



States of Guernsey
Education Services

STUDENT FINANCE

GUIDE TO POSTGRADUATE FUNDING

2018/19

Please Note:

Postgraduate funding is currently under review. If there are any changes, it is likely they will be implemented for new courses commencing in September 2019.

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1. INTRODUCTION

This guide gives information about awards offered by the States of Guernsey Education Services to potential postgraduate students, is intended to advise you how to make an application, and to inform you of the criteria adopted by Student Finance when making an award. It should be read in conjunction with the Guide to Higher Education Awards for Dependent Students or the Guide to Independent Student Bursaries.

Financial assistance may be available to students commencing full-time postgraduate courses at educational establishments outside the Bailiwick. The awards are:

- discretionary,
- subject to conditions being met by the applicant, and
- subject to overall financial limits set by us.

Applications must reach us **no later than the 30th June** prior to the commencement of the course. Late applications will **not** be considered.

You should note that the rules governing the entitlement to grant may change from time to time. Rates of grant and parental/student contribution are normally reviewed annually and a fresh application must be completed for each year of the course.

In this guide, the expressions “he”, “his” and “himself” refer generically to all applicants.

The material and information contained in this guide is for general information purposes only. Whilst every effort has been made to ensure accuracy, we make no representation regarding its completeness or accuracy. If you wish to obtain further information, please contact **Student Finance, Route Des Coutanchez, St. Peter Port, Guernsey, GY1 2TT (Tel. 706560 or studentfinance@gov.gg) to make an appointment.**

2. HOW TO APPLY FOR A POSTGRADUATE AWARD

Application forms are available around Easter time prior to the commencement of the course. Fully completed applications for postgraduate awards, including the written statement (see selection criteria) must reach us by **30th June preceding the start of the course. Applications received after this date will not be considered.** Application forms may be obtained by contacting us on telephone number 706560 or by email: studentfinance@gov.gg.

You must provide written evidence, when submitting your application that you have been offered a place to study at your chosen institution, even if the offer is conditional on your degree result and you being able to find funding. This must include confirmation of the fee you will be charged.

You must provide evidence of your degree result, certified by your institution, to us as soon as it becomes available and in any event before any award is taken up.

You must satisfy all of the eligibility criteria, as summarised below. Upon receipt, we will review the application for compliance with the eligibility criteria. We will write to the applicant confirming receipt of the application, requesting any missing or additional documentation and

advising the applicant whether their application has been admitted to the assessment stage and when they can expect to hear further.

Eligibility Criteria

You must meet all of the following criteria in order to be considered for a postgraduate award.

a.	<p>You must achieve a first class or upper second class honours degree at undergraduate level to be considered for a postgraduate higher education award. The degree should be from an approved UK university; if the degree is from an overseas institution, you should provide proof of the degree's equivalence.</p> <p>In exceptional cases, the Panel may at their discretion make an award to an undergraduate who has achieved a 2:2.</p>
b.	<p>You must meet the eligibility and residency criteria as detailed in the relevant guide i.e. Guide to Higher Education Awards for Dependent Students or Guide to Independent Student Bursaries.</p>
c.	<p>You must have explored known alternative sources of funding and provide evidence confirming the funding awarded, or that they were unsuccessful.</p> <p>For example, while we will continue to give support to PGCE students, the National College for Teaching and Leadership (NCTL) has advised that it will give maintenance grants to some PGCE students studying in England dependent upon the course. We would therefore expect those PGCE students eligible, to apply for a NCTL training bursary towards maintenance costs where applicable. Please refer to the NCTL website www.education.gov.uk/get-into-teaching for further information.</p>
d.	<p>The courses must be full-time, studied outside the Bailiwick and for at least a full academic year.</p>
e.	<p>The course should be taken at a recognised public sector institution in the UK and lead to a recognised postgraduate qualification. Applications for courses outside the UK will be considered on a discretionary basis. You should attach confirmation that the course and institution are fully accredited and of an educational standard at least as high as that of recognised courses in the UK.</p> <p>We will only fund up to the equivalent grant of a student studying a similar course in the UK. Fees must be paid directly to the institution and claimed back in arrears from us on production of a receipt detailing the full fee paid.</p>
f.	<p>You are not eligible for an award for more than five years of study in total if they are studying qualifications up to and including masters' courses at Level 7, unless you are studying medicine and dentistry where the undergraduate course is (by necessity) longer. Similarly, awards are restricted to seven years in total where students opt for a PhD/DPhil course.</p> <p>If the course for which you will be applying will take you beyond this limit, you will be required to fund the first one/two/three years of the course yourself, before a grant is awarded. You must apply to us before you start the course.</p>

	This refers to the length of time regardless of where studied and by whom funded.
g.	<p>If you have spent more than 12 months living outside the Island in the last three years or are neither resident nor going to be resident in the Island on the relevant day (30th June prior to commencing the course), you will be expected to apply first to the authority in which you have been residing and will have to provide written evidence to us that you were not eligible for assistance from that authority, before you can be considered for an award.</p> <p>Students who have been studying at a UK university, whose family home is in Guernsey or Alderney, are considered to be locally domiciled.</p>

Applications admitted to the assessment stage will be assessed by a panel, in early July, comprising:

- a member of the Committee *for* Education, Sport and Culture;
- the Lifelong Learning Manager (or a nominee); and
- another senior member of staff from Education Services.

All applications will be assessed on the same selection criteria.

Selection Criteria

We are only able to make a limited number of awards for first year postgraduate students based on the funding available and selection is based on the criteria below and not on a first come first served basis.

a.	Your performance at undergraduate level from your degree result.
b.	<p>You must write a statement, not exceeding 750 words, to us outlining why you wish to study the postgraduate course and what the benefit will be to you and to the wider community. <i>This statement is considered to be part of the application process and must be included when submitting the application form.</i></p> <p>Where the number of applications for postgraduate funding exceeds the number of awards available you may be asked to attend an interview.</p>
c.	<p>Preference will be given to applicants who have taken the shortest possible route to gaining their qualification.</p> <p>This means that, for example, applications for conversion courses will be given lower priority.</p>
d.	<p>Priority will be given to applicants studying courses for which students in England would be given either mandatory support or the course would be funded as an undergraduate course.</p> <p>This will include, for example, PGCE and some architecture courses.</p>

e.	Preference will be given to courses leading to an initial stage of a professional qualification that will lead to a professional qualification/status.
f.	If you are in a permanent position of employment and your course is relevant to that employment, then we would expect your employer to contribute to your funding.
g.	Preference will be given to applicants for courses that cannot be studied part-time on-Island through the Open University, GTA University Centre, College of Further Education or the Institute of Health and Social Care Studies.

Note: Selection criteria are considered carefully in order to ensure that the assessment of applicants is fair and transparent. Unsuccessful applications are usually the result of either the number of applicants exceeding the number of awards or a lack of supporting evidence in the written statement.

Priority for awards will be given for one year courses and then for research-based courses which exceed one year.

Once the panel has met, we will write to you confirming their decision and any conditions attached. You will normally be advised of the outcome of your application by mid-July. We will provide brief reasons for any rejected application.

A new application form must be submitted for each year of the course, if required.

Interviews

If you are requested to attend an interview, in addition to the information listed above, you may be asked questions about:

- Reasons for wishing to attend the course,
- Choice of university or college,
- Any relevant non-work experience, and
- Career intentions.

Unsuccessful Applications

We reserve the right, at our discretion, not to make a postgraduate award even if an application satisfies the eligibility and selection criteria.

Where there are more applications than funding or places available, we will, using the selection criteria, assess applications and rank them accordingly. It is therefore possible that an application will meet eligibility and selection criteria and not receive an award.

If you are unsuccessful, you may apply the following year. A fresh application form will need to be submitted.

If our limits were the reason for an applicant not securing funding, this may be taken into consideration on any future application. However the normal eligibility and selection criteria must still be met.

3. NATURE OF AWARDS

If an application is successful:

- i. Awards are means tested.
- ii. Awards will be subject to an assessment of parental and/or student income.
- iii. Income assessment will not be carried out until after the application has been assessed and is successful. Award letters are usually issued in August.
- iv. Maintenance grants will be calculated in the same way as for undergraduate students, except in the case of PGCE students where any bursary from the NCTL will be taken into consideration as follows:
 - If the bursary exceeds our maintenance allowance, then we will pay no maintenance.
 - If the student does not receive a NCTL bursary, maintenance will be assessed in the normal way.
 - If the student receives a NCTL bursary lower than our maintenance allowance, the balance of the maintenance grant will be assessed in the normal way.
- v. Tuition fees for all courses will be limited to a maximum total fee of £12,000.
- vi. Tuition fees for all courses, including PGCE, will be means tested in the normal way.

4. TUITION FEES

Postgraduate courses do not fall within the agreement regarding the charging of Home Fees to undergraduate students. It is therefore possible that institutions may charge overseas fees for postgraduate courses. We reserve the right to limit the level of funding.

5. REVIEW OF DECISIONS

Except where an application has been rejected on the grounds of insufficient funds being available, an applicant may request a review of the decision by the Committee *for* Education, Sport and Culture (excluding the selection panel member). You must write to the Chief Secretary within 14 days of the date of your letter. Reviews will be undertaken no later than the first Committee meeting in September, and applicants notified following that meeting.

6. STUDENT PROGRESS

You are expected to attend tutorials etc. and to progress on target within your chosen course. We carry out spot checks throughout the year and reserve the right to amend, withdraw or recover any grant awarded to you if these checks reveal that you are not attending at what we would consider to be an acceptable rate of attendance, or are not progressing as expected. Please note these spotchecks are in addition to our recently-introduced Academic Progress Report form process. Please see our online 'Academic Progress Report Guide' for further information on the process.

Despite these checks, you **must inform us immediately** if:

- You abandon or leave the course voluntarily or at the request of the university or college.
- You are absent from the course due to illness or any other reason for more than 20 days.
- You transfer to a different course at the same, or at a different, university or college.
- You have to repeat part of the course.

If you withdraw from a course, for any reason, you must ensure that all relevant paperwork as required by the university or college has been completed at the earliest opportunity and that you have notified us in writing. You may be charged any additional costs incurred by us as a result of a delayed withdrawal as outlined above.

7. CAREERS GUERNSEY

If you require advice about your career or information about courses of further or higher education can consult Careers Guernsey (Tel. 706565 or visit www.careers.gg).

8. FURTHER INFORMATION

Should you require further information about postgraduate funding, please contact us (Tel: 706560) for an appointment, write to **Student Finance, Route Des Coutanchez, St. Peter Port, Guernsey, GY1 2TT** or email studentfinance@gov.gg.