

## German Partnership Bursary 2017-18

The University is awarding a bursary of £1,000 for students from Germany entering the University for the first time in 2017. The bursary is available for the first year of undergraduate degree<sup>1</sup> study only.

### Terms and conditions

The terms and conditions for the German Partnership Bursary in the academic year 2017-18 are as follows:

#### 1. Eligibility

You must meet all of the following conditions:

- be a national of Germany;
- be ordinarily resident in Germany (see below for the definition of ordinary residence);
- have received an offer of admission for entry to the University of Essex for 2017;
- have accepted the University's offer of a place as your UCAS firm choice no later than 30 June 2017;
- register for a full-time undergraduate degree<sup>1</sup> at the University of Essex with first enrolment at the University of Essex in 2017-18;
- be in your first year of study at the University at the start of the award, or starting an eligible course following successful completion of the International Foundation Programme year at Essex.

The following students are NOT eligible for the bursary regardless of meeting the above criteria:

- Students undertaking courses at East 15 Acting School;
- Students funded by the NHS
- Students directly continuing from one course to another (for example from Foundation degree or HND on to the final year of an honours degree);
- Students transferring into the first or second year from another UK higher education institution.

#### 2. What is "Ordinary Residence"?

For the purposes of assessing eligibility for the bursary, you must have been ordinarily resident in Germany for the three-year period prior to commencing your course. Ordinarily resident means that you must have been habitually, normally and lawfully residing in Germany from choice for the specified period. The three-year period for courses starting in October 2017 is calculated as 1 September 2014 to 1 September 2017. Temporary absences during this three-year period may be permitted at the discretion of the relevant University officer. Students may be asked to provide documentary evidence in order to determine ordinary residence and an assessment of whether a student meets the ordinary residence criteria will normally be made by the Head of Admissions or his/her nominee, and his/her decision will be final.

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<sup>1</sup> Courses leading to the award of a Diploma of Higher Education, Foundation Degree, Bachelors Degree, Integrated Masters (four years)

### **3. How do I apply?**

If you meet all the eligibility criteria above you will be contacted regarding the bursary and may be asked to provide confirmation of your residential status. You do not need to complete an application form.

### **4. How will I be paid?**

The bursary is worth £1,000 for the first year of study only. Payment will be made in two instalments, normally in February and May. Students must be registered for full-time study in order to receive payment (see bursary suspension below). Please note that if our records show that you are in debt to the University when an award payment is due to be made, the payment will be offset against your student account in the first instance and you will be entitled to receive any balance.

### **5. Am I eligible for other University financial support?**

The bursary may be held in conjunction with other University awards.

### **6. Bursary suspension**

The bursary will be suspended during a period of approved leave of absence (intermission) where this period covers a whole or part of an academic year, and may be reinstated on your return to full-time study subject to the conditions above. On your return to study you will be entitled to the balance of the bursary for the stage. There will be no payment for repeat periods of study in any circumstances.

### **7. Scholarship termination**

If you withdraw from your studies, or are required to withdraw, no further payments will be made. Your bursary will be terminated if you cease to be registered as a student with the University, or for good cause at the discretion of the Dean of the student's Faculty, or his/her nominee for this purpose.

### **8. Use of data**

By accepting the bursary, 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.

### **9. Dispute resolution**

Acceptance of the bursary constitutes acceptance of these terms and conditions. Registered students should contact the Student Funding Team 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. The Academic Registrar or his/her nominee will review the case and his/her decision will be final.

*Note: These terms and conditions apply to German Partnership Bursaries awarded to students first enrolling with the University in the academic year 2017-18. The University of Essex reserves the right to update these terms and conditions as necessary in subsequent years.*