LANCASTER UNIVERSITY AWARD REGULATIONS

Lancaster Bursary and Lancaster 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 Lancaster Scholarship

- 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 Scholarships are annual cash awards made on the basis of the academic merit.

1.3 Awards

In these regulations any reference to Lancaster awards means any one or a combination of Bursary or Scholarship Award.

2 Eligibility for awards

2.1 Bursary

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.

2.2 Lancaster Scholarship

There are two Lancaster Scholarship 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.

3 Duration/Continuation of awards

3.1 Bursary

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.

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 Lancaster Scholarship

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) 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

(b) 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.

4 Intercalation and Repeat study

4.1 Intercalation

If a student in receipt of a University award intercalates (suspends study) during the academic year this will affect their award entitlement as follows:

(i) Intercalation prior to payment of the first instalment – no award payment for the academic year will be made. Subject to meeting the relevant eligibility criteria, the student will receive the full award payment when resuming their studies in the following academic year.

(ii) Intercalation after payment of the first instalment but prior to payment of the second instalment – the first instalment is retained by the student, but the second instalment is not paid. Subject to meeting the relevant eligibility criteria, the student will receive payment of the second instalment after resuming their studies in the following academic year.

(iii) Intercalation after the second instalment has been paid – the full payment is retained by the student. No award payment is made for the following academic year when the student resumes their studies.

4.2 Repeat study and Re-admission

If it is agreed that a student can withdraw and re-start the same degree programme or a different degree programme, or repeat a year of study, and they have received full payment of their award, they will not be able to receive the award again on their return. Only one award is payable for each year of study. However, if the student has received the first instalment only, the second instalment will be paid on their return to study.
5 **Withdrawals**

If a student in receipt of an award withdraws from the University during the academic year this will affect their award entitlement as follows:

(i) Withdrawal prior to the first instalment payment date – no award is paid to the student.

(ii) Withdrawal after payment of the first instalment but prior to the second instalment payment date – the first instalment is retained by the student but the second instalment is not paid.

(iii) Withdrawal after the second instalment payment has been made - the full payment is retained by the student.

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.

7 **Confirmation and Payment of Awards**

7.1 Award payments are made in two equal instalments paid in November and February.

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

7.3 Students will be required to nominate a UK bank account online, see: [https://www.lancaster.ac.uk/student-and-education-services/money/funding/nominate-bank-account/](https://www.lancaster.ac.uk/student-and-education-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.
7.4 Payments will be made to the above nominated bank account by Bank Automated Credit System (BACS).

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**

**Eligibility for awards**
There is no appeal against the qualificatory conditions for an award.

**Duration/Continuation of awards**
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 via studentfunding@lancaster.ac.uk

9 **Further information**

For additional guidance on the above financial awards, see: https://www.lancaster.ac.uk/student-and-education-services/money/funding/award-entitlement/

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