

Corporate Services Staff Scholarship Award Scheme

As part of its commitment to Staff Development, each year Corporate Services Group sets aside approximately £10,000 to contribute to the cost of certain scholarships or study programmes. All staff currently employed within Corporate Services Group (including its business units), are eligible to apply but should note that these awards are competitive. It should be noted that some scholarships or study programmes run for more than 1 year which can reduce the available funds for future applicants and/or future years.

Eligibility and Criteria

Scholarships are available to support employees who wish to study part-time (mainly at Edinburgh University) or undertake vocational qualifications.

In exceptional circumstances, scholarships may be awarded for a programme of study with another higher educational establishment.

Each scholarship covers up to 80% of the full cost of tuition fees. Awards will not cover other costs such as bench fees, programme costs, research costs, examination fees, matriculation fees or continuation fees.

The Staff Scholarship Scheme is both competitive and concessionary. Applicants who have commenced their programme of study at the time of submitting their scholarship application are personally liable for their fees should their scholarship application be unsuccessful

Scholarships will last for the duration of the staff members' period of employment with CSG. In the event that a member of staff leaves CSG before the completion of a programme of study supported under this scheme, the staff member will be required to pay back a proportion of the value of the scholarship based on the period he/she is no longer employed by CSG.

Applicants should highlight, for the consideration of the selection panel, the benefits the applicant and CSG will derive from the course of study/qualification.

Successful applicants will be expected to submit a short report (no more than one side A4) on completion of their study to their line manager summarising the benefits that both they and the department have derived as a result of them successfully undertaking the course. In the case of a course lasting more than one year then a similar short report should be submitted for each year. The report should briefly describe the progress made and areas of learning that will apply to their ongoing development.

Any member of staff within CSG is eligible to apply for a scholarship.

Candidates may only submit one application for a CSG Staff Scholarship award in any one year.

The selection panel will take into account the benefit to the applicant in terms of developing his/her skills and knowledge as well as the benefit to CSG from the applicant's proposed further study/qualification. This might be illustrated by examples of how the proposed programme of study would contribute to future achievements in one or more of the following areas:

- teaching, course preparation (taking account of innovative techniques, e.g., MSC Strength and Conditioning, Centre for Sport & Exercise).
- research and innovation scholarship, **for example in ERI a postgraduate degree in Knowledge Transfers**; other forms of public output may also be considered
- management or administrative knowledge/skills e.g. , part time MBAs , CIPD for HR, accountancy qualifications such as CCAB, CIMA, CIPFA
- technical/specialist knowledge/skills e.g. Diploma in Occupational Safety & Health, or SJIB Approved Electrician or Diploma in Food Hygiene.

The selection panel may also take into account the current and potential future roles of the individual.

Study Leave

It is not possible to develop definitive study leave guidelines as courses such as HNCs, diplomas and degrees differ widely in their duration, cost and level of time required. However, time off for actual exams is generally considered to be appropriate but the following factors should also be considered:

the number and frequency of exams,
any day release needs,
work requirements and pressures,
resources issues.

It is stressed that agreement at local level e.g. applicant and Head of Unit, should be sought prior to the application for scholarship funding



The University of Edinburgh Corporate Services Group

Application for Staff Scholarship

- Please refer to the Staff Scholarships web site at www.csg.ed.ac.uk/forstaff/ 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. An Application form for staff scholarship funding is below and is also available at the above website.
- Applicants must have the full support of their Head of 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 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, and letter of confirmation from your Head of Support Department indicating that comparable study is not available at the University of Edinburgh (if applicable) should be submitted to :
Charles.Hill@ed.ac.uk
- All applicants should note that the Staff Scholarship Scheme Monitoring Form is used only for administrative purposes 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 Scheme Monitoring Form

Introduction

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.....

.....

B. Statistical Information

4. Are you: Male Female

5 a. Date of Birth.....

5 b. Age.....

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

Asian or Asian British

- Indian
- Bangladeshi
- Other

- Pakistani
- Chinese
- please specify:

.....

Black or Black British

- African
- Other

- Caribbean
- please specify:

.....

White

- British
- Scottish
- Other

- Irish

please specify:

Mixed

-

Other Ethnic Background

-

7. Do you regard yourself as being disabled?

Yes

No

C. Contract Details

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

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

9. If appropriate, please state your contract start date: Contract expiry date:

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).

Staff Scholarship Application Form

Employment Information

1. Employee Number:
2. Department of Employment:
.....
3. Job Title:
.....
4. Start date at the University of
Edinburgh.....

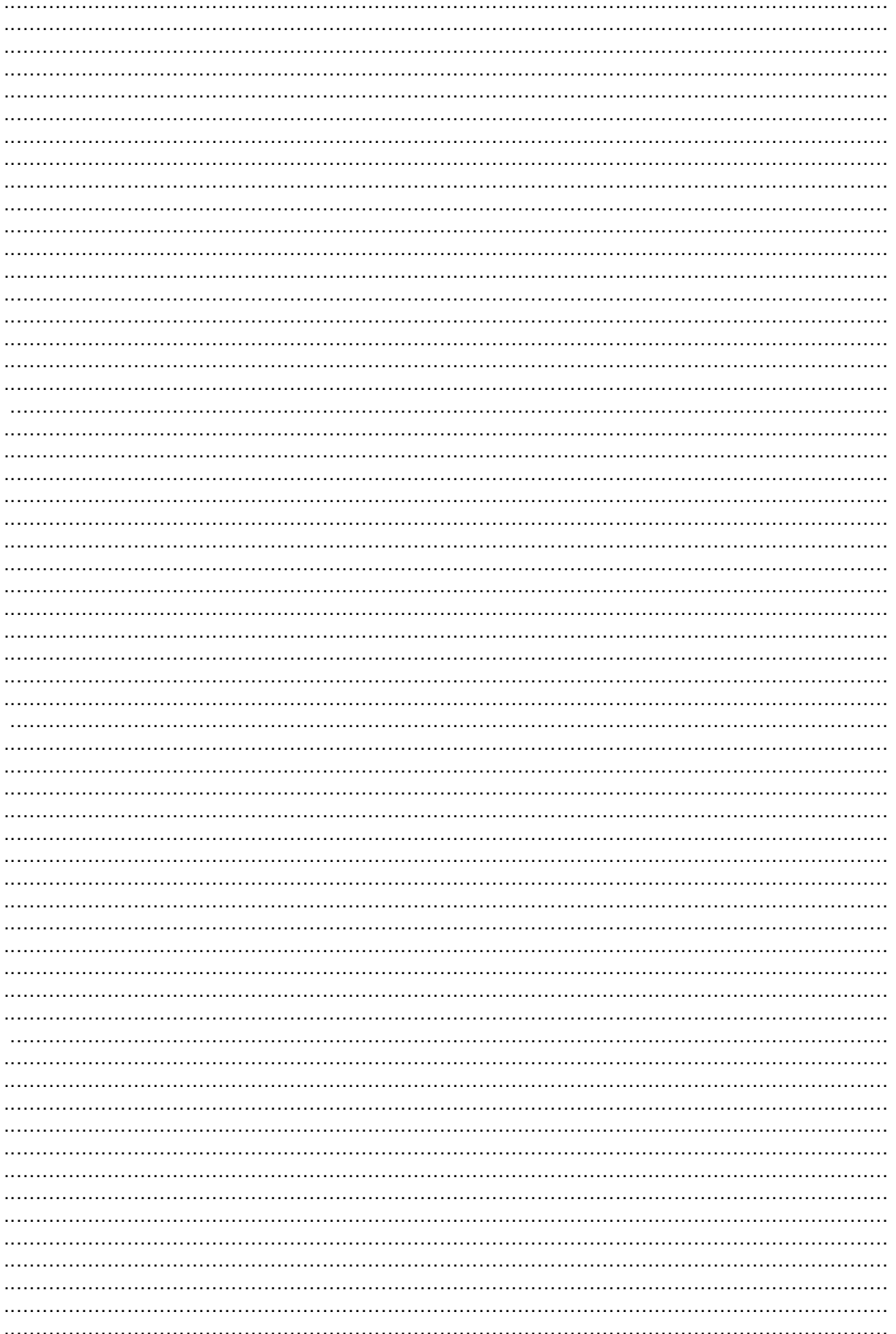
Proposed Study

5. Name of degree programme:
.....
(Please refer to the Postgraduate Prospectus)
6. Place of Study:
.....
.
7. Programme start date:
Programme end date:
8. University of Edinburgh Project Supervisor or Academic Advisor (if
applicable):.....

Education

9. Degrees or Diplomas held or pending

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





The University of Edinburgh

Guidelines for Supporting Statement

- Please refer to the Staff Scholarships web site at www.csq.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 are fully supporting the application.
- Please note that the Staff Scholarship Scheme Monitoring Form is used only for administrative purposes 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
- Awards, **in exceptional circumstances**, may be made for a part-time programme of study within another higher educational institution.

Name of Head of Support
Department.....

Department
.....

Date.....
.....

Please return the scholarship application form and supporting statement together with other applicable documentation to Charles.Hill@ed.ac.uk. This document is available in downloadable form at: www.csg.ed.ac.uk/staff/apply.htm