

# 2022 Jim Duncan Scholarships - Guidance for Applicants

## What are the Jim Duncan Scholarships?

The Jim Duncan Scholarships were established in 2001 by a graduate and supporter of the University, to provide financial support to students who are returning to full-time education after an **extended** break, or who are **resuming** their studies at the University of Aberdeen after an interruption in studies. The Scholarships will be awarded based on financial need and academic potential.

Each scholarship is valued at £2,500 per annum. The scholarships shall initially be awarded for a two-year period of the undergraduate course to provide security to the successful recipient. Thereafter, the recipient can apply to have the scholarship renewed on an annual basis. The successful candidates will be expected to submit an annual report at the end of each academic year.

## Who is Eligible to Apply?

The Jim Duncan Scholarships are open to either:

Applicants who have applied through UCAS to the University of Aberdeen for a place on a full-time undergraduate degree programme, starting in September 2022, after having had a break in education of **more than one year**. Applicants must have received and accepted either a conditional or unconditional offer,

or

Full-time undergraduate students who are resuming their studies in September 2022 at the University of Aberdeen after an interruption of **more than one year**.

Applicants must also meet one or more of the widening access criteria as set out in the University's contextualised admissions policy: [Widening access criteria | Study Here | The University of Aberdeen \(abdn.ac.uk\)](#)

Please note that a one year 'Gap Year' does not constitute a sufficient break in education.

## How do I apply?

To apply please complete and submit the online application form at [Jim Duncan Scholarships 2022 | University of Aberdeen \(geckiform.com\)](#) The closing date for applications is:

**8 July 2022**

## How do I complete the Application Form?

**Personal Details** - Make sure that you provide your name and a valid email address. We will use this email address to confirm receipt of your application and for any future correspondence about your application.

**For New Undergraduate Applicants only - UCAS Personal ID Number**– This is a 10-digit number provided by UCAS.

**For Returning Undergraduate students only – Student ID Number** – This is your 8-digit Student ID Number.

Inputting the correct UCAS Personal ID Number or University Student ID Number is essential as we will use this to verify your eligibility to apply. Please note that applications that do not contain an accurate ID Number will not be considered.

### Widening Access Criteria

Please tick all the widening access criteria that apply to you. The following guidance should help:

- 1. SIMD20 or SIMD40 Postcode:** You can check if your home postcode is in a SIMD 20 or SIMD 40 area on the [SIMD20 Postcode Checker | Study Here | The University of Aberdeen \(abdn.ac.uk\)](#)
- 2. Care Experienced:** If you have been cared for by a local authority or the state then you are care experienced. This includes anyone who has been in residential care (i.e. a Children's Home), anyone who has been in Foster Care (i.e. living with a foster family), someone who has been adopted and anyone who has been in the care of the local authority in their own home (i.e. under a statutory care / protection order).
- 3. Remote and Rural Area:** You can check if your home address is in one of these target areas by visiting the urban rural classification webpages on the [Scottish Government website](#). The site contains a downloadable map that shows where each of these different areas are in Scotland and a look-up file that you can use to check if your postcode / home address is in one of the target areas.
- 4. Unpaid Caring Role:** An unpaid carer is anyone who cares for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support and receives no payment for the care given. If you provide an unpaid caring role, please tick this box, and tell us about your situation in your personal statement.

5. **Estranged from family:** Applicants who have no contact, and receive no support, from their families are referred to as being “Estranged”. In order to qualify under this criteria, you will have to have been estranged from your family for a sustained period of time (at least a 12 month period). You will also have to be expecting to receive no support from extended family during your time at University. Please tick this box if you think you meet this criteria and tell us about your situation in your personal statement.
6. **Gypsy, Roma or Travelling Community:** Tick this box if you identify as belonging to the Gypsy, Roma or Travelling Community.
7. **Free School Meals:** If you were in receipt of free school meals whilst you were at secondary school then please tick this box.
8. **Education Maintenance Allowance:** If you were in receipt of Education Maintenance Allowance, whilst you were at secondary school, then please tick this box.
9. **Mental Health Issues:** If a personal Mental Health issue has impacted negatively on your education in the senior phase (or throughout most of your secondary education) then tick this box and let us know the details in your personal statement.
10. **Physical Health Issue:** If a personal Physical Health issue has impacted negatively on your education in the senior phase (or throughout most of your secondary education) then tick this box and let us know the details in your personal statement.
11. **Refugee/Asylum status:** Tick this box if you have been granted Refugee / Asylum status.
12. **Applicants whose parent(s) have had a custodial sentence:** If either of your parents had (or have a current) custodial sentence then tick this box. You can provide more information in your personal statement.
13. **Applicants who have parents in British Military Service or who have themselves been in British Military Service:** Please tick this box if this applies to you or your parents.
14. **Any Other Exceptional Circumstances:** Please tick this box if you feel that there are any other exceptional circumstances not covered above that mean you should be considered for an entrance scholarship. You must provide details of these in your personal statement.

### **Financial Circumstances**

We will use the verified household income figure as determined by SAAS to assess an applicant's financial need. Please tick the appropriate box to indicate whether you have applied or are in the process of applying to SAAS.

Please make sure you email a copy of your award letter to [entrance.scholarships@abdn.ac.uk](mailto:entrance.scholarships@abdn.ac.uk) as soon as you receive it. This award letter will indicate whether you have been awarded a SAAS bursary (ISB, YSB or CESB) and/or a Student Loan.

If you are not applying for a SAAS Bursary, please give us details of why not. We will need a detailed description of your financial circumstances which could include details of PAYE income, self-employed income, pension income, state benefits and other sources of income. Documents to support your financial situation should be emailed to [entrance.scholarships@abdn.ac.uk](mailto:entrance.scholarships@abdn.ac.uk)

### **Personal Statement**

In this section please give reasons why you think you should be considered for a Jim Duncan Scholarship. Please provide details about your educational journey, your reasons for taking time away from education and why you have decided to return to full-time education now.

### **Academic Potential**

Please list any prizes, awards, or achievements relevant to your application.

### **How will my data be used?**

Please see our website [Enquirers and Applicants | About | The University of Aberdeen \(abdn.ac.uk\)](#) which explains how the University handles applicant's data.

### **How will my application be assessed?**

All eligible applications will be considered by a panel drawn from both Academic and Administrative staff who have an interest in and/or specialist knowledge of student support and widening access issues.

The Scholarship Panel will make its decisions based on applicants' financial circumstances taking in to account personal circumstances, educational background and other relevant information given in the application.

We may contact you to request supplementary documentation which verifies statements made in your application.

### **When will I be notified of the outcome of my application?**

You will be notified of the panel's decision by email by September 2022 with a view to making initial scholarship payments before the end of the first half session.

Our Scholarships can only be held by students registered at the University of Aberdeen – they cannot be transferred to other institutions.

## **Additional Information**

If you have any questions or need any advice on applying to the Jim Duncan Scholarship Scheme please email: [entrance.scholarships@abdn.ac.uk](mailto:entrance.scholarships@abdn.ac.uk) where we will be happy to help.