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## The Jane Rapley Scholarship

Guidance Notes

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## About the Donor

The Jane Rapley Scholarship has been set up in honour of the former Head of College, Jane Rapley, to help support postgraduate students at CSM and to ensure that the college continues its strong tradition of providing outstanding education for future generations of talented art, design and drama students.

## About the Scholarship

- **£5,000** each
- For course material and living expenses
- For 2 **Home** or **International** postgraduate students enrolled on a one year course or the second year of a two-year course
- Studying on a **MA** or **MRes** or **MArch** course at **CSM**

The scholarship will be assessed on the basis of financial need and academic merit, and will be awarded to those who have the ability and potential to make an exceptional contribution in their chosen field.

**Applications will be by nomination only.** Course leaders will send their nominations to the Student Funding Team who will contact nominated students with information on how to apply for the Scholarship.

## Eligibility criteria

To be eligible for the Jane Rapley Scholarships students must be:

- Currently enrolled on a full-time **MA** or **MRes** or **MArch** course at **Central Saint Martins, UAL**

**AND**

- Studying either a one year postgraduate course or the final year of a two year postgraduate course

## Key Dates

Closing date:

All applications must be received by **Friday 20<sup>th</sup> August 2021**.  
**N.B.** We cannot accept applications that are incomplete or arrive late

## How to apply

**Applicants will be nominated by Course Leaders.** Course Leaders should send their nominations and reference to [funding@arts.ac.uk](mailto:funding@arts.ac.uk)

Nominations are restricted to two nominations for each course (not each pathway).

Nominated students will be invited to submit an application by the Student Funding Service. All nominated students must complete the application sent by the Student Funding Service.

In addition to the online application form, you will need to upload the following supplementary materials with your application:

1. An electronic portfolio sent via Dropbox to [scholarshipapplications@arts.ac.uk](mailto:scholarshipapplications@arts.ac.uk) containing **one PDF document** 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
  - **For image based courses**, 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)
  - **For theory based courses**, an essay/written project of what you consider to be your best work for the Selection Panel to review (see below for how to upload to Dropbox)

**N.B.** 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 most recent pay slips for the last 3 months **or**
  - iii. Parent's annual tax statements **and**
  - iv. External scholarships **and**
  - v. Investments, bonds and savings for parents and student

**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 (uploaded to the student portal, if applicable)

Examples:

  - vi. 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\* (uploaded to the student portal, if applicable)

Examples:

  - vii. Credit card statements
  - viii. Overdrafts

- ix. Expenditure
- x. Overdue rent letters
- xi. Bailiffs / debt collection letters

**N.B.** If you are unable to upload your supporting documents on the student portal, please send your attachments via email to [scholarshipapplications@arts.ac.uk](mailto:scholarshipapplications@arts.ac.uk)

\*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:

Shortlisted applicants will be invited for an interview at Central Saint Martins. If you are invited, you will be required to bring your portfolio and examples of your work with you to the interview.

**N.B.** Interviews may be via video conference due to government regulations on social distancing

Step 4:

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 Scholarship will contribute to their studies.

## Terms and conditions of Jane Rapley Scholarships

The following terms and conditions apply to acceptance onto the Jane Rapley Scholarships:

- The scholarship will provide a contribution towards course material and living expenses
- Course material and living expenses will be paid in termly instalments via BACS 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

**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
- Applicants may withdraw consent to share information with UAL and external partnership sponsors at any time by emailing [funding@arts.ac.uk](mailto:funding@arts.ac.uk). 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.
- 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 email [scholarshipapplications@arts.ac.uk](mailto:scholarshipapplications@arts.ac.uk) 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 send your attachments via email to [scholarshipapplications@arts.ac.uk](mailto:scholarshipapplications@arts.ac.uk)

### 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?		
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)


(Please tick the boxes that apply)