

# ual:

## The Madame Yue Shun-xi Memorial Scholarship

Guidance Notes

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## About the Donor

The Madame Yue Shun-xi memorial Scholarship of £20,000 each are available to 2 students enrolled on the second year of the BA Architecture course at Central Saint Martins, University of The Arts London.

## About the Scholarship

- **£20,000** each (**£10,000** each academic year)
- For tuition fees, course costs and living expenses
- For 2 Home students
- Enrolled on **Year 2** of the **BA Architecture** course at **CSM**

The scholarship will be assessed on the basis of financial need and academic merit. It will provide a contribution towards course tuition fees, course costs and living expenses for the 2<sup>nd</sup> and 3<sup>rd</sup> year of the course except the placement year.

Applications are welcome from those who are in financial hardship and those who will benefit from undergraduate studies to realise their full potential.

## Eligibility criteria

To be eligible for the Madame Yue Shun-xi Memorial Scholarship students must be:

- Ordinarily resident in the **UK** (living in or predominantly tied to the UK for most of the three years before your course is due to start)

**AND**

- Enrolled on the second year of the full-time **BA Architecture** course at **Central Saint Martins**, UAL in October 2020

## Key Dates

Closing date:

All applications must be received by **1pm (UK time), Friday 31 July 2020**

**N.B.** We cannot accept applications that are incomplete or arrive late

## How to apply

Applications for this scholarship must be made by filling in an online application form via the funding tab in the [UAL Student Portal](#)

In addition to the online application form, you will need to send the following supplementary materials:

1. An electronic portfolio sent via Dropbox to [scholarshipapplications@arts.ac.uk](mailto:scholarshipapplications@arts.ac.uk) containing **one PDF document [50MB maximum]** which should be an example of what you consider to be your best work for the Selection Panel to review, and must include:
  - a title page with your name and course title
  - an introductory page of no more than 500 words explaining your work, methodology and inspiration
  - up to 15 pages of images with **each image** numbered and clearly labelled showing the date of production and, if relevant, title, size and materials used in the original piece (see below for how to upload to Dropbox)
2. A copy of your most up to date Curriculum Vitae (CV) or Résumé
3. Evidence of your household income
  - Examples:
    - i. 3 months bank statements
    - ii. 3 months payslips
    - iii. External scholarships
    - iv. Investments
  - N.B.** If you are a dependant then your household income includes the income of your parent(s) / guardian(s)
4. Evidence of medical condition (if applicable)
  - Examples:
    - i. Doctors' / Hospital letters
  - N.B.** These should be from a qualified medical practitioner, signed, dated, and from within the past 3 months
5. Evidence of financial hardship\* (if applicable)
  - Examples:
    - i. Credit card statements
    - ii. Overdrafts
    - iii. Expenditure
    - iv. Overdue rent letters
    - v. Bailiffs / debt collection letters
6. Evidence of residency covering a 3 year period
  - Examples:
    - i. Driver's license
    - ii. Letter or certificate from your school, college, university or other accredited educational or training organisation showing the dates you enrolled, attended and completed your course
    - iii. Annual tax statements covering a period of 3 years
    - iv. Official letters on letter-headed paper



v. Utility bills with your name and address

**N.B.** You can combine different documents to ensure you cover a 3 year period by providing one document for each year of residency

\*Financial hardship refers to unexpected events or unforeseen changes that have negative impacts on cash flow or finances. For example: changes in income or expenditure, changes in employment status (such as losing a job or having hours reduced). This does not include last month's rent or bills.

## How to upload to Dropbox

The following instructions are to guide you in uploading your portfolio via Dropbox:

- Go to [www.dropbox.com](http://www.dropbox.com) and create an account (if you don't have one already)
- Login to your account using your username and password
- Create a new folder by selecting this icon  in the top right hand corner just before the search box. **Be sure to use your full name as the name of the folder**
- Open the folder and upload your portfolio into it by clicking on this icon  in the top right hand corner just before the search box. This takes you to your desktop to select your file(s).
- Once your file(s) are uploaded in the folder, right click on the folder and select the option 'share link'
- In the dialogue box, enter the address: [scholarshipapplications@arts.ac.uk](mailto:scholarshipapplications@arts.ac.uk)
- Please **include your name and the scholarship you are applying for in the message box before sending**

## The assessment procedure for applications

Step 1:

After you submit your application, it will initially be assessed by the Student Funding Service at University of the Arts London, where it will be ranked according to financial need. This process will be based on the financial information you supplied in your application.

**N.B.** further evidence may be requested at a later date in order to complete the assessment.

Step 2:

Candidates who meet the financial ranking thresholds will be forwarded to an assessment panel for shortlisting. The assessment panel will consider the applicants based on academic merit and creative excellence.

Step 3:

The panel will make their final selections by marking the quality of application and the readiness of the applicant to achieve highly in the discipline, and the applicant's ability to articulate how the Madame Yue Shun-xi Memorial Scholarship will contribute to their studies.

Finally, the selection panel makes their last decision on who to award the funding to.

## Terms and conditions of the Madame Yue Shun-xi Memorial Scholarship

The following terms and conditions apply to acceptance onto the Madame Yue Shun-xi Memorial Scholarship:

- The scholarship will provide a contribution towards your course costs and living expenses
  - Living expense and course costs payments will be paid in termly instalments to the award recipient over the course of two academic years except the placement year
  - Applicants must enrol on the course in the same academic year for which they have applied for funding. Failure to do so will result in either:
    - The application being rejected
- OR**
- The award being withdrawn
- UAL will share personal data from completed scholarship application forms and portfolios of award applicants with the award donor. Information on academic progress and final results of scholars may be shared with the award donor.  
**N.B.** It cannot be guaranteed that applicants or scholars data will be as protected as it would be within the European Economic Area if the trustees of the donor are based outside of the European Economic Area
- Award recipients cannot be in receipt of more than one UAL affiliated or administered award. Applicants can apply for more than one award, but if offered more than one UAL affiliated or administered award, the recipient will need to choose which to receive
- Applicants can be in receipt of a UAL award and a non-UAL award (subject to the terms and conditions of the non-UAL award)
- Award recipients are expected to attend all timetabled classes and tutorials. The only exception to this is periods of absence due to illness and extenuating circumstances. Attendance will be monitored and any student with a poor attendance record may risk their award being terminated
- Award recipients are expected to attend a small number of College and University events to promote scholarship support to potential donors and to meet with scholarship supporters at these events (both during and after completing their course)
- The award will be terminated if registration/enrolment lapses on any grounds other than a temporary suspension of study due to extenuating circumstances  
**N.B.** Any absence due to extenuating circumstances must follow university [procedures](#)
- No applicant for the award should make any decisions regarding their enrolment, financial arrangements, accommodation or other matters that rely on the outcome of their application being successful.
- All applicants will be informed of the final decision via email.

## More Information

Please contact the Student Funding Service on 020 7514 8080 or email [funding@arts.ac.uk](mailto:funding@arts.ac.uk) for assistance or with any queries relating to the application process and this scholarship, or visit our [Scholarships Search](#) page.

## Checklist

Use this list to help ensure you have completed every part of the application before submitting.

| Have you  | Yes | Not applicable |
|---|-----|----------------|
| Filled out the online application form?   |     |                |
| Created your PDF portfolio?   |     |                |
| Does it have a title page with your name and course title?                          |     |                |
| Does it have an introduction (500 words maximum)?                                   |     |                |
| Have you included images (15 pages maximum)?  |     |                |
| Are the images numbered?  |     |                |
| Are the images labelled?  |     |                |
| Do the labels have the date of production?  |     |                |
| (If relevant) do the labels include a title?  |     |                |
| (If relevant) do the labels include a size?   |     |                |
| (If relevant) do the labels include details of the material/s used in the original? |     |                |
| Have you uploaded your PDF to Dropbox?  |     |                |
| Have you included your Curriculum Vitae / Résumé?                                   |     |                |
| Have you included evidence of your household income?                                |     |                |
| Have you included evidence of (if applicable) your medical condition?               |     |                |
| Have you included evidence of (if applicable) your financial hardship?              |     |                |
| Have you included evidence of your residency?                                       |     |                |

