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# The Forward Bound Scholarship Scholarship agreement

This award has been made possible through a donation made to the School of Health Sciences by a private individual donor. The donor’s aim is to provide an international postgraduate experience to health professionals from low and lower-middle income countries allowing them to further cultivate an area of specialism and then to return to their country of origin where they can make a tangible difference to their community.

The donations that will create the scholarship fund have been formally accepted by the university’s Disbursement Advisory Group and therefore have been deemed to present no ethical concerns in terms of their source.

The donor has worked closely with the School to establish arrangements for a full scholarship for an eligible postgraduate student embarking upon the full-time MA Health Promotion (and/or variants thereof) programme of study at the University of Brighton.

This agreement is made between the selected scholar and the University of Brighton, acting on behalf of the donor.

The purpose of this agreement is to summarise the scholarship and the associated conditions.

1. **Details of the scholarship**

The scholarship provides 12 months’ of support towards the completion of the full-time taught masters programme (MA) in Health Promotion, delivered by the School of Health Sciences at the University of Brighton.

The award will cover:

* one return airfare from the scholar’s home country to the UK
* all approved tuition and examination fees at the university
* on-campus accommodation costs, plus a term-time residential catered package
* an allowance for subsistence

1. **Tuition fees**

The tuition fees associated with the masters programme will be charged directly to the Forward Bound Scholarship fund and no payment will be required from the scholar.

1. **Accommodation**

Arrangements have been made for the scholar to live at the Falmer campus (where the course is based) in the Great Wilkins’ residences for a 50 week period. The costs for the accommodation will be charged directly to the Forward Bound Scholarship fund and no payment will be required from the scholar.

In addition, a catered package will be provided for the scholar during term-time (c. 31 weeks). This will cover breakfast and dinner for the scholar during term-time and the scholar will use their student card to redeem this package on a daily basis.

1. **Subsistence**

A subsistence allowance has been calculated in line with other similar masters scholarships. Taking into account the accommodation and term-time catered package, the following allowance levels have been agreed: £70 per week during term-time (31 weeks) and £90 during vacation period (19 weeks).

This allowance can be distributed to the scholar in cash via the campus Finance Office on a weekly basis or the preferred method would be to make an electronic transfer of funds to the scholar’s UK bank account, either monthly or in 3 tranches.

The purpose of this allowance is to cover personal and local travel costs over and above accommodation.

An allowance of £15 has been included in the scholarship package to reimburse the cost of purchasing the NUS Extra card which is the UK’s official student discount card and also serves as form of proof of student status.

1. **Travel and visa costs**

The scholarship will cover the cost of one return flight from the scholar’s home country to the United Kingdom. The tickets will be purchased on behalf of the scholar by the University of Brighton once dates of arrival and likely duration of stay have been agreed. If due to unforeseen circumstances, it is not possible for the university to arrange travel tickets for the scholar in advance of departure from their home country, the tickets will be paid for by the scholar and costs will be reimbursed upon the scholar’s arrival, provided they hand in the original travel documents, including boarding passes. Please note that in circumstances where the student has to book and pay for their travel, the maximum level of reimbursement available will be £500 for a one-way fare (to or from the UK).

After accepting the scholarship award, the scholar should immediately check with the nearest UK embassy or consulate regarding the process for visa application. The scholar must ensure they apply for the correct visa type and submit all the required documents. The costs of obtaining the appropriate visa for entry into the UK will be reimbursed and therefore original invoices must be kept and submitted to the University of Brighton on arrival.

Within the scholarship, funds have been reserved for the purchase of private health insurance and information on the packages available will be provided to the scholar on arrival. The costs of purchasing such insurance will be reimbursed to the scholar. This health insurance will be in addition to the access available to the scholar to the National Health Service in the UK.

The scholar is expected to enrol on the university’s free international orientation programme which usually takes place the week before term begins and includes a free airport pick-up service. For September 2015, the programme will begin on Tuesday 22nd September 2015.

1. **Academic progress and reports**

As per all enrolled students, the scholar will have an assigned course leader who will be responsible for guiding the scholar and monitoring his/her progress and performance. In addition, each student has a personal tutor who provides pastoral support.

The course leader will work with the scholar to agree and produce a personal development plan at the start of the course.

The scholar must inform their course leader of any change to or interruption of their studies or agreed work plans.

The taught Masters programme is modular and the scholar is expected to demonstrate continued engagement in the subject area between modules by attending various academic and extra-curricular sessions as identified by the course leader.

After completion of each semester, the scholar will be asked to write a 500 word reflection in relation to their personal development plan. The course leader will provide guidance on how to write these reflection pieces.

During the period spent at the University of Brighton, the scholar is bound to the rules of the institution and course requirements including provision of additional documents in order to fulfil the enrolment requirements for the course.

In February and June, the scholar and course leader will produce a progress report including modules progression (highlighting marks awarded) and student reflections. In addition, 2 months after returning to their home country, the scholar will be asked to supply an initial impact report (outlining the immediate personal, professional and organisational impact of the masters programme and overseas study experience upon the scholar primarily), with a final impact report being provided a year following completion of studies commenting further on the impact upon the scholar and which should also indicate the tangible difference(s) the scholar has made in their community.

Templates will be provided for all the reports mentioned above and copies of the completed reports will be shared with the donor.

The scholar is also encouraged to maintain contact with the university following completion of their studies through the Alumni Association and with the Health Promotion Brighton network in order to support their ongoing professional development.

1. **Contact persons**

A contact person at the home organisation/institution of the scholar must be identified and their name/contact details provided to the University of Brighton. The contact persons here at the university will be the scholar’s course leader and personal tutor. The names and contact details for these individuals will be shared with the home organisation/institution.

The purpose of the contact persons is to deal with any matters of emergency or significant issues.

1. **Conditions of the scholarship**

In accepting this award, the scholar should be aware of the following conditions

1. The funds disbursed directly to the scholar by the University of Brighton shall be used only for the purposes outlined above
2. The scholar must maintain a detailed expenditure record for the funds directly disbursed and this record to be submitted to the School of Health Sciences’ office on a monthly basis
3. Formal confirmation of this award will be issued when the scholar has met the academic requirements for entry to the course
4. Following formal confirmation of the award, the scholar will provide a formal statement of thanks that can be passed to the donor
5. The scholar will be involved in publicising the scholarship programme via university literature, press releases and/or events
6. The scholar will meet the donor in person as arranged by the School of Health Sciences on at least one occasion during the period of study
7. The scholar will be expected to reside in the United Kingdom throughout their award and any visits away from the UK during the scholarship should not exceed 15 days, unless with prior written approval from the Course Leader
8. The scholar may not undertake paid employment during their award without prior written consent from their course leader and personal tutor
9. By accepting this award, the scholar is required to return to their country of origin on the expiry of the scholarship in order to ensure impact can be made in their community as per the original stated aims of this award. If unavoidable circumstances mean the course of study is not completed on the expiry of the scholarship, a longer stay without funding may be necessary or the final dissertation may need to be completed from the scholar’s country of origin with online/email support
10. The University of Brighton is unable to provide any letter of support which might be required by the scholar to stay on in the UK for employment purposes
11. All terms and conditions of the scholarship are subject to UK local law and practises
12. All regulations concerning immigration and visas are set by the UK immigration authority and are subject to change
13. The scholarship may be terminated at any time for reasons of unsatisfactory conduct, progress or attendance; or if wrong/false information is provided in the application
14. The University of Brighton reserves the right to cancel further payments and/or demand the refund of amounts already paid in the case of non-compliance to the conditions outlined in this agreement (including the obligation to provide the requested progress and final reports or documentation) or if it transpires that false information has been provided in the application.

Signed in Agreement by:

**(FULL NAME OF SCHOLARSHIP RECIPIENT)** Date  
Scholarship Recipient

**Professor Shirley Bach** Date  
Head, School of Health Sciences, The University of Brighton