LANCASTER UNIVERSITY AWARD REGULATIONS

Bursaries, National Scholarship Programme and Scholarship Awards

These regulations apply to all full time Undergraduate students who meet the relevant award criteria. Students must be undertaking a first degree to qualify for any University award, where they meet all other award criteria.

Students undertaking degrees who already hold equivalent or lower qualifications (ELQ’s) will only qualify for these awards where they are eligible for Government funding for such courses.

We reserve the right not to pay any award at our discretion.

1 Definition of awards

The following awards form the component parts of the overall package of financial support available from Lancaster University to undergraduate students admitted onto full-time degree schemes that are liable to pay the full time tuition fee rate. The award amounts will be set annually by the University and published in the relevant undergraduate prospectus and other online publications. The value of the award at the point of entry will remain throughout the period of study.

1.1 Bursary

Bursaries are annual cash awards made on the basis of household residual income.

1.2 National Scholarship Programme (for 2012 and 2013 entry)

The NSP consists of a cash bursary in the 1st year of study, an on-campus accommodation discount or off campus catering credit in the 1st year of study only and a tuition fee waiver in the 1st year of study only. In subsequent years eligible students will continue to receive a cash award only in the form of a Bursary.

1.3 National Scholarship Programme (for 2014 entry)

The NSP consists of a cash bursary in the 1st year of study only. In subsequent years eligible students will continue to receive a cash award in the form of a LU Bursary.

The National Scholarship Programme was discontinued for entry from 2015.
1.4 **Academic Scholarship (pre 2013 entry)**

The Academic Scholarships are annual cash awards made on the basis of the academic merit. (Award for the first year of study only for entry in 2011)

1.5 **Academic Scholarship (for 2013 to 2017 entry)**

The Academic Scholarships are cash awards for the first year of study only made on the basis of the academic merit.

1.6 **Access Scholarship (for 2013 to 2017 entry)**

The Access Scholarships are annual cash awards made on the basis of the academic merit and household residual income.

1.7 **Excellence Scholarship (for 2015 to 2017 entry)**

Excellence Scholarships are cash awards for the first year of study only which form part of the Unconditional Offer Scheme and are made on the basis of strong academic profiles in terms of existing qualifications and predicted grades at the point of application.

1.8 **Lancaster Scholarship (2018 entry onwards)**

- The £2,000 Lancaster Scholarships are cash awards for the first year of study only made on the basis of the academic merit.

- The £1,000 Lancaster Scholarship are annual cash awards made on the basis of the academic merit

1.9 **Excellence Scholarship (for 2018 entry onwards)**

- The £3,000 Excellence Scholarships are cash awards for the first year of study only which form part of the Unconditional Offer Scheme and are made on the basis of strong academic profiles in terms of existing qualifications and predicted grades at the point of application.

- The £1,000 Excellence Scholarships are annual cash awards which form part of the Unconditional Offer Scheme and are made on the basis of strong academic profiles in terms of existing qualifications and predicted grades at the point of application.

1.10 **Awards**

In these regulations any reference to Lancaster awards means any one or a combination of Bursary, NSP or Scholarship Award.
2 Eligibility for awards

2.1 Bursary (pre 2012 entry)

The Bursary Awards pre 2012 are available to UK students admitted to a full-time degree scheme whose annual household residual income (as assessed by the relevant Government award authority) falls within specified bands. For each academic year the University will specify income bands and the associated levels of award.

2.2 Bursary (for 2012 entry)

The Bursary Awards were not available for 2012 entry. The Bursary was replaced with the introduction of the National Scholarship Programme.

2.3 Bursary (for 2013 & 2014 entry)

The Bursary Awards for 2013 and 2014 entry are available to English students admitted to a full-time degree scheme whose annual household residual income (as assessed by the relevant Government award authority) falls within specified bands. For each academic year the University will specify income bands and the associated levels of award.

2.4 Bursary (for 2015 onwards)

Bursary Awards are available to UK students admitted to a full-time degree scheme whose annual household residual income (as assessed by the relevant Government award authority) falls within specified bands. For each academic year the University will specify income bands and the associated levels of award.

2.5 National Scholarship Programme (for 2012 entry)

The NSP package and subsequent cash bursary are available to English students only who are admitted to a full-time degree scheme whose annual household residual income (as assessed by the relevant Government award authority) falls within specified bands. For each academic year the University will specify income bands and the associated levels of award.

The fee waiver element of the NSP is available to eligible EU students in the 1st year of study only. EU students are not entitled to the cash bursary or accommodation discount/catering card or continued cash bursary in subsequent years.

2.6 National Scholarship Programme (for 2013 & 2014 entry)

The NSP package and subsequent cash bursary are available to English students only who are admitted to a full-time degree scheme whose annual household residual income (as assessed by the relevant Government award authority) falls within specified bands. For each academic year the University will specify income bands and the associated levels of award.
To receive a Bursary award and NSP package, students are required to make an annual application for Government means tested financial support and consent to the Student Loans Company releasing household income assessment data to the University. Income data must be received by Lancaster University (via the SLC) prior to 1st June each year.

First year financial assessments must have a “verified” financial status. Assessment cannot be made on the basis of a “provisional” financial assessment. Where household income drops students may be able to apply for a re-assessment of household income by their assessment authority. In this case the University will undertake a re-assessment of Bursary or NSP package, providing revised information is received by the University by the 1st June in the relevant year.

2.7 Academic Scholarship (all entry years)

The Academic Scholarship awards are available to all UK, Channel Island and Isle of Man students who apply for entry to a full-time degree scheme during the main UCAS admissions cycle who

(a) achieve the specified Scholarship grades

And

(b) make Lancaster their Firm choice of institution through UCAS. (For 2014 entry onwards, UK students applying through Adjustment will also qualify).

2.8 Access Scholarship (for 2013 to 2017 entry)

The Access Scholarship awards are available to all UK students who apply for entry to a full-time degree scheme during the main UCAS admissions cycle who

(a) achieve the specified Scholarship grades

And

(b) make Lancaster their Firm choice of institution through UCAS. (For 2014 entry onwards, UK students applying through Adjustment will also qualify).

And

(c) whose annual household residual income (as assessed by the relevant Government award authority) falls within specified bands. For each academic year the University will specify income bands and the associated levels of award.

The exam grades necessary for the award of a Scholarship usually exceed the grades required for course entry.

The University will inform students of the Scholarship grade conditions for their intended course at the point they receive their UCAS course entry conditions.
2.9 **Excellence Scholarship (for 2015 to 2017 entry)**

The Excellence Scholarship awards are available to all UK, Channel Islands and Isle of Man students who apply for entry to a specified full-time degree scheme and accept an unconditional offer, making Lancaster their firm choice of institution as part of the Unconditional Offer Scheme.

2.10 **Lancaster Scholarship (2018 entry onwards)**

The Lancaster Scholarship consists of two awards. Students may receive either one or two awards depending on whether they meet the eligibility criteria. The awards are available to all UK, Channel Islands and Isle of Man students who apply for entry to a full-time degree scheme during the main UCAS admissions cycle who

(a) achieve the specified Scholarship grades

And

(b) make Lancaster their firm choice of institution through UCAS.

2.11 **Excellence Scholarship (for 2018 entry onwards)**

The Excellence Scholarship awards are available to all UK, Channel Islands and Isle of Man students who apply for entry to a specified full-time degree scheme and accept an unconditional offer, making Lancaster their firm choice of institution as part of the Unconditional Offer Scheme.

3 **Duration/Continuation of awards**

3.1 **Bursary (all entry years)**

All eligible students registered on a full-time undergraduate degree scheme will be assessed on an annual basis for the award of a Bursary against the relevant criteria.

The appropriate award will be made provided that the student is still registered as a student of the University on 15 February in the relevant academic year.

To receive any Bursary award to which they are entitled students are required to make an annual application for Government means tested financial support to the relevant assessment authority. Students must consent to the University receiving this income data from the SLC by the 1st June in the relevant year.

3.2 **National Scholarship Programme (for 2012 to 2014 entry)**

All English students who receive the NSP package in year 1 and are registered on a full-time undergraduate degree scheme will be assessed on an annual basis for the award of a Bursary in subsequent years against the relevant criteria.
The appropriate award will be made provided that they are still registered as a student of the University on 15 February in the relevant academic year.

To receive any Bursary award to which they are entitled students are required to make an annual application for Government means tested financial support to the relevant assessment authority. Students must consent to the University receiving this income data from the SLC by the 1st June in the relevant year.

3.3 Academic Scholarship (pre 2013 entry)
(Award in the first year only for entry in 2011)

Undergraduate students who meet the entry criteria set for the award of a Scholarship on admission to the University will receive the award in each year of their studies.

Provided that:

(a) they are still registered on the full-time undergraduate degree scheme for which the Scholarship was bestowed at 15 February in the relevant academic year;

And

(b) that if they are commencing the second-year of their degree scheme they have passed all modules at first attempt and obtain an overall aggregation score from all Part 1 modules as below

at least 13.45

And

(c) that if they are commencing the third (or subsequent) year of their degree scheme they have passed all modules at the first attempt and obtain an overall aggregation score from all the Part II modules as below

at least 14.35

For medical students on the 5 year MBChB Medicine and Surgery Degree continuation of the award is subject to passing all summative assessment at the first attempt in each year study.

Scholarship students will continue to receive a Scholarship even if the degree ceases to be eligible for a Scholarship for subsequent entry cohorts.

Failure to receive a Scholarship in the second year because of academic progression does not prevent the Scholarship being reinstated for subsequent years, should the above criteria be met.

Undergraduate students who transfer onto a scheme of study attracting a Scholarship who were already in receipt of an award will be eligible to receive a Scholarship provided that they meet the academic criteria set for students admitted to that scheme in their year of entry.
3.4 **Academic Scholarship (for 2013 to 2017 entry)**

This award is for the first academic year only.

3.5 **Access Scholarship (for 2013 to 2017)**

Undergraduate students who meet the entry criteria set for the award of a Scholarship on admission to the University will receive the award in each year of their studies.

Provided that:

(a) they are still registered on the full-time undergraduate degree scheme for which the Scholarship was bestowed at 15 February in the relevant academic year;

And

(b) that if they are commencing the second-year of their degree scheme they have passed all modules at first attempt and obtain an overall aggregation score from all Part 1 modules as below

    at least 13.45

And

(c) that if they are commencing the third (or subsequent) year of their degree scheme they have passed all modules at the first attempt and obtain an overall aggregation score from all the Part II modules as below

    at least 14.35

And

(d) the annual household residual income (as assessed by the relevant Government award authority) falls within specified bands. For each academic year the University will specify income bands and the associated levels of award.

For medical students on the 5 year MBChB Medicine and Surgery Degree continuation of the award is subject to passing all summative assessment at the first attempt in each year study in addition to meeting the criteria in (d) above.

Failure to receive a Scholarship in the second year because of academic progression or household income level does not prevent the Scholarship being reinstated for subsequent years, should the above criteria be met.

To receive the Access Scholarship award to which they are entitled students are required to make an annual application for Government means tested financial support to the relevant assessment authority. Students must consent to the University receiving this income data from the SLC by the 1st June in the relevant year.
3.6 **Excellence Scholarship (for 2015 to 2017 entry)**

This award is for the first academic year only.

3.7 **Lancaster Scholarship (2018 entry onwards)**

There are two awards available through the Lancaster Scholarship. The £2,000 Scholarship is awarded in the first year of study only.

The £1,000 Scholarship is awarded to students in each year of study provided that:

(a) they are still registered on the full-time undergraduate degree scheme for which the Scholarship was bestowed at 15 February in the relevant academic year;  

*And*

(b) that if they are commencing the second-year of their degree scheme they have passed all modules at first attempt **and** obtain an overall aggregation score from all Part 1 modules as below

at least 13.45

*And*

(c) that if they are commencing the third (or subsequent) year of their degree scheme they have passed all modules at the first attempt **and** obtain an overall aggregation score from all the Part II modules as below

at least 14.35

For medical students on the 5 year MBChB Medicine and Surgery Degree continuation of the award is subject to passing all summative assessment at the first attempt in each year study.

Scholarship students will continue to receive a Scholarship even if the degree ceases to be eligible for a Scholarship for subsequent entry cohorts.

Failure to receive a Scholarship in the second year because of academic progression does not prevent the Scholarship being reinstated for subsequent years, should the above criteria be met.

Undergraduate students who transfer onto a scheme of study attracting a Scholarship who were already in receipt of an award will be eligible to receive a Scholarship provided that they meet the academic criteria set for students admitted to that scheme in their year of entry.

3.8 **Excellence Scholarship (for 2018 entry onwards)**

This award is for the first academic year only.
4 Intercalation and Repeat study

4.1 Students who intercalate (suspend study) are not eligible for the payment of any award for the period if they intercalate before payment is made in February each year. Students who intercalate may however be eligible for discretionary financial support through the Lancaster Opportunity and Access Fund.

4.2 Students who intercalate after the February payment will not be required to reimburse any award monies to the University.

4.3 In the event of a back dated intercalation that overlaps the February payment period, students will not receive a further award on their return from intercalation. Only one award is payable for each year of study.

4.4 If it is agreed that a student can withdraw and re-start or repeat a year of study and they have received an award, they will not be able to receive the award again on their return. Only one award is payable for each year of study.

5 Withdrawals

5.1 Students who withdraw or are excluded from University before the 15th February in the relevant academic year will not be eligible for payment of the award(s).

5.2 Students who withdraw or are excluded after the 15th February in the relevant academic year will not be liable to reimburse any awards monies to the University.

5.3 Payments will be withheld from a student who prior to and including 15th February in the relevant academic year has been recommended for exclusion from the University and is awaiting a hearing. The payment will only be released if the student is permitted to continue.

6 Deferring entry

Students who defer entry who have been awarded a Scholarship will retain the award based on the criteria applied to their year of application. Students who qualify for a Bursary/NSP Package will be assessed on the criteria based on their year of entry.

7 Confirmation and Payment of Awards

7.1 Students will receive an email in mid-October confirming their award entitlement following registration.

7.2 Students will be required to nominate a UK bank account online, see: http://www.lancaster.ac.uk/student-based-services/money/funding/nominate-bank-account/

The bank information will be securely recorded on the University records system and used for payment of all financial
awards. Students will be responsible for ensuring that the account is capable of accepting payment by Bank Automated Credit System (BACS). If a student changes their account details they are responsible for updating these via the above link.

Incorrectly entered details will result in the payment being made to the wrong account. In cases such as these it may not be possible to retrieve this payment. Students are responsible for ensuring that the bank details on the system are correct. Ultimately, it is the student's responsibility to try to retrieve any lost payments due to an error with bank details. Although the University will help to retrieve lost payments, once the payment has left the University account it will not be paid again unless it can be retrieved.

7.3 Payments will be made to the above nominated bank account by Bank Automated Credit System (BACS).

7.4 Cash awards for all Bursary and Scholarship Awards – payment of these awards will be made in February where criteria has been met. If criteria is met after this point payment will usually be made on a monthly basis.

7.5 Where awards are based on household income, students must have given consent via the Student Loan Company for the University to receive the assessed household income data by the 1st June in the relevant year. If income details have not been received by this date and students have not nominated a bank account to receive payment then eligibility for any award will be lost.

7.6 The most recent information on income levels available from the Student Loans Company will be used to determine eligibility for any award where household income is part of the criteria.

7.7 The University reserves the right to use the monies from any or all of the awards listed to settle any or all overdue debts which may be outstanding to the University.

8 Appeals

There is no appeal against the qualificatory conditions for an award and there is no appeal against academic judgement in relation to marks. Where, however, a student considers that his/her performance has been affected by extenuating circumstances an appeal will be permitted. The student must produce the documentation to support the appeal and it will be considered as a written appeal by the Deputy Head of Student Registry, c/o The Base, University House.

9 Further information

For additional guidance on the above financial awards, see: http://www.lancaster.ac.uk/student-based-services/money/funding/scholarships-and-bursaries-for-current-students/