



University of
St Andrews

Scholarships policy – for entry 2024/5

Document type	Policy
Scope (applies to)	All students
Applicability date	31/07/2024
Review / Expiry date	31/07/2025
Approved date	15/08/2024
Approver	Deputy Academic Registrar
Document owner	Unit Administrator
School / unit	Academic Registry
Document status	Published
Information classification	Public
EDI review/Equality impact assessment	None
Key terms	Student administration/Academic financial support/Scholarships
Purpose	This policy outlines the principles within which the University of St Andrews communicates awards and administers scholarships and bursaries.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.4	Update to the policy for entry in 2024	Published	Rosalind Darvill, Registry Officer, Registry	01/08/2024

Scholarships policy – for entry 2024/25

1. Introduction

- 1.1. St Andrews is committed to attracting the very best students, regardless of financial circumstances.
- 1.2. We offer a range of scholarships and bursaries designed to provide assistance to:
 - help students support themselves during their time at university and
 - reward academic excellence.
- 1.3. This policy outlines the principles within which the University of St Andrews communicates, awards and administers scholarships and bursaries.

2. General principles

- 2.1. Scholarship applicants must have an offer of a place for a course at the time of the scholarship or bursary application deadline or the selection panel meeting to be considered for a scholarship award. Scholarship applicants must also meet the conditions of the scholarship, complete the application in full, provide all requested evidence, and submit the application by the deadline date to be considered.
- 2.2. Late requests or applications for Scholarships and bursaries after the published deadline will not be considered.
- 2.3. Scholarships and bursaries offered by the University of St Andrews are awarded to students undertaking programmes at the University of St Andrews, except for specific awards relating to joint or collaborative programmes with named partner organisations.
- 2.4. Scholarships and bursaries are awarded and paid only to fully registered students, and payments will not be made to students who have withdrawn from or interrupted their studies for any reason. The only exception to this is as outlined in the University's policy on Parental Leave for Postgraduate Research Students.
- 2.5. Scholarships and bursaries are awarded to those entering the University in the academic year the application is made. The University does not defer scholarship and bursary awards. Where an applicant awarded any University of St Andrews scholarship or bursary defers their place to the following academic year, the applicant will need to reapply to relevant scholarships and bursaries.
- 2.6. Scholarships and bursaries are awarded and paid according to good financial and accounting practices. Payments will be offset against invoices or paid out in instalments to encourage budgeting and good money management.

- 2.7. Externally funded maintenance scholarships greater than £3,000 or for more than one academic year will require a written agreement between the University of St Andrews and the relevant external body before a maintenance payment can be processed through the University on behalf of the student. A draft contract can be obtained by contacting partnerships@st-andrews.ac.uk.

3. Financial needs-based awards

- 3.1. Additional specific criteria and conditions are attached to financial needs-based awards as below:
 - a. Criteria for all awards will be clearly identified and published in the University's Scholarships and Funding catalogue and primarily based on evidence of financial need.
 - b. Applicants will be evaluated using a points-based system covering both gross household income and relevant contextual information. Financial assistance - Study at St Andrews - University of St Andrews (st-andrews.ac.uk).
 - c. Applicants applying to financial needs-based awards will normally only be awarded one needs-based award of the highest possible value.
 - d. Applicants to financial needs-based awards will be required to provide evidence of their financial circumstances before any decision is made.
 - e. Students on specific financial needs-based awards may be required to provide evidence of their financial circumstances on an annual basis which may be collected via SLC or SAAS or provided personally by the students.
 - f. There will be an annual, published table of gross household income bands for all students being awarded needs-based scholarships.
 - g. Full details of the award value, duration, payment method, any requirements or other specific terms and conditions will be detailed in the letter of award.

4. Donor specific awards

- 4.1. The University of St Andrews offers a range of awards generously funded by alumni and friends of the University, charitable trusts and other organisations and companies.
- 4.2. Some of these philanthropic awards have additional criteria that may be linked with the donor in some way, that the University will use when making selection decisions. These criteria will always be published in the University's Scholarships and Funding catalogue.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1	The Policy outlines the principles within which the University of St Andrews communicates, awards and administers scholarships and bursaries.	Approved	H Dudek, Unit Administrator, Registry	15/10/19
1.1	Update to the policy for entry in 2021.	Approved	H Dudek, Unit Administrator, Registry	11/01/2020
1.2	Update to the policy for entry in 2022.	Approved	H Dudek, Unit Administrator, Registry	03/08/2021
1.3	Update to the policy for entry in 2023.	Approved	H Dudek, Unit Administrator, Registry	28/09/22
1.4	Update to the policy for entry in 2024.	Approved	Rosalind Darvill	01/08/2024