# Guidelines for Applicants

# Completing the form

**Section 1** - Personal details

Make sure that you give us your name and your address for correspondence. You should supply the name of the School, College or other educational institution (i.e. University) which you have attended most recently, your date of birth, your UCAS Personal ID number, and the degree course you will be/are undertaking at the University of Aberdeen. If you have an e-mail address, please include it.

**Section 2** - Qualifications and grades awarded

You should summarise the academic (or work-related) qualifications you currently hold, giving year awarded, type of qualification and subject, and grades achieved.

\* If you are currently an undergraduate student, please also summarise University grades achieved to date.

**Section 3** - Qualifications and predicted grades

You should also enter qualifications still to be taken if applicable.

If you require further space for sections 2 or 3, please attach an extra sheet giving the details.

**Section 4** - Sponsorships, Scholarships and Prizes

If you have applied for, or already been awarded a bursary or scholarship, or have applied for or gained scholarship to support your undergraduate studies, please give details of the source(s) and amount(s) involved.

List any prize or award you have gained for academic performance or in employment, or for other skills or achievements, whether in school or college, or outside.

**Section 5** – Employment History

Please provide details of positions or work experience held.

**Section 6** - Relevant outside activities

Please tell us about any activity you take part in which you feel is relevant to your current or future studies. For example, if you are aiming to study Law or Medicine or Forestry you might mention relevant work experience.

**Section 7** - Personal statement

Please give reasons why you think you should be considered for the award of a Jim Duncan Scholarship. The scholarship is open to anyone who has decided to go to University to undertake an undergraduate degree after having had a break in their education, or who are resuming their undergraduate studies at the University after an interruption, and require financial assistance. If you have decided to go to University to undertake an undergraduate degree after having had a break in your education, please give us full details. Please provide full details if you are resuming your undergraduate studies at the University after an interruption. Please tell us why you decided to choose the course you will be/are studying.

If you require further space for Section 7, please attach an extra sheet giving the details.

**Section 8** – Financial Circumstances

This scholarship is awarded on the basis of financial need and academic potential; only applicants who can demonstrate financial need are eligible for this scholarship and you must provide full details of your financial circumstances. Please tell us as much as you can about your financial circumstances. You are encouraged to supply information relating to all sources of household income and expenditure. **The Scholarship Panel expects to see supporting documentary evidence and your application is likely to be unsuccessful if this is not provided.**

If you require further space for Section 8, please attach an extra sheet giving the details.

**Personal Reference**

You will need to provide a supporting reference. It should be completed by someone who is familiar with your circumstances and your recent studies – whether at school, college, University, access course or in employment. Someone from your school or college (ie. guidance teacher, teacher) or someone from your place of work who has a supervisory or managerial role would be a satisfactory referee. If you are already at University, your Adviser of Studies or a lecturer would be a suitable referee.