# Jim Duncan Scholarship

# Guidelines for Applicants

# Completing the form

The Jim Duncan Scholarships are open to applicants who have decided to go to the University of Aberdeen to undertake an undergraduate degree **starting in September 2015** 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.

Please note that having had a one year ‘Gap Year’ does not constitute a sufficient break in education.

There are two Jim Duncan Scholarships available. They are each valued at £1,500 per annum.

The scholarships shall initially be awarded for a two year period of the undergraduate course in order to give security to the scholars awarded.  Thereafter, the scholar may apply to have the scholarship renewed on an annual basis. The scholarships will be awarded on the basis of financial need and academic potential. Applications from medical students would be particularly welcome.

To be considered for a Jim Duncan Scholarship you will need to have applied to the University of Aberdeen for a place starting in September 2015; to be awarded a scholarship you must receive and then firmly accept an offer, either conditional or unconditional, of a place at the University. The scholarships can only be held by students of the University – they cannot be transferred to another institution.

The only exception to the above is if you are resuming your undergraduate studies at the University of Aberdeen after an interruption.

Students undertaking a second undergraduate degree are permitted to apply, however priority will be given to applicants entering higher education for the first time, unless exceptional circumstances can be demonstrated.

**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 which you have attended most recently, your date of birth, your UCAS Personal ID number, and the degree course you will be 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 resuming your undergraduate studies at the University of Aberdeen after an interruption, 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.

**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 applicants who have decided to go to the University of Aberdeen to undertake an undergraduate degree **starting in September 2015** 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 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 resuming your studies at the University of Aberdeen after an interruption, your Adviser of Studies or a lecturer would be a suitable referee.

The form for your Reference should be given to the person you have nominated. The person writing the Reference should give it back to you, in a sealed envelope. It is then your responsibility to ensure that the reference is enclosed with your application.

NB: applications where the candidate has written the supporting reference, or where no UCAS Personal ID Number is given will not be considered by the Scholarships Panel.

# Timetable

The closing date for applications is **19 May 2015**. Please send your completed application form, together with your reference to:

**Mr James Wright, Jim Duncan Scholarships, Scholarships Panel, Student Recruitment and Admissions Service, University of Aberdeen, The Hub, Elphinstone Road, King’s College, Aberdeen AB24 3TU.**

Please note that applications cannot be considered if the reference is not submitted.

If you have any queries not answered by the guidelines above please contact us at the above address, or by telephoning 01224 272090/91.

# Notification of Awards

You will be told whether or not your application has been successful by post at the correspondence address on your application form by 30 June 2015. If your application has been successful the award will be subject to your admission to the University.