



Guide to Applicants for Postgraduate Awards

2017/2018 Academic Year

Mission Statement

The Education Department wish to support the development of highly qualified individuals, at postgraduate level, to enable them to achieve a high level of knowledge, understanding and competencies, at any high class institute in the world. It also wishes to promote and support excellence in research in any postgraduate discipline.

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Introduction

1. This document provides information about postgraduate funding offered by the States of Jersey Department for Education, Sport and Culture. It is intended for:
 - Students with first degrees, who wish to undertake advanced study or research for Masters or Doctoral degrees at a university or equivalent institution in any country. It is also for students wishing to undertake professional qualifications that are a pre-requisite to going into a profession;
 - Careers staff who advise students on career choices.
2. The following postgraduate awards are offered by the Department:
 - a) Bursaries for programmes of study at Masters or Doctorate level.
 - b) 1 or 2 year full-time postgraduate professional qualifications that are a prerequisite to entering a profession.

Types of Postgraduate Awards

The Jersey Bursary

3. This provides an opportunity for eligible graduates to receive financial support for full time study at either Masters or Doctorate level.
4. A total of up to 12 bursaries are awarded annually. The awards are competitive.

Postgraduate Professional Qualifications

5. Funding is available for students to undertake full time postgraduate professional courses that are a prerequisite for entry into a profession. Courses funded include the PGCE, Diploma in Social Work and LPC/BPTC in Law. Application forms (HE1) are available from the Student Finance Office and the States of Jersey website (www.gov.je).

General Eligibility to apply for a Postgraduate Award

6. To be eligible for an award, an applicant must have been ordinarily resident in the Island for the previous 5 years and must not have been absent from the island for a period exceeding 12 months in those 5 years, excluding periods in full time education.
7. For postgraduate courses the student must have a first degree.

Eligibility to apply for the Jersey Bursary

8. Students who have received an award for study at Masters level may subsequently apply for funding for study at Doctorate level.

9. Candidates applying for a Jersey Bursary must have attained a minimum of an 2:1 degree from a British or equivalent overseas institution.
10. The Department will take into account additional qualifications and experience e.g. a first degree enhanced by substantial relevant work experience in an area related to the discipline of the first degree, or in the intended area of postgraduate study.
11. Eligible students wishing to apply must have been accepted, either firmly or provisionally, by a university or equivalent overseas institution to undertake a course of postgraduate study.

Application procedures and closing date for the Jersey Bursary

12. Applicants can only submit 1 application in any one academic year.
13. Application forms are only available on the States of Jersey website (www.gov.je) from January 2017.
14. Applications submitted on forms issued in previous years will not be accepted.
15. Applications must be received by **2nd May 2017**. Incomplete applications or applications received after that date will not be considered.
16. Postgraduate awards will be made by the Department, having considered the recommendations of a panel comprising:
 - the Minister for the Education Department or his representative;
 - a senior academic adviser from the UK;
 - Director for Education Department or his representative;
 - Student Finance Officer;
 - An independent
17. A short list of applicants will be agreed by the end of May.
18. Short listed candidates will be required to attend an interview late June/ early July 2017 to give a 10 minute presentation to the Panel on the research or study for which they wish to be granted a postgraduate award. In the case of applicants who are overseas or because of examinations or other good reasons are unable to attend the interview, a video computer presentation of equivalent length is acceptable.
19. Applications for the Jersey Bursary may be made for any academic year of a programme of study or research. Thus applicants who have raised funds for the year of the course they are currently following but not for remaining years, are able to apply.
20. In the case of undergraduate applicants, the offer of a postgraduate award will be subject to satisfying the academic requirements.
21. The institution from which an applicant obtains the offer of a place is responsible for ensuring that the applicant has the relevant qualifications for the proposed programme of study or research.

22. Applicants must provide the Department with copies of their degree certificate or, in the case of those to whom a degree has not yet been awarded, a statement of their academic standing from the institution at which they are studying.

Value of Postgraduate Award

The Jersey Bursary Award

23. A bursary of up to a maximum of £10,000 per year of study can be awarded to each successful candidate towards their maintenance, travel and tuition fees. Additional funding to complete the course will have to be met by the student.

Postgraduate Professional Qualifications

24. The award is calculated at the undergraduate rate, subject to parental income or the student's income if they meet the criteria for independence. Applicants unsure if the course is funded should contact the Student Finance Office on 449450 or email studentfinance@gov.je.

Payment to the Student

25. The award will be sent to the institution for collection by the student at the beginning of each term. Where a course is longer than 1 year, payment will only be made after receiving a satisfactory annual report.
26. Students must arrange to have a suitable bank account for cheque handling.

Terms and Conditions

27. The institution at which the applicant is registered is responsible for all matters relating to academic awards. The Department accepts no responsibility for the manner in which the work connected with the student is undertaken.
28. The Department reserves the right to amend the conditions attached to its postgraduate awards at any time and to terminate a postgraduate award where the conditions are not observed.
29. Personal data from successful applicants will be recorded in the Department for Education, Sport and Culture's database for the purposes of administering the awards and tracking career paths. This information may occasionally be disclosed and used outside the Department where it is considered to be in the student's best interest to do so. Students who wish the Department to seek their individual consent to such disclosures must please advise the Department in writing prior to taking up an award.
30. A postgraduate award cannot be held at the same time as any other government award which provides maintenance and fees for postgraduate training. Postgraduate payments will cease from the date on which such an award becomes payable.
31. Postgraduate awards must be taken up in the academic year for which they are allocated.

32. If a student is absent through illness for more than 28 continuous days, payments of the postgraduate award will cease until the student resumes the course of study or research. Frequent short absences for medical reasons may also result in the suspension of postgraduate payments.
33. The Department requires reference to its support to be made in the publication of any results to which a student who has been in receipt of a postgraduate award has contributed.
34. In the event of unsatisfactory progress or conduct by the student, the award may be suspended or terminated. The Department will decide what action should be taken in each case.
35. If an award is suspended or terminated for any reason, payments will cease from the date of such discontinuation. If the course is prematurely terminated the Department will require reimbursement of the unexpended portion of the award for the term in which he/she left. The Department will also require reimbursement of the award for the previous term.
36. Postgraduate award holders are expected to complete their courses of study and research within the time envisaged at the time the award was made. The Department reserves the right to request a refund of monies if this condition is not met.
37. The Department will not normally extend a Jersey Bursary for Doctorate level study beyond three years. In particular, the award will not be extended because it has proved difficult to complete the project within the normal period, or when time has been lost because of transfer between sites. Sympathetic consideration will, however, be given where the student has been absent through illness.
38. Students who are in receipt of the Jersey Bursary for Doctorate level study may spend up to three months working in paid employment providing the work is directly related to the scholarship project and is not supported by public funds. The award will not be suspended during the work experience nor extended to compensate for it.
39. Students do not need to obtain prior authorisation from the Department before undertaking work experience, but a letter giving placement details endorsed by the Head of Department or another relevant institutional officer must be forwarded to the Student Finance Office.
40. Students may undertake teaching, demonstrating, and other paid work which institutional authorities recognise as directly relating to their studies or research, providing that the employment will not interfere with their academic programme.
41. Holidays must not be taken in term time. Students must provide an explanation or justification to the Department if they are absent.
42. Postgraduate awards will be suspended during maternity/paternity leave, and during periods of illness in excess of 28 days.
43. The Panel's decision is final and therefore they will not enter into discussions to disclose why an application was not short-listed or awarded a Jersey Bursary after their interview.

44. There is no appeals process for those applicants who are not short-listed or awarded a Jersey Bursary after their interview.

Transfer of Students

45. Awards are made to students on the basis of the study or research they wish to undertake and the particular institution that has offered them a place. Prior approval must be sought before any transfer between institutions is applied for, or takes place. The Department will consider requests to transfer an award to an alternative institute provided that:
- notice is given well in advance;
 - justification is provided;
 - both institutions agree to the transfer;
 - the new institution offers a suitable academic environment and facilities to enable the project to be completed.
46. The Department will not meet any additional costs associated with the transfer of a student.