The University of Edinburgh
College of Science & Engineering

Application for Staff Scholarship

- Please refer to the Staff Scholarships web site at **www.scholarships.ed.ac.uk/staff** for information on the eligibility for the scholarship before completing this form.

- Applicants should have received an offer of admission for part-time postgraduate study before completing a scholarship application. Application forms for postgraduate admission are available on the University's web site at: **www.ed.ac.uk/studying/postgraduate/applications/**

- Applicants must have the full support of their Head of School/Support Department who will be required to complete the supporting statement section of your application.

- Awards, **in exceptional circumstances**, may be made for a part-time programme of study within another higher educational institution. Applicants wishing to undertake a programme of study at another institution will need to provide confirmation from their Head of School/Support Department that comparable study is not available at the University of Edinburgh.

- Completed scholarship application forms, together with a copy of your formal offer letter of admission, supporting statement, research proposal (if applicable), and letter of confirmation from your Head of School/Support Department indicating that comparable study is not available at the University of Edinburgh (if applicable) should be submitted to your **College Registrar** (if you are employed within a College) or to your **Head of Support Group** (if you are employed within the Support Groups).

  Contact details can be found at: **www.scieng.ed.ac.uk/Admin/Staff_Scholarships/Scholarships.asp**

- All applicants should note that the Staff Postgraduate Scholarship Scheme Monitoring Form is used for administrative purposes only and for calculating any award you may receive. The Selection Panel will receive for their consideration the Staff Scholarship Application Form and Supporting Statement.

  Please note that documents submitted with your application cannot be returned to you. You should therefore ensure that you keep copies for your own use.

Staff Scholarship Application Form

---

1. Employee Number: …………………………….

2. School in which employed: ..………………………………………………………………………………………...

3. Job Title: …………………………………………………………………………………………………...…

4. Are you a part-time or full-time member of the University of Edinburgh staff?   Part-time* / Full-time
(delete as applicable)

       * If part-time, please state contract hours (e.g. 20 per week): ……………………………………………

5. Start date at the University of Edinburgh: …………………………………………………………………………….

NB: PLEASE REMEMBER TO ENCLOSE A COPY OF YOUR CURRENT CONTRACT

Proposed Study

6. Name of degree programme: ……………………………...………………………………………………………….
   (Please refer to the Postgraduate Prospectus)

7. Place of Study: ……………………………………………………………………………...………….…..

8. Programme start date: …………………………………

   Programme end date: …………………………………

9. Full-time / part-time (delete as appropriate)

10. University of Edinburgh Project Supervisor or Academic Advisor (if applicable):……………...……………

11. Fee status: home / overseas (delete as applicable)

12. Fee payable p.a.: …………………………………

Education

13. Degrees or Diplomas held or pending

Degree (already held or pending)				
University or College	Qualification Obtained	Class of Degree Obtained	Date of Award	Principal Subject (if two principal subjects of approximately equal weight, give both)

Description of Programme of Study

14. Please provide a short description of the proposed programme of study.

………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………

Personal Statement

15. Please state what benefits you will receive from undertaking this programme and how this will contribute to your personal development, and to your School and the University.

…....……….…
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………

………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………
………

I confirm that I have enclosed (please tick):

- ☐ Offer of admission to study

- ☐ Copy of Employment Contract

- ☐ Supporting statement from Head of School

- ☐ Completed monitoring form

The University of Edinburgh

Guidelines for Supporting Statement

- Please refer to the Staff Scholarships web site at **www.scholarships.ed.ac.uk/staff** for information on the eligibility and selection criteria for the scholarship before completing this form.

- This form should only be completed if you give the applicant your full support as their Head of School/Support Department.

- Please note that the Staff Scholarship Scheme Monitoring Form is used for administrative purposes only and for calculating any award the applicant may receive. The Selection Panel only receive for their consideration the Staff Scholarship Application Form and Supporting Statement. As all applications for the Staff Scholarship Scheme are anonymous we ask that you **do not** refer to the applicant by name. Please state at the top of your supporting statement the applicant's employee number and refer to the candidate at all times as '**the applicant**'.

- Awards, **in exceptional circumstances**, may be made for a part-time programme of study within another higher educational institution. If this is the case you should provide confirmation as their Head of School/Support Department that comparable study is not available at the University of Edinburgh.

SUPPORTING STATEMENT TO BE COMPLETED BY HEAD OF SCHOOL/SUPPORT

Name of Candidate: …………………………………………………………..

Employee Number: ………………..……

Please state how the University and applicant may benefit from the candidate's proposed programme of study indicating if there are any crucial recruitment or retention issues in relation to the applicant. If the applicant's post is not permanent, please can you indicate whether you anticipate this post being funded for the duration of the applicant's period of proposed study.

……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……

I confirm that the information provided by the applicant in Section C of the Application Form is accurate. ☐

Signature of Head of School/Support Department………………………………………………………….

Name of Head of School/Support Department…………………………………………………………….

School / Department …………………………………………………………………………………………

Date……………………………………………………………………………………………………….

Please return the scholarship application form and supporting statement together with other applicable documentation to the College Registrar if the applicant is employed within a College, or to the Head of Support Group if the applicant is employed within the Support Groups. Contact details can be found at:
w**ww.scholarships.ed.ac.uk/staff/apply.htm**

Staff Scholarship Scheme Monitoring Form

This form is not used as part of the selection process.

The University is committed to a policy of Equal Opportunities to ensure that all candidates for the Staff Scholarship Scheme are treated fairly.

This information is necessary as part of our monitoring responsibilities. The information you provide will be used for statistical monitoring purposes and the calculation of the level of award you may receive based on your contract details.

A. Personal Information

1. Surname/family name……………………………………………………………….. Dr/Mr/Mrs/Miss/Ms

Other names………………………………………………………………………….

2 a. Correspondence address (INCLUDING POST CODE) ……………………………………………………………….
…………………………………………………………………………………..……………………………….
……………………………………………………………………………………………………….………

Tel no………………………………………………………. Fax no…………………………………………………...
(INCLUDING NATIONAL /AREA CODE)   (INCLUDING NATIONAL /AREA CODE)

2 b. Email address …………………………………………………………………………………………………

3. Employee Number…………………………………

4. Post Held ………………………………………………………………………………………………………..

B. Statistical Information

5. Are you: Male ☐   Female ☐

6 a. Date of Birth………………………………….

7. Which category best describes the ethnic group to which you belong:

Asian or Asian British	☐ Indian	☐ Pakistani
	☐ Bangladeshi	☐ Chinese
	☐ Other	please specify: …………………
Black or Black British	☐ African	☐ Caribbean
	☐ Other	please specify: …………………
White	☐ British	☐ Irish
	☐ Scottish	
	☐ Other	please specify: …………………
Mixed	☐	
Other Ethnic Background	☐	

8. Do you regard yourself as being disabled?   Yes ☐   No ☐

C. Contract Details

9. Contract start date: …………...…………..   Contract expiry date: …………...……………..

10. If part-time, how many days or what percentage of the full-time working week?

………………………….....%   …………...………………Day per week

D. Declaration

I confirm that, to the best of my knowledge, the information given in this application is complete and accurate.

Applicant's signature……………………………………………… Date………………………………

The University of Edinburgh holds information about everyone who applies for a scholarship at the University. We use the information you provide on your scholarship application form together with the information contained in the supporting documentation to administer and assess your application for a scholarship and to select successful applicants.

If you have any queries regarding the University's use of your information please contact the University's Data Protection Officer (E-mail: Data-Protection@ed.ac.uk).