Postgraduate Support Scheme (PSS)

Coaching for Academic Success

Terms and conditions

Our Postgraduate Support Scheme (PSS) for 2015-16 offers Masters students a fee discount up to the value of £10,000, an endorsed certificate from the Institute of Leadership and Management (ILM) worth £69 and, depending on your tuition fee, a University accommodation discount and/or stipend.

If your fees are less than £10,000 you will be offered an additional accommodation discount to the combined value of £10,000, minus the cost of the ILM. If University accommodation is not required, you will be offered a stipend to the same value. The total award will not be greater than £10,000.

The award will be applied as follows:

- Fee waiver
- ILM costs of £69
- Costs towards Campus accommodation
- Stipend (only available if Campus accommodation is not required, or if the total of the fees and accommodation costs are less than £10,000)

If your fees are more than £10,000 you will be required to pay the remaining fees, however the University will pay for the cost of your ILM endorsed certificate.

Eligibility

Who is eligible?

The awards have been designed to ensure that postgraduate education is accessible to students from under-represented groups. To be eligible for this award you must meet ALL of the criteria below:

- be completing an undergraduate degree, with first enrolment at the University of Essex in 2012-13
- have applied to study for a full-time (one year) or part-time (two years) postgraduate Masters course based at a University of Essex campus
- be resident in the UK or European Union (EU) and not charged overseas fee rates (overseas students are not eligible)
- be registering in October 2015 for a full-time or part-time (for a maximum of two years) postgraduate Masters course based at a University of Essex campus
- not hold an existing Postgraduate qualification
- be fully self-funding your Masters degree

AND fit one or more of the following categories:

- have received a full or partial non-repayable grant from the SLC during academic year 2014-15
- have a household income up to £42,620 as assessed by Student Finance England or another student funding provider (Only applicable to Home fee students)
- have been supported by tax credit or means tested government support or benefits during academic year 2014-15 at your registered home address
- be in receipt of Disabled Students Allowance (DSA) as an undergraduate student
- be mature as an undergraduate student (aged 21 or over) at registration for your undergraduate studies on 4 October 2012
- be from an area formally recognised as having a low proportion of young people progressing in to higher education at the start of your undergraduate degree\(^1\). (Only applicable to Home fee students)
- have previously been in care for at least 13 weeks and are under the age of 25 at the start of your Masters degree
- you are a woman applying for a Masters degree in our School of Computer Science or Department of Mathematical Sciences

**Who is not eligible?**

The following students are not eligible for this award regardless of meeting the above criteria:

- students undertaking undergraduate courses, Graduate and Postgraduate Diplomas and Certificates, further exchange study, modern language modules, credit accumulation study, online and professional development modules
- students funded by the NHS
- students who are fully or partly sponsored
- students assessed as having overseas fee status
- MBA students
- students who started their undergraduate degree before 2012-13
- students who have not paid the higher level fee
- students who already have a postgraduate qualification

**Applications**

**How do I apply?**

You can apply for the PSS using our online application form. You will be asked to supply evidence that you meet the criteria above and we may contact you for additional information to support this (please see further information in the table below). You will also need to provide us with a personal statement and answer a few simple questions, relating to the strand you are applying for.

**Please note**: your application will not be considered until you have provided us with all the relevant evidence.

Only full applications received via our online application form by the published deadline will be considered for this award. All applications will be assessed by a panel of senior academic and administrative staff and their decision is final.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Details</th>
<th>Evidence required</th>
<th>Fee category</th>
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<tbody>
<tr>
<td><strong>Financial</strong></td>
<td>Have received a full or partial non-repayable grant from the SLC during academic year 2014-15</td>
<td>Proof of grant or bursary as assessed by Student Finance England or proof from another student funding provider</td>
<td>Home or EU</td>
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<td></td>
<td>Have a household income below £42,620 as assessed by Student Finance England or another student funding provider</td>
<td>Proof of your household income</td>
<td>Home only</td>
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<tr>
<td>Criteria</td>
<td>Requirements</td>
<td>Eligibility</td>
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<td>Local Authority Care background</td>
<td>Student has previously been in care for at least 13 weeks and is under the age of 25 on the course start date</td>
<td>Home or EU</td>
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<td>• Proof of tax credit or government support or benefits at your registered home address</td>
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<td>• Any documentation from the Local Authority that would evidence the required previous care background would be accepted</td>
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<td>• Proof of age at start of degree</td>
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<td>Disabled Student Allowance</td>
<td>Be in receipt of Disabled Students Allowance (DSA) as an undergraduate student</td>
<td>Home or EU</td>
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<td>• Evidence of DSA award should be provided</td>
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<td>Low participation neighbourhood</td>
<td>To be from an area formally recognised as having a low proportion of young people progressing into higher education at the start of your undergraduate degree¹</td>
<td>Home only</td>
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<td>• Your home address postcode when applying for your undergraduate degree should be included in the POLAR 2 or 3 data</td>
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<td>Under-represented in course</td>
<td>Under-representation of women at Masters level within the following departments:</td>
<td>Home or EU</td>
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<td></td>
<td>• School of Computer Science and Electronic Engineering (CSEE)</td>
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<td></td>
<td>• Mathematical Sciences</td>
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<td></td>
<td>• Identifying as a woman</td>
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<td>• Proof of offer to study at the University of Essex in one of the relevant departments for entry in October 2015-16</td>
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<td>Mature as an undergraduate</td>
<td>Aged 21 or above at the start of your undergraduate degree on 4 October 2012</td>
<td>Home or EU</td>
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<td></td>
<td>• Proof of age at start of degree</td>
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¹ The specific system used to measure participation in higher education by UK postcode area is called POLAR, and is managed by the Higher Education Statistics Agency. Postcodes are grouped into quintiles; we will count your postcode as low participation if it is quintile 1 or 2 (POLAR 2 or 3). (As there is no comparable data this criteria is not open to EU students)
When is the deadline for applying?

The deadline for applications is 31 May 2015. Shortlisting and informal interviews will take place during June 2015.

How will I be informed of the award?

If you are successful, you will be notified by the end of July 2015.

Will there be a waiting list?

If you are not successful in receiving an award you can ask to be added to a waiting list. If any successful students subsequently do not take up their award in October 2015-16 we will reallocate these to students on the waiting list.

Can I appeal if I am not successful?

All relevant information to support your application should be submitted before the closing date. You are welcome to contact the PSS Team to discuss your application at any point during the application process; however the decision of the selection panel will be final.

Can I combine this with other Essex awards?

This award cannot be held in conjunction with any other University of Essex discounts or scholarships. Holders of any award which involves the payment of tuition fees by a third party are not eligible for the PSS awards as they are not self-funding the whole tuition fee. Students with a Professional and Career Development Loan are eligible to apply, subject to the criteria mentioned above.

How will I be paid?

This £10,000 award will be applied as discount towards your tuition fees. Any remaining allocation will be given as a discount towards campus accommodation, or if campus accommodation is not required, as a cash stipend.

Changes to your plans after you apply

What happens if I change my course?

You will still be entitled to the award if you change your course providing that you continue to be registered on an eligible course as defined above and continue to meet the other criteria.

What if I defer my place to the next academic year?

This award is only available for the academic year 2015-16 so cannot be deferred.

What happens if I intermit during the academic year?
If you intermit from your course, circumstances will be assessed on a case by case basis. Transferring the award cannot be guaranteed, therefore reimbursement might be sought by the University. Please contact the PSS Project Team for further information at the earliest opportunity.

**What if I accept the award, but then change my mind?**

If you notify us that you are withdrawing from the scheme before registering with us in October 2015, your award will be reassigned to another student and no penalty will be imposed.

If you withdraw from the University after Registration, your scholarship will be pro-rated to the date of your withdrawal. Any remaining tuition fees due for the rest of the term will be charged to you at the non-discounted rate.

If you withdraw from the scheme but continue to be registered with the University, you will be liable to refund the University the full award of £10,000.

**Other terms**

**Are there any additional requirements of the scheme?**

Students will be expected to meet the requirements of their course in addition to their coaching responsibilities. There may be a small amount of electronic work that needs to be completed prior to arrival at the University. In addition to this there will also be a compulsory induction once you arrive, and a small number of focus groups and workshops, both for training purposes and evaluation of the project, which must be attended. A full training schedule will be provided before registration.

Failure to comply with any of the requirements outlined above will result in the award being recovered by the University.

If you are not based at the Colchester Campus you will be reimbursed for train and bus fares paid to attend the training. You will need to keep all relevant receipts and fill in a travel expenses form which we will provide.

**What if it turns out I am not suited to coaching?**

Training and coaching support throughout will be given however, if it is agreed that you are not meeting the standards expected, you may need to repay the funding you have been given, as set out in the details for withdrawal above.

Your scholarship may also be terminated for good cause at the discretion of the Dean of your Faculty, or his/her nominee for this purpose.
Resolution of disputes

Acceptance of this award constitutes acceptance of these terms and conditions. Registered students should email pss@essex.ac.uk in the first instance for guidance regarding this award. In cases not covered by the above terms and conditions, or where a student claims exceptional circumstances, or disputes a decision not to make payments due under a scholarship or bursary, final appeals on decisions regarding eligibility must be made via the Student Complaints process.

Use of Data

By accepting the scholarship, recipients are giving the University permission to use their details for promotional purposes and may be asked to provide a case study which may be used in University publications or on the website.

Note

These terms and conditions apply to awards made under the Postgraduate Support Scheme to students registering with the University in the academic year 2015-16. The University of Essex reserves the right to update these terms and conditions as necessary.