The Cecil Lewis Sculpture Scholarship
Guidance Notes

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About the Donor

The Cecil Lewis Sculpture Scholarship was created in 2007 by The Cecil and Hilda Lewis Charitable Trust to support postgraduate students on Fine Art courses at University of the Arts London (UAL).

About the Scholarship

- £12,000
- For tuition fees
- One award
- Studying either MA Fine Art at Chelsea, or MA Fine Art at CSM, with the primary focus of their practice being to produce objects existing in three-dimension.

The scholarship will be assessed on the basis of financial need and academic merit, it will provide a contribution towards course tuition fees

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 the Cecil Lewis Sculpture Scholarship students must be:

- Accepted on either the full-time MA Fine Art course at Chelsea College of Arts, UAL; or the full-time MA Fine Art course at Central Saint Martins, UAL commencing in September or October 2019

Key Dates

Closing date:

All applications must be received by 1pm (UK time), Thursday 14 June 2019.

N.B. Applications that are incomplete or arrive past the closing time stated will not be considered.

How to apply

Applications for this scholarship must be made by filling in an online application form
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 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. An academic or professional reference
4. Evidence of your household income
   Examples:
   - Bank statements
   - Payslips
   - External scholarships
   - Investments
   N.B. If you are a dependant then your household income includes the income of your parent(s) / guardian(s)
5. Evidence of medical condition (if applicable)
   Examples:
   - Doctors’ / Hospital letters
   N.B. These should be from a qualified medical practitioner, signed, dated, and from within the past 3 months
6. Evidence of financial hardship* (if applicable)
   Examples:
   - Credit card statements
   - Overdrafts
   - Expenditure
   - Overdue rent letters
   - Bailiffs / debt collection letters

*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.

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### 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 name 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
• 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:
An assessment panel will then shortlist the applicants for the award based on academic merit and creative excellence, before forwarding the shortlisted applicants to a selection panel. Once the selection panel has shortlisted applicants, they will then invite them for an interview at London College of Communication. If you are invited, you will be required to bring your portfolio and examples of your work with you to the interview.

Step 3:
The selection panel will make their final selection by marking the quality of application and the readiness of the applicant to achieve a highly in the discipline, and the applicant’s ability to articulate how the Cecil Lewis Sculpture 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 Cecil Lewis Sculpture Scholarship

The following terms and conditions apply to acceptance onto the Cecil Lewis Sculpture Scholarship:

• The scholarship will provide a contribution towards your tuition fees
• Tuition fees will be paid directly from the award into the University’s Tuition Fees account. Living expense payments (if any) will be paid in termly instalments to the award recipient.
• 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
• The award being withdrawn

• 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 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.

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<thead>
<tr>
<th>Have you Filled out the online application form?</th>
<th>Yes</th>
<th>Not applicable</th>
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