

## **Keele University Postgraduate Bursary Scheme Terms and Conditions 2018**

Welcome to Keele University's Postgraduate Bursary Scheme.

Please read and ensure that you understand the terms and conditions below. If you have any questions, please get in touch using the contact details at the end of this document.

From September 2018, Keele University is offering three bursaries as part of its postgraduate financial support programme:

1. The **Keele Alumni Discount** is a 20% tuition fee discount for UK/EU students and a 15% tuition fee discount for international students. Students must be taking a taught postgraduate course at Keele University to at least 120 credits. The award will be offered for some lower credit courses providing total credit study within the academic year exceeds 40 credits, full details below.
2. The **Keele Graduate Scholarship** is a £500 tuition fee waiver for UK/EU students taking a taught postgraduate course at Keele University who attained first class honours in their first degree.
3. The **Keele Access Scholarship** is a £850 tuition fee waiver for UK/EU students taking a taught postgraduate course at Keele University who meet certain Widening Participation criteria. This award is aimed at supporting traditionally under-represented groups to progress on to graduate study at Keele.

You do not have to apply for any of these awards. If you are going to receive one or more of the awards listed under the Keele University Postgraduate Bursary Scheme, we will aim to send you an award confirmation email, for each tuition fees waiver that has been awarded to you, to your Keele student email account, by the end of your first semester.

It is possible to receive more than one of the awards in this scheme. If, however, you are in receipt of another scholarship or bursary from Keele University that is higher than the total of any Postgraduate Bursary Scheme awards to which you may be entitled, you will receive the higher value award only. However, these awards can also be combined with the Humanities Masters Scholarship.

All bursaries and scholarship are subject to availability of funds, and details given here are subject to change at any time. Full details and terms and conditions relating to each award are listed below.

## 1. The Keele Alumni Discount

**UK/EU students:** The Keele Alumni Discount is a reduction of 20% off the total tuition fees for any taught postgraduate course leading to a named award of at least 120 credits at Keele University. The discount is awarded for modular study where total credit study within the academic year exceeds 40 credits. No application is required. Where possible, assessments for eligibility will be completed by the end of your first semester, and students who are eligible to receive the award, will be sent an award confirmation email to their Keele student email account. The relevant tuition fee waiver will be applied against your tuition fee records by the Income Office accordingly.

**International students:** The Keele Alumni Discount is a reduction of 15% off the total tuition fees for any taught postgraduate course leading to a named award of at least Postgraduate Diploma at Keele University. Eligibility will be assessed prior to enrolment and students who are to receive the award will be notified of the discount being applied on the CAS checklist.

### Eligibility

In order to receive the Keele Alumni Discount, you must fulfil the following criteria:

- You must have graduated from Keele University (including students who have completed Keele degrees overseas) with either an undergraduate degree, a postgraduate award (of at least 120 credits or a full Master's degree) or the Keele Certificate in Counselling. All Keele graduates are eligible for consideration to receive the discount, regardless of their original graduation date.
- You must be registered on, and attending, a taught postgraduate course that equates to at least one year's full-time study at postgraduate level *and* leads to a named award of **at least** Postgraduate Diploma level at Keele University. Students taking a taught postgraduate course at Keele University to at least 120 credits will be eligible for consideration for the discount. The award will be offered for some lower credit courses providing total credit study within the academic year exceeds 40 credits. Students registered for a PhD or an MPhil are not eligible to receive an award.
- You must not be taking a course that is partially or fully funded by the Teaching Agency, the NHS or any other organisation/employer. Should you be awarded funding during your study, the award will be cancelled. The Student Finance Postgraduate Loan does not affect your eligibility for this award.
- You must not be in receipt of another Keele bursary, scholarship or grant that exceeds the total of any awards you may receive from the Keele Postgraduate Bursary Scheme. In the event that you are offered more than one of these by Keele, you will be paid the larger sum only.

- Whilst it is possible to receive more than one Keele Graduate Bursary for consecutive study for two separate and eligible postgraduate awards, only one fee discount of up to 20% for UK/EU students (or 15% for International students) can be made for study towards one postgraduate award. For example, students registered for an MA will receive one bursary for study leading to the MA, even in the event of there being a gap between study leading to a PG Diploma in that subject and study leading to the award of the MA.
- Students taking a PGCE course or the MA in Social Work are not eligible to receive the Keele Alumni Discount.
- If you are studying on a modular basis, the discount will be deducted from your modules pro rata only after you have successfully completed study that exceeds 40 credit value in the academic year, and the discount will be applied to subsequent modules.

Should you withdraw, or be withdrawn from, your studies at Keele either permanently or temporarily, the university reserves the right to claim back from you the value of any reduction in fees that has already been applied. No further fee reductions in respect of the Keele Alumni Discount will be made once you are no longer a student at Keele University. If you interrupt your studies, it may be possible to continue to apply any remaining reduction in fees once you have resumed your studies. You should contact us if you think this may happen.

A maximum of 20% fee reduction (or 15% for International students) per course is available.

### **Withdrawal/suspension/recovery of Bursary**

The following may affect your eligibility to (continue to) receive the Keele Alumni Discount:

- a. Course change
- b. Course failure
- c. Disciplinary action by the university against you

If you do not complete the course of study on which you are registered and the named award is not made, the university reserves the right to recoup any reduction in fees already applied. The University reserves the right to recover any outstanding University debts from any bursary or scholarship awards made to you, which may affect the value of any fee reduction applied.

### **Contacts:**

For UK/EU students: Student Support Centre 01782 734481  
[student.services@keele.ac.uk](mailto:student.services@keele.ac.uk)

For international (non-EU) students: Keele International Admissions 01782 733501  
[international@keele.ac.uk](mailto:international@keele.ac.uk)

## 2. The Keele Graduate Scholarship

The Keele Graduate Scholarship is a reduction of up to £500 in the total tuition fees for any taught postgraduate course leading to a named award of at least Postgraduate Diploma at Keele University. The scholarship is awarded on a pro-rata basis for part-time and modular study. No application is required. Where possible, assessments for eligibility will be completed by the end of your first semester, and students who are eligible to receive the award, will be sent an award confirmation email to their Keele student email account. The relevant tuition fee waiver will be applied against your tuition fee records by the Income Office accordingly.

### Eligibility

In order to receive the Keele Graduate Scholarship, you must fulfil the following criteria:

- You must be liable to pay EU or UK tuition fees for postgraduate study at Keele University.
- You must have graduated with a **first class honours** undergraduate degree (Bachelors) from a UK or an EU university. If you have graduated from a university outside the UK, we will require a copy of your degree certificate and may ask that you provide evidence that your classification is equivalent to a first class honours degree obtained in the UK.
- You must have been resident in the UK or another EU country for at least three years prior to embarking on postgraduate study. You must not have been resident purely for the purpose of receiving education.
- For the purposes of assessing your eligibility for this award, we will only consider the classification obtained in your first degree. Performance in postgraduate and graduate study or second undergraduate degrees will not be considered. Similarly, we will not consider performance in academic study that is considered to be at a lower level than a degree, or equivalent experience.
- You must be registered on, and attending, a taught postgraduate course that equates to at least one year's full-time study at postgraduate level *and* leads to a named award of **at least** Postgraduate Diploma level at Keele University from September 2017 onwards. This means, for example, that students who attain, or are registered on, a Postgraduate Certificate course, will not receive an award. Students registered for a PhD or an MPhil are not eligible to receive an award.
- Only one fee discount of up to £500 can be made for study towards one postgraduate award. For example, students registered for an MA will receive one scholarship for study leading to the MA, even in the

event of there being a gap between study leading to a PG Diploma in that subject and study leading to the award of the MA.

- You must not be taking a course that is partially or fully funded by the Teaching Agency, the NHS or any other organisation/employer. Should you be awarded funding during your study, the award will be cancelled. The Student Finance Postgraduate Loan does not affect your eligibility for this award.
- You must not be in receipt of another Keele bursary, scholarship or grant that exceeds the total of any awards you may receive from the Keele Postgraduate Bursary Scheme. In the event that you are offered more than one of these by Keele, you will be paid the larger sum only.
- Students taking a PGCE course or the MA in Social Work are not eligible to receive the Keele Graduate Scholarship.
- If you are studying on a modular basis, the scholarship will be deducted from your modules pro rata only after you have successfully completed four modules. The discount will then only be applied to subsequent modules.

Should you withdraw, or be withdrawn from, your studies at Keele either permanently or temporarily, the university reserves the right to claim back from you the value of any reduction in fees that has already been applied. No further fee reductions in respect of the Keele Graduate Scholarship will be made once you are no longer a student at Keele University. If you interrupt your studies, it may be possible to continue to apply any remaining reduction in fees once you have resumed your studies. You should contact us if you think this may happen.

A maximum of £500 fee reduction per course is available.

### **Withdrawal/suspension/recovery of Scholarship**

The following may affect your eligibility to (continue to) receive the Keele Graduate Scholarship:

- a. Course change
- b. Course failure
- c. Disciplinary action by the university against you

If you do not complete the course of study on which you are registered and the named award is not made, the university reserves the right to recoup any reduction in fees already applied. The University reserves the right to recover any outstanding University debts from any bursary or scholarship awards made to you, which may affect the value of any fee reduction applied.

### **Contacts:**

For UK/EU students: Student Support Centre 01782

734481 [student.services@keele.ac.uk](mailto:student.services@keele.ac.uk)

For international (non-EU) students: Keele International Admissions 01782 733501  
[international@keele.ac.uk](mailto:international@keele.ac.uk)

### 3. The Keele Access Scholarship

The Keele Access Scholarship is a reduction of up to £850 in the tuition fee for any taught postgraduate course leading to a named award of at least Postgraduate Diploma at Keele University. The bursary is awarded on a pro-rata basis for part-time and modular study. No application is required. Where possible, assessments for eligibility will be completed by the end of your first semester, and students who are eligible to receive the award, will be sent an award confirmation email to their Keele student email account. The relevant tuition fee waiver will be applied against your tuition fee records by the Income Office accordingly

#### Eligibility

In order to receive the Keele Access Scholarship, you must fulfil the following criteria:

- You must have graduated from any UK university with either an undergraduate degree, a postgraduate award or (for Keele University graduates only), the Certificate in Counselling or the Certificate in Industrial relations.
  - AND
- Your permanent residence must be in the UK.
- Your permanent home address upon entry to the University must also be in neighbourhood in which relatively few people enter higher education (low participation postcode areas). **\*Please note:** Postcodes are categorised according to the POLAR4 coding system. The POLAR4 system identifies 5 tiers of Higher Education participation. Tier 1 has the lowest proportion of residents who have attended Higher Education and Tier 5 the highest). To check your eligibility please use our online postcode checker at <http://www.keele.ac.uk/studentfunding/postcodechecker/>
- OR
- You have a recognised disability and have declared this to the University.
  - AND
  - You must be registered on, and attending, a taught postgraduate course that equates to at least one year's full-time study at postgraduate level *and* leads to a named award of **at least** Postgraduate Diploma level at Keele University. This means, for example, that students who attain, or are registered on, a Postgraduate Certificate course, will not receive an award. Students registered for a PhD or an MPhil are not eligible to receive an award.
  - You must not be taking a course that is partially or fully funded by the Teaching Agency, the NHS or any other organisation/employer. Should you be awarded funding during your study, the award will be

cancelled. The Student Finance Postgraduate Loan does not affect your eligibility for this award.

- You must not be in receipt of another Keele bursary, scholarship or grant that exceeds the total of any awards you may receive from the Keele Postgraduate Bursary Scheme. In the event that you are offered more than one of these by Keele, you will be paid the larger sum only.
- Only one fee discount of up to £850 can be made for study towards one postgraduate award. For example, students registered for an MA will receive one scholarship for study leading to the MA, even in the event of there being a gap between study leading to a PG Diploma in that subject and study leading to the award of the MA.
- Students taking a PGCE course or the MA in Social Work are not eligible to receive the Keele Access Scholarship.
- If you are studying on a modular basis, the scholarship will be deducted from your modules pro rata only after you have successfully completed four modules. The discount will then only be applied to subsequent modules.

Should you withdraw, or be withdrawn from, your studies at Keele either permanently or temporarily, the university reserves the right to claim back from you the value of any reduction in fees that has already been applied. No further fee reductions in respect of the Keele Access Scholarship will be made once you are no longer a student at Keele University. If you interrupt your studies, it may be possible to continue to apply any remaining reduction in fees once you have resumed your studies. You should contact us if you think this may happen. A maximum of £850 fee reduction per course is available.

### **Withdrawal/suspension/recovery of Scholarship**

The following may affect your eligibility to (continue to) receive the Keele Access Scholarship:

- a. Course change
- b. Course failure
- c. Disciplinary action by the university against you

If you do not complete the course of study on which you are registered and the named award is not made, the university reserves the right to recoup any reduction in fees already applied. The University reserves the right to recover any outstanding University debts from any bursary or scholarship awards made to you, which may affect the value of any fee reduction applied.

### **Contacts:**

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For international (non-EU) students: Keele International Admissions 01782 733501  
[international@keele.ac.uk](mailto:international@keele.ac.uk)