



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.
- Each Application must be accompanied by an institutional reference covering academic and welfare aspects.

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 2021/22 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/>

Q: Who can countersign my form on behalf of the University?

A: Advisory Service can sign your form as the University staff holding a senior academic or administrative appointment.

WHAT KIND OF FUNDING IS AVAILABLE?

Awards will be paid in 1 instalment with the payment being no earlier than 31st March.

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:

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

APPLICATION DEADLINES

Applications must be submitted and will be considered across the course of the year, with all applicable evidence as outlines within the application form. Incomplete applications will not be considered.

HOW CAN I APPLY?

Completed applications and evidence should be submitted to the Advisory Service through the live form available on Connect, accessible with your student account. 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 through the live form available on Connect, accessible with your student account.

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 **30 June 2022**. 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)

