



# Master's Excellence Scholarships 2016 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 within 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.

Postgraduate research programmes, such as those that lead to the award of an MPhil or MRes, are also **not** eligible for 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 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.

## Questions regarding your application

### ***How do I apply for the scholarship?***

The application form is available on the [Online Applicant Portal](#) to all applicants classified as home students for fee paying purposes and 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](mailto:pgscholarships@cardiff.ac.uk) so that we may advise.

Applicants will need to read carefully the eligibility criteria and guidance notes before completing the application form. Only one form is to be completed for consideration.

***Can I submit more than one Scholarship application?***

Only the first submitted application will be considered unless that application is formally withdrawn in writing.

***When is the closing date for the Scholarship applications?***

There are two deadlines where applications are considered: 6 April 2016 and 27 July 2016.

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. Students must also ensure that Cardiff University has received their programme application, including references and transcripts, by the same deadline date in order to be eligible to apply for the scholarship. Please also note that after submitting your application to study in the online application service, it can take up to 48 hours to receive the login details for the Online Applicant Portal, where the scholarship application forms are available.

Scholarships will only be awarded to those having received and firmly accepted an unconditional offer by 17.00 (GMT) on the 19th August.\*

***What are the key dates for Scholarship applicants?***

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| <b>13.00 (GMT) Wednesday<br/>6<sup>th</sup> April 2016</b>               | The deadline by which you need to submit (a) an application to study an eligible postgraduate taught programme and (b) a scholarship application, if you want to be considered in the <b>first round</b> of applications. |
| <b>13.00 (GMT) Wednesday<br/>27<sup>th</sup> July 2016</b>               | The deadline by which you need to submit (a) an application to study an eligible postgraduate taught programme and (b) a scholarship application, to be considered in the <b>second and final round</b> of applications.  |
| <b>17.00 (GMT) Friday 19<sup>th</sup><br/>August 2016</b>                | The deadline by which you need to have received an unconditional offer to study.*   |
| <b>One week after formal<br/>notification of a<br/>Scholarship offer</b> | Scholarships need to be accepted within a week of formal notification. If you already have received an offer to study, you also need to firmly accept it. Scholarships not accepted will be reallocated.                  |

***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) Friday 6<sup>th</sup> May 2016** for the first deadline, and **17.00 (GMT) Friday 25<sup>th</sup> August 2016** for the second deadline. Notifications will be emailed to the provided email address.

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

***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

\*Please ensure that you have left sufficient time for any supporting documents and evidence to be processed. You should contact the Registry Office on+44 (0)2920 879999 if you have any queries regarding this. Office hours for Cardiff University Registry Office are Monday-Friday 0900-1700(GMT).

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.

***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.

***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'.

## 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 a contract 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 **not** be made in any 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 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](mailto: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.