 academic year.

Q: I am in year 1, do I qualify to make an application?

A: Yes, at the time that award payments are made you will have completed the first year of your course (provided you progress).

Q: I have a conditional offer, will my application be considered?

A: Unfortunately we will only be able to consider applications from applicants who hold an unconditional offer at the time of the short list decision making panel.

Q: How should I present my academic record?

A: You may attach a copy of your academic record from OASIS or your HEAR record (contact SEZ for advice)

Q: Who should I get to be my referee?

A: We would encourage you to seek an Academic Referee to support your application and to obtain a written reference to enhance your application. Please refer to the 'Making a Strong Application' guidance via the link below for more information on references and referees.

<https://intranet.abertay.ac.uk/support/student-services/advisory/funding/scholarships-and-trusts/>

WHAT KIND OF FUNDING IS AVAILABLE?

Bursaries will, in general, range from £500 to £3,000.

Awards will be paid in up to 2 instalments with the first payment being no earlier than 31st October 2019.

Students may request that the all or part of the award be paid directly to the University Finance office towards the costs of tuition fees or University accommodation.

AWARD CONDITIONS

Applicants must be willing and able to meet the following award conditions if successful:

<i>1. To write a Thank You letter addressed to the Award Donor</i>
<i>2. To give permission for elements of your Thank You letter to be quoted for promotional materials</i>
<i>3. To take part in promotional activity relating to this Award</i>
<i>4. To provide receipts related to your award related costs if requested</i>

APPLICATION DEADLINES

Applications must be submitted by the deadline with all applicable evidence as outlines within the application form. Incomplete applications will not be considered.

Deadline: Monday 3rd June 2019

HOW CAN I APPLY?

Applications may be downloaded and completed on a device or printed and completed by hand. A typed signature may be accepted where the application has been completed electronically.

Applications must be submitted with the **supporting evidence** detailed in the application form.

APPLICATION SUBMISSION

Completed applications and evidence should be submitted to the Advisory Service in one of the following ways:

By Email (*preferred method*)

Applications may be emailed to advisory@abertay.ac.uk

Please choose relevant document titles and save documents in PDF format before attaching to your email.

You will receive an automated response to confirm your email has been received. Please take this as confirmation of receipt.

In Person

Applications may be submitted in person at the SEZ Reception Desk or during a Funding Drop in session. Please allow time for your application to be checked by the member of staff receiving it.

By Post

Ideally applications should be submitted in person or by email however we can accept applications by post to the address below. Please be aware that there may be a delay in your application being received even if being sent by first class post.

Address: *The Advisory Service, Bernard King Library, Abertay University, Bell Street, Dundee, DD1 1HG*

APPLICATION QUERIES AND ASSISTANCE

Staff in the Advisory Service can offer support and guidance with the application process including:

- Feedback on the first draft of your personal statement by email or at a Drop In
- Application checking face to face at a Drop In
- Advice on where to look for opportunities
- Eligibility queries for awards that we administer
- Evidence queries

*Please make contact at **least 4 weeks before the application deadline** to ensure that there is adequate time for a member of staff to look at your email and for you to make alterations based on the feedback provided.*

See our '**Scholarships and Bursaries Application Guide**' for advice on how to make a strong application:

<https://intranet.abertay.ac.uk/support/student-services/advisory/funding/scholarships-and-trusts/>

To check available **drop in** times or to make an **appointment** with a Student Advisor visit:

<https://abertayconnectservices.abertay.ac.uk/home.html>

Email queries may be sent to advisory@abertay.ac.uk however please allow time for a response and consider other means of contact in the first instance if your query is time sensitive.

WHAT HAPPENS NEXT?

The Trustees will make every effort to intimate the results of applications to the University by 31st August 2019. The Advisory Service will aim to communicate these results to applicants within 2 weeks of receipt.

All applicants will be notified of the outcome of their application by email.

Students are responsible for making sure their application forms are complete and that the supporting evidence meets the application criteria. **Incomplete applications will not be considered.**

The Advisory Service

Student Services | Bernard King Library | Abertay University
Bell Street | Dundee | DD1 1HG

E: advisory@abertay.ac.uk

T: 01382 308833 (SEZ Helpdesk)

