



Master's Excellence Scholarships 2018 Frequently Asked Questions

These guidelines apply to the Cardiff University Master's Excellence Scholarships. If you are applying for any other specific award, or a partner's scholarship, you will need to check the criteria for those scholarships as they may be different. Further information on alternative funding opportunities can be found on our [website](#).

Questions regarding your eligibility

Am I restricted to studying specific programmes?

Yes – only complete full-time and part-time postgraduate taught programmes that lead to a master's degree are included in the scholarship scheme.

Postgraduate Certificates and Postgraduate Diplomas, as well as all distance learning programmes are **not** eligible for scholarship funding. If you already possess a Postgraduate Certificate or Diploma and are now progressing onto the Master's stage of the degree, you would also not be eligible.

Other than the MRes in Biosciences and the MRes in Stem Cell Neurobiology, postgraduate research programmes, including those that lead to the award of an MPhil, are **not** eligible for the scholarship.

Do I have to study full-time?

No – many eligible programmes are available as a full-time or part-time option. However, distance learning programmes are not eligible for a scholarship.

Is my country included? Am I eligible?

All students classified as Home or EU for fee-paying purposes are eligible for the Scholarship.

What is meant by 'Home' or 'EU' for fee paying purposes?

Students **must** be classified as '**Home**' or '**EU**' for fee-paying purposes in order to be eligible to be considered for the Scholarships. You need to submit an application to study at Cardiff University and be made an offer to study, before your fee status can be confirmed. Fee status is determined in accordance with the Fees Regulations. Please consult the [UKCISA website](#) regarding fee status in Wales.

Can I apply for other funding as well as the Master's Excellence Scholarship?

You will not be eligible to receive the Master's Excellence Scholarship if you are also receiving full funding for your tuition fees from any other scholarships or bursaries. If you are receiving any loan based funding, however, such as the Postgraduate Loan distributed by Student Finance Wales and England, you will still be eligible to receive the Master's Excellence Scholarship.

Questions regarding your application

How do I apply for the scholarship?

The link to the application form is available through the [Online Applicant Portal](#) to all applicants classified as home students for fee-paying purposes who have applied to a full or part-time

postgraduate taught programme leading to a master's degree. The Application form will remain on the Online Applicant Portal until the second scholarship application deadline. If the application form is not available please email pgscholarships@cardiff.ac.uk so that we may advise.

Applicants will need to read the eligibility criteria and guidance notes carefully before completing the application form. How do I get access to the Online Applicant Portal?

Once you have submitted an application for study, you will get a confirmation email.

If you are new to Cardiff University, this email will be followed by an email with a link to the SIMS Online Applicant Portal and your username. The password will be sent to you in a separate email. This can take up to 48 hours after submitting your application.

If you already have an account with Cardiff University, e.g. as a current or former student, you can use that account to log into SIMS. In SIMS, you may need to switch to the 'Your Application' screen.

Can I submit more than one Scholarship application?

Only the last submitted application will be considered for each round.

You cannot resubmit an application in the second round if you have been unsuccessful in the first round.

You can, however, submit a new scholarship application for consideration against a programme in a different Academic School than your unsuccessful scholarship application in the first round.

When is the closing date for the Scholarship applications?

There are two deadlines where applications are considered: 07 March 2018 and 04 July 2018.

Applications must be submitted by 13.00 (GMT) on the day of the deadline. Applications received after the first deadline will not be considered until after the second deadline. Applications received after the second deadline will not be considered.

Please note that the scholarship application form is only accessible via the Online Applicant Portal, which is only accessible after submitting an application to study. Getting access to the Online Applicant Portal can take up to 48 hours after submitting an application.

What are the key dates for Scholarship applicants?

Sunday 04 March 2018	By when you should have submitted an application to study an eligible postgraduate programme in time to ensure that you will get access to the Online Applicant Portal and thus access the scholarship application form in sufficient time before the first deadline.
13.00 (GMT) Wednesday 07 March 2018	The deadline by which you need to submit a scholarship application, if you want to be considered in the first round of applications.

Sunday 01 July	By when you should have submitted an application to study an eligible postgraduate programme in time to ensure that you will get access to the Online Applicant Portal and thus access the scholarship application form in sufficient time before the second deadline.
13.00 (GMT) Wednesday 04 July 2018	The deadline by which you need to submit a scholarship application, to be considered in the second and final round of applications.
17.00 (GMT) Monday 06 August 2018	The deadline by which you need to have received an unconditional offer to study.*
One week after formal notification of a Scholarship offer	Scholarships need to be accepted within a week of formal notification by returning the signed scholarship terms and conditions. If you already have received an offer to study, you also need to firmly accept it. Scholarships not accepted will be reallocated.

Can I apply without having received an offer to study?

Yes, there is no need to hold an offer to study to complete your application but you must have submitted an application to a course and for that application to be processed by our admissions team, which can take up to **48 hours**. However, in order to be eligible to receive a scholarship, you will need to have secured and accepted an unconditional offer to study by 06 August 2018. Please let us know if you are not able to secure an unconditional offer by the specified deadline.

I cannot see the application link in the SIMS Online Applicant Portal.

The SIMS Online Applicant Portal uses a combination of application and programme data to establish whether to show the application link. If you cannot see the application link in the SIMS Online Applicant Portal and you have checked that you are eligible for the scholarship, please email us at pgscholarships@cardiff.ac.uk.

Current students have to switch to the 'Your Application' screen in SIMS.

When will I be informed of the outcome of my application?

We strive to notify applicants of the outcome of their application as soon as possible after the respective deadline but no later than by **17.00 (GMT) Monday 09 April 2018** for the first deadline, and **17.00 (GMT) Monday 06 August 2018** for the second deadline. Notifications will be emailed to the provided email address.

Unsuccessful applications to the first deadline may be deferred to the second deadline. Applicants will be notified about this deferral.

The SIMS Online Applicant Portal has not updated my scholarship application status and still shows me a link to the application form.

The scholarship application is not handled by SIMS and as such the SIMS Online Applicant Portal cannot update your scholarship application status. The receipt of submitting an application is sufficient to confirm that you have submitted your application. We will be in contact via email to advise you once a decision has been made.

Please be mindful that your email provider may put our emails into your spam/junk folder or similar.

How will the scholarship applications be assessed?

The selection panels at Cardiff University will be considering some important criteria from your application and supporting statement when assessing your application form:

- i. Academic excellence: We require students to demonstrate their academic successes, whilst also illustrating other areas of personal development, such as learning gained via work experience, voluntary work or extra-curricular learning experiences;
- ii. Contribution to society: We will look positively upon applicants who demonstrate a keen awareness of the contribution they can make to the development of their community, society or nation, as a result of obtaining their qualification from Cardiff University;

Please note that the decision of the selection panel is final and is not open to appeal.

Can I get feedback on my application?

Unfortunately, due to the large number of applications we receive, we cannot provide individual feedback.

What is a 'Conditional Offer to study'?

A '**conditional offer**' means that the University has made you an offer to study provided you meet certain conditions. These are the conditions which the admissions tutor requires in order for you to meet the entry requirements for the course. If you receive a conditional offer to study then you should send the Admissions Office your transcripts as soon as you have received them. If the admissions tutor considers that you have met the conditions then your offer becomes 'unconditional'.

What is an 'Unconditional Offer to study'?

An '**unconditional offer**' means that you have met all of the academic and non-academic requirements for a course as determined by the admissions tutor, and the University offers you a place to study on a course. Proof of qualifications may be required, but you will be contacted by the University if this is the case.

Questions regarding your Scholarship

I've been awarded a scholarship! What do I do next?

If you are successful and have been selected to receive a Scholarship, the University will contact you as soon as possible after the respective deadline.

All recipients will be required to formally accept the scholarship and its conditions by signing the scholarship terms and conditions, which will be sent with your award notification.

If we do not receive your confirmation within a week of giving formal notification, we will re-allocate the funding to another student. Extensions will **only** be made in exceptional circumstances.

Your scholarship offer may be conditional upon you achieving a certain grade in your degree, which may be higher than in your conditional offer to study.

How will the scholarships be awarded?

Scholarships are awarded in the form of a tuition fee discount. If you have been successful in obtaining a scholarship, we will make the necessary payments towards your University tuition fees on your behalf and will communicate this to you. Recipients are responsible for ensuring that all other fees and

expenses (including remaining tuition fee, accommodation fees) are paid by the appropriate deadlines.

What if my scholarship does not cover the full fees?

The scholarships do not cover all tuition fees. Any additional costs for study which are incurred by the scholarship winners and do not fall within the details of the scholarship which they have been awarded **must** be paid by the student.

My course includes a work placement. How will this affect my scholarship?

With regards to full-time programmes, the Scholarships are only available for the first year of study. If you are studying a full-time programme which lasts longer than one year you will not receive funding for additional years from this Scholarship scheme or its successor.

What if I am studying part-time?

If you are studying your programme part-time, you will receive 50% of the scholarship in the first year and 50% of the scholarship in the second year.

What if I cannot take up my place of study? Can I defer my place?

You can defer your place of study in line with University policy. However, you cannot defer your scholarship and would have to reapply the following year – subject to availability of the scholarships.

What are my responsibilities as a scholarship recipient?

During and after your period of study you may be asked to participate in promotional activities for the University. This may include receptions and social events, testimonial and publicity articles or even assisting with activities in your home country.

Who can I contact if I have any questions?

Please email pgscholarships@cardiff.ac.uk or Tel: +44 (0)29 2087 0084 if you have any questions about the scholarships, the application process or if you require any further guidance.