

Please return to: **Jill Organ**  
**Graduate Office**  
**Oxford Brookes University**  
**Buckley Bldg, Gipsy Lane**  
**Headington, Oxford, OX3 0BP**



## Economic Challenge Investment Funding (ECIF) Scholarship Scheme

Taught Postgraduate Scholarship

Application Form for September 2010/2011 entry

**1. DETAILS OF MASTERS DEGREE PROGRAMME** *Please read Notes on back page before filling in form*

Title of Course:			
School(s):		Proposed start date: (mm-yyyy):	
Type A scholarship Full-time study <input type="checkbox"/>	Type A scholarship Part-time study <input type="checkbox"/>	Type B scholarship Full-time study <input type="checkbox"/>	Type B scholarship Part-time study <input type="checkbox"/>

**2. PERSONAL DETAILS**

Title (eg Mr/Ms/Miss/Mrs etc):	Male <input type="checkbox"/> Female <input type="checkbox"/> <i>Please tick</i>
Surname/ Family name:	Nationality:
First name(s):	Country of domicile/ Area of permanent residence:
Address for correspondence:          Postcode:	Home address (if different):          Postcode:
Telephone:	Telephone:
Fax:	Fax:
*Email:	*Email:

\*Email is our preferred method of communication therefore please print your address clearly

### 3. YOUR EDUCATION (INCLUDING PROFESSIONAL QUALIFICATIONS AND TRAINING COURSES)

Dates (from – to)	Institution	Subject	Result (eg BA Hons 2.1)

### 4.

#### (i) ELIGIBILITY TO APPLY FOR THIS SCHOLARSHIP

**Type A scholarship:** the following information should be provided in order to confirm eligibility for this award:

- Evidence of current employment status
- Confirmation that your employer will permit day release to attend the course and continue to pay your salary in full
- Identify which skills and knowledge you wish to enhance to improve your employability or career development



**6. PERSONAL STATEMENT (Please note: This is an important section to which the Selection Panel will pay particular attention).** Why do you wish to study this course? How does it build on your previous education and/or work experience? If appropriate, give details of your preferred choice of options, and reasons for selecting these options. How does this course relate to your career development, change in direction or to up-skill and improve your prospects for re-employment. (Max 300 words)

**7. FINANCING YOUR STUDIES**

Candidates who have accepted one or more awards from other sources of funding which cover all their tuition fees are not eligible for an ECIF Scholarship and must not accept an offer of an award. Eligibility for an ECIF Scholarship will not be affected if a candidate is receiving funding towards maintenance costs.

**Type A awards** – 75% of the part-time tuition fees will be paid by the University, therefore the student is responsible for arranging payment of the remaining amount, with the payment being made either at the beginning of the academic year or in two instalments as laid down by the Finance Department.

Please confirm you are able to fund the remaining costs of studying at Oxford Brookes University

Please state if you are receiving additional fee support from another source  Source of funding.....

**8. How did you hear about the Economic Challenge Investment Funding (ECIF) Scholarship Scheme?**

Web/Internet       Flyer/leaflet       Poster  (where?) .....      Job Centre

Local press       Library       Postgraduate Fair       From Course Tutor/administrator       Careers Office

**9. DECLARATION**

**I confirm that, to the best of my knowledge, the information given in this form is correct and complete.**

Signature.....

Date:.....

***FOR INTERNAL USE:***

**Postgraduate Course Tutor's comments:**

A large empty rectangular box with a black border, intended for the Postgraduate Course Tutor's comments.

## Guidance notes:

### Economic challenge Investment Funding Scholarships (ECIF)

#### Type A – for those in employment:

Fees only awards with employer support (usually part time over two years). For these awards, the University will fund 75% of course fees and the employer will be expected to provide day release to permit attendance on the course and to continue to pay the employee's salary in full. A bursary (of £500 per annum) will be provided by the University to the student to cover books, materials and travel.

#### Type B- for those wishing to return to employment:

Fees and maintenance allowance awards. Students will be provided with all fees and a maintenance allowance of £8,000, payable quarterly, for a full years study.

#### Conditions and Eligibility

- Applicants must be graduates either currently unemployed and seeking employment requiring graduate or postgraduate attributes or currently employed but seeking to enhance and modernize their skills and knowledge for employability or career development
- You must have accepted a place on a full-time master's course at Oxford Brookes University, ie a course leading to an MA, MSc, or LL.M. You must be a **new full-time/part-time masters student** starting your course in September of the 2010/11 academic year
- Meet the entry criteria (including the assessment of prior learning APEL/APL) for the proposed course including providing suitable references
- Are eligible for Home/EU status and reside within Oxfordshire
- Can demonstrate that by undertaking the course they will enhance and modernise your skills for current and future employment
- Where applicable, are supported by your employer to undertake the course of study
- Are not taking a course at the same level as, or at a level below, a previous qualification.

*Applications will be particularly welcomed from Black and Minority Ethnic (BME) students.*

#### Application procedure

Complete ALL relevant sections on this form, and return the form to the address provided on the application form. You must already have applied and been accepted for a full-time master's course at Oxford Brookes University. Applications for postgraduate taught courses should be made through UKPASS.

Applicants must have

- Completed an application form giving their current qualifications, current and previous employment and indicating periods of unemployment or employment not requiring graduate attributes
- Provide two references, confirming their suitability for the course of study and (where applicable) confirming that the student is either unemployed or employed and would benefit from enhancing and modernising their skills and knowledge for employability and career development
- For Type A awards, provide a letter from their employer indicating willingness to provide day release on full salary for the duration of study and indicating that attendance at the course will enhance and modernise their skills and knowledge for employability and career development.

#### Criteria for selection of candidates

Scholarships will be awarded on the basis of academic merit and the suitability of candidates for their chosen courses in terms of how the course will enable them to up-skill or change career direction in order to improve their prospects for re-employment or career development. Applicants should be graduates in one of the following groups:

- Currently unemployed and seeking employment requiring graduate or postgraduate attributes
- Currently employed but seeking to enhance and modernise their skills and knowledge for employability and career development

#### Selection process

Each candidate must have accepted an unconditional offer. Where appropriate, students applying for a Scholarship must have provided evidence that they are eligible for Home/EU fee status. The final selection will be made by the Graduate School Selection Panel. A reserve list will be drawn up in case any of the selected candidates do not take up the offer of a Scholarship.

The Scholarships are awarded to new full-time or part-time students enrolling on masters courses in September of the academic year 2010/11. Candidates **may not** under any circumstances defer take-up of a scholarship until a later date.

## DEADLINES

**All applications must be received by 30 July 2010.**

### NOTES ON FILLING IN THIS APPLICATION FORM

#### Under 2 - Address for correspondence

Please provide an address (or addresses) and **email address**, where you can be contacted during the months of June, July and August.

#### Under 3 - Your Education

- Give the names and locations of educational institutions which you have attended (school/college, university, etc), as well as dates of attendance.
- Under **Subject(s)** give brief descriptions of subjects/courses studied.
- Under **Result** give qualifications **and grades** (eg BA Hons 2.1).

- If appropriate, give details of Professional Qualifications, including date when awarded, and details of membership of professional bodies.
- If appropriate, give information on Training Courses which you have completed, including length of course, dates and awards.
- You should include details of degree or other qualifications which you expect to obtain before starting the masters course for which you have applied at Oxford Brookes University.

#### **Under 4 - Your Employment**

4(i)

**Type A scholarship:** the following information should be provided in order to confirm eligibility for this award:

- Confirmation that your employer will permit day release to attend the course and continue to pay your salary in full
- Identify which skills and knowledge you wish to enhance to improve your employability or career development

**Type B scholarship:** the following information should be provided in order to confirm eligibility for this award:

- Evidence of current unemployed status
- Identify which skills and knowledge you wish to enhance for improve your return to employment.

4 (ii):

- Describe any paid work which you have undertaken and/or professional experience which you have gained, giving dates, names of employers, your job title and main responsibilities.
- If applicable, give details of any unpaid/voluntary work experience and unpaid occupations, eg raising a family.

#### **Under 6 - Personal Statement**

This is an important section and School staff and the Selection Panel will pay particular attention to what you write here. You should explain why you are applying for the postgraduate course which you have chosen; how it builds on your undergraduate degree or work experience; and how the course relates to your plans for the future, in terms of career or personal development, change of career direction or chances or re-employment. If your course includes optional elements, indicate which options you would like to do, and give reasons supporting your choice. Details of subject options can be found in course brochures and our postgraduate prospectus, and on our website - see below.

#### **Under 7 - Other sources of funding**

Awards made to cover part or all of the full-time tuition fees. If you receive an award/awards from other sources which cover **all** your tuition fees, you will not be eligible for a Scholarship. However, your eligibility for a University scholarship will not be affected by funding which you receive towards maintenance.

### **INFORMATION ON POSTGRADUATE COURSES**

Sources of information about the masters courses available for funding through these awards, include our website: <http://www.brookes.ac.uk/studying/courses/postgraduate>, our Postgraduate Prospectus, available from the Student Recruitment Enquiry Centre, tel +44 (0) 1865 484848; email: [query@brookes.ac.uk](mailto:query@brookes.ac.uk); and course brochures, available from course administrators (contact details on website and in prospectus).