

# ual:

## MA Design Furniture, Ceramics or Jewellery International Bursary

### Guidance Notes

#### Contents

1. About the Donor.....	1
2. About the Scholarship.....	1
3. Eligibility criteria.....	1
4. Key dates.....	1
5. How to apply.....	2
6. The assessment procedure for applications.....	3
7. Terms and conditions.....	3
8. Help.....	4
9. Checklist.....	5

## About the Donor

This bursary is provided by the Product Ceramic and Industrial Design programme to encourage and support applicants to MA Design (Furniture), MA Design (Ceramics), MA Design (Jewellery) at Central Saint Martins.

## About the Scholarship

- **£16,450**
- For **course costs and maintenance** for the first year of the course
- For 1 **International student**
- Accepted on the **MA Design (Furniture), MA Design (Ceramics), or MA Design (Jewellery)** course at **CSM**

The scholarship will be assessed on the basis of financial need and academic merit. It will provide a contribution towards course costs for the first year of the course.

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

## Eligibility criteria

To be eligible for MA Design Furniture, Ceramics or Jewellery International Bursary students must be:

- Considered an International student for tuition fee purposes
- AND**
- Accepted on the extended full-time MA Design (Furniture), MA Design (Ceramics), MA Design (Jewellery) course at Central Saint Martins, University of the Arts London, starting in **September 2022**

## Key Dates

Closing date:

All applications must be received by **Friday 17<sup>th</sup> June 2022**

**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 upload the following supplementary materials:

1. An electronic portfolio uploaded on the Student Portal containing **one PDF document [20MB maximum]** which should be an example of what you consider to be your best work for the Selection Panel to review. It 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
  - **For image based courses**, your upload should have 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
  - **For theory based courses**, an essay/written project of what you consider to be your best work for the Selection Panel to review
  - Your portfolio can be a combination of images and essays if necessary.
  
2. A copy of your most up to date Curriculum Vitae (CV) or Résumé (uploaded to the student portal)
  
3. Evidence of your household income (uploaded to the student portal)
  - Examples:
    - i Student's bank statements for the last 3 months **and**
    - ii Parent's or Partner's most recent pay slips for the last 3 months **or**
    - iii Parent's or Partner's annual tax statements **and**
    - iv External scholarships **and**
    - v Investments, bonds and savings for parents/partner and student
  - N.B.** If you are a **dependant** then your household income includes the income of your parent(s) / guardian(s). If you are an **independent student**, your household income includes the income of your partner. Translated and original copies should be provided if the original copy is not in English language
  
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. Translated and original copies should be provided if the original copy is not in English language
  
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
  - N.B.** Translated and original copies should be provided if the original copy is not in English language

**NB: If you have any technical issues when uploading your supporting documents to the student portal, please upload your documents via our [online enquiry form](#)**

\*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.

## 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, to ensure all supporting documents have been submitted.

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

Step 2:

An assessment panel will then assess the applicants for the award 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.

## Terms and conditions of the MA Design Furniture, Ceramics or Jewellery International Bursary

The following terms and conditions apply to acceptance onto the MA Design Furniture, Ceramics or Jewellery International Bursary:

- The scholarship will provide a contribution towards course costs and maintenance for the first year of the course
- Payment will be made via BACS in three termly instalments in year one of the MA course
- 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
- For continuing students of EU Overseas fee status, although the tuition fee is the equivalent to that of a Home fee status student, this does not qualify EU Overseas students for awards for Home fee students. Home fees students meet the UK residency criteria and EU Overseas students do not meet the residency requirement but the University is committed to EU Overseas students paying Home fees until the end of their course post-Brexit.
- When assessing financial hardship, the University considers any household income of £80,000 per annum or below as the criteria for financial hardship.
- 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.

- Applicants may withdraw consent to share information with UAL and external partnership sponsors at any time by contacting the Student Funding Service via our [online enquiry form](#). This may result in the application and/or award being withdrawn if UAL is longer able to determine eligibility for support.
- 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. However, in exceptional circumstances, on a case by case basis, we may consider two awards if the combined awards are less than £5000 in total.
- 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 via our [online enquiry form](#) for assistance or with any queries relating to the application process and this scholarship, or visit our [Scholarships Search](#) page.

If you are unable to upload your supporting documents on the student portal, please contact the Student Funding Service via our [online enquiry form](#)

### 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?		
Created a title page with your name and course title?		
Added an introduction (500 words maximum)?		
Included images (15 pages maximum)?		
Numbered the images?		
Labelled the images?		
Added the date of production? (if applicable)		
Included a title for all labels? (if applicable)		
Included a size on the labels? (if applicable)		
Included details of the material/s used in the original? (if applicable)		
Uploaded your PDF to Dropbox?		
Included your Curriculum Vitae / Résumé?		
Included evidence of your household income?		
Included evidence of your medical condition? (if applicable)		
Included evidence of your financial hardship? (if applicable)		