

# University of Plymouth Sanctuary Scholarship

## Terms and conditions January 2021

### 1. The Scheme

- 1.1 The University of Plymouth provides Sanctuary Scholarships under the UK City of Sanctuary scheme and Section 1(1)b of the Human Rights Act 1998 and Article 2 of the First Protocol to the convention for the Protection of Human Rights and Fundamental Freedoms (European Convention on Human Rights; no person shall be denied the right to education).
- 1.2 In accordance with Article 13(2) of the United Nations International Covenant on Economic, Social and Cultural Rights, higher education shall be made equally accessible to all, on the basis of capacity.
- 1.3 All forced migrants in the UK have the right to access higher education, in full equality with all other persons in the UK. They shall not be discriminated against in the enjoyment of this right on the grounds that they are forced migrants.
- 1.4 The scheme aims to make sure that our scholarship student body is diverse in terms of the protected characteristics contained in the Equality Act 2010.

### 2. Eligibility

- 2.1 Eligibility status for Sanctuary Scholarships has been determined based on Article 26 of the City of Sanctuary scheme
- 2.2 To be eligible for the Sanctuary Scholarship you must fall into one of the following immigration status groups:
  - 2.2.1 asylum seeker – a person who has made a claim in the UK for refugee status;
  - 2.2.2 refugee status OR humanitarian protection without access to home fees and student finance;
  - 2.2.3 a person who has limited leave to remain (formerly discretionary leave to remain) this could include, for example, unaccompanied asylum seeking children who have reached majority age;
  - 2.2.4 the dependants of any of the above status groups in recognition that they are also from asylum-seeking or refugee backgrounds.
- 2.3 Any applicant residing in the UK can apply, however the University of Plymouth will give priority to applicants already residing in the Plymouth area.
- 2.4 You must meet all the conditions of the academic offer to be able start your studies; this is determined on a case-by-case process as part of the admissions process (see Section 3).
- 2.5 If you defer your course entry start date you will have to apply again for Sanctuary Scholarship for your new year of entry.
- 2.6 If you are not awarded a Sanctuary Scholarship, you can still start your studies on a self-funded basis through the standard admissions process for international students and pay the fees set out by the University.
- 2.7 You are expected to apply for and receive all UK government student financial support that may be available to you and have exhausted all other options prior to applying for a Sanctuary Scholarship.

- 2.8** You are not eligible for the Sanctuary Scholarship if you are applying to study:
- 2.8.1** On a part-time basis
  - 2.8.2** Any postgraduate courses
  - 2.8.3** Any courses which require credit-bearing overseas placements
  - 2.8.4** Any courses with credit-bearing paid work placements
  - 2.8.5** Any courses with credit-bearing placements requiring right to work checks. You should check this with the Faculty your programme of study is in or with the central EDI Team.

### **3. The Award**

- 3.1** The Sanctuary scholarship is made up of two components;
- 3.1.1** Fee-waiver for the entirety of your undergraduate course, regardless of course length.
  - 3.1.2** A living bursary of £1000 for the first three years only of your undergraduate course paid directly to you.
  - 3.1.3** A pre-sessional English course at the University's English Language Centre
- 3.2** The Sanctuary Scholarship can be applied to a foundation year to enable you to complete a full undergraduate degree.
- 3.3** Living bursary payments will be paid directly to you on enrolment. The first payment will be made at the start of your studies, whether foundation or undergraduate year and continue annually for three years.
- 3.4** You will be contacted at the start of each academic year with a payment schedule of living bursary payments.
- 3.5** Living bursary payments cannot be paused or deferred to another year.
- 3.6** All payments of the Award under these Terms shall be made in GBP Sterling, to the bank account you have provided to the University. Payment shall only be made into a UK-based bank account.
- 3.7** Payments will be made only to you. It is the your responsibility to ensure that the University at all times holds up-to-date bank account details for the Student.
- 3.8** Requests for payment in kind will not be considered
- 3.9** Applicants must complete a pre-sessional English course at the University as a condition of their offer. Failure to complete the course to a satisfactory standard may result in the withdrawal of the scholarship and place on their chosen course. There are no fees for this course.
- 3.10** The University reserves the right to offset any payments against invoices for unpaid University services, such as outstanding library fees or University-administered accommodation charges (if applicable). The Student Accounts Team will contact you directly should this be the case.
- 3.11** If you and your family are in receipt of asylum support provided by the UKVI (Home Office), the Sanctuary Scholarship living cost award is likely to disrupt your eligibility for these

payments. It is your responsibility to seek independent advice from a refugee organisation on the impact that the scholarship may have on your family's access to financial support from the UKVI.

**3.12** The entire Sanctuary Scholarship (both fee-waiver and living bursary) will be renewed each year provided that you continue to meet all the following conditions:

**3.12.1** satisfactorily progress to the next year of study;

**3.12.2** continue to be registered on your course at the time of each payment;

**3.12.3** continue to have a right to reside in the UK;

**3.12.4** continue to have a right to study in the UK.

#### **4. Application process**

**4.1** All applications to study at the University of Plymouth under the Sanctuary Scholarship scheme are direct-entry and you should not apply through UCAS.

**4.2** You only need to complete one application form available at [www.plymouth.ac.uk](http://www.plymouth.ac.uk) for both applying to your course and applying for the Sanctuary Scholarship.

**4.3** You cannot apply for a sanctuary scholarship if you have applied to study separately via any other University process.

**4.4** You must complete the application form electronically and in full. The University strongly recommends you complete the application form with the assistance of a voluntary or community support organisation.

**4.5** Your personal details must be completed in full including an email address, correspondence address and telephone number which the University can contact you on.

**4.6** You are encouraged to declare any disabilities when completing your application form however this is not mandatory and you can inform the University later on if you prefer.

**4.7** You must complete all necessary fields on immigration status.

**4.8** All applications must include a statement of support from a referee. In this instance, a referee could be an individual who knows you personally from:

**4.8.1** A community support organisation that have supported you,

**4.8.2** A voluntary or charitable organisation that have supported you,

**4.8.3** A teacher, lecturer or tutor that have worked with you,

**4.8.4** A manager from any volunteering you may have done

**4.9** You must not be related to your referee. Friends and family members will not be accepted as referees.

**4.10** Incomplete applications will not be accepted and the University is not responsible for informing candidates of incomplete applications but will endeavour to do so where possible

**4.11** You must tick all boxes on the declaration within the application form and sign the application form to confirm that you have read and accepted the Sanctuary Scholarship terms and conditions.

- 4.12** It is your responsibility to ensure that the course you apply for does not fall under any excluded programmes from the Sanctuary Scholarship scheme.
- 4.13** Late applications are not accepted and it is your responsibility to ensure you submit your application within the agreed timescale.
- 4.14** The assessment panel will review the information you have provided on your application form, in order to fully understand:
- 4.14.1** Your eligibility for UK Government student funding.
  - 4.14.2** Any barriers that you may have faced to access and complete higher education, which might include any:
    - 4.14.2.1** interruption to studies;
    - 4.14.2.2** unsuccessful applications to higher education;
    - 4.14.2.3** inability to apply due to forced migration.
  - 4.14.3** Your prior qualifications and whether you already hold a recognised degree or have previously experienced higher education.
  - 4.14.4** Your immigration status, which will determine the security of your stay and ability to work in the UK.
- 4.15** The assessment panel will then assess applications based on:
- 4.15.1** Clarity of ideas in personal statement and whether these have effectively answered the questions.
  - 4.15.2** Previous knowledge, experience or qualifications in the field they wish to study. Evidence of qualifications is not required but should be demonstrated through their personal statement.
  - 4.15.3** Referee's statement of support for the applicant and whether this demonstrates that the applicant is ready for Higher Education study
- 4.16** Successful applicants will be invited to an interview with a pre-determined assessment panel including academic staff from their chosen field of study. Successful applicants will be required to complete an assessment exercise and answer questions from the panel.
- 4.17** The assessment panel will assess applicants during the interview process on:
- 4.17.1** Level of English in presentation and interview.
  - 4.17.2** Clarity of ideas and the manner in which these were expressed.
  - 4.17.3** Existing knowledge in their chosen area of study OR;
  - 4.17.4** Evidence of interest in their chosen area of study.
- 4.18** The above criteria will form part of a wider application process, and therefore the assessment panel reserve the right to take academic and budgetary considerations into account when making a decision on who will receive each scholarship.
- 4.19** In addition to three successful applicants, the panel will create a reserve list of up to an additional three applicants in the event that a scholarship cannot be awarded.
- 4.20** All applicants will be informed of the outcome of their application within a reasonable timeframe and unsuccessful applicants will be given feedback from the panel.
- 4.21** The decision of the selection panel is final and there is no appeals process.

- 4.22** There are a minimum of three scholarships available each year and in the interest of fairness, these are awarded as one scholarship per University Faculty.
- 4.23** You must confirm your acceptance of any scholarship you are awarded within 10 working days of being notified. Failure to reply within two weeks (10 working days) may result in your scholarship being awarded to a reserve applicant.
- 4.24** If you decline the offer of a Sanctuary Scholarship, the award will be offered to a reserve applicant.

## **5. Right to study**

- 5.1** If you apply for the Sanctuary Scholarship, the University of Plymouth will be required to conduct a right to study check with the UK Home Office.
- 5.2** If you do not have the right to study confirmed by the UK Home Office, you will not be permitted to start your programme of study. Any decision will be final and cannot be appealed.
- 5.3** If you are awarded a Sanctuary Scholarship and are subject to immigration control, your acceptance of the scholarship will give consent for the University of Plymouth to conduct a right to study check at the start of each term. The University of Plymouth will seek your consent for any additional check that is required.

## **6. Withdrawing from your course**

- 6.1** If you withdraw from your studies, you will not be eligible for any further Sanctuary Scholarship payments.
- 6.2** You will not have to repay any Sanctuary Scholarship instalments previously paid to you while you were registered and in attendance on the date of the payment.
- 6.3** If you withdraw, and your Sanctuary Scholarship was covering your tuition fees, your Sanctuary Scholarship tuition fee award will be adjusted to meet any adjusted tuition fee liability.

## **7. Transferring to a different course within the University**

- 7.1** Your Sanctuary Scholarship only covers your original chosen course.
- 7.2** If you transfer to another course at the University of Plymouth, you will normally be entitled to the Sanctuary Scholarship award equivalent to the duration of your original degree, less any years worth of support already paid.
- 7.3** If you are considering transferring course, you must inform the Student Funding Unit **before** any change is finalised with your Faculty to discuss the implication on your Sanctuary Scholarship funding. The Student Funding Unit will liaise with programme leads and the EDI Team to ensure continued eligibility.

- 7.4** If you transfer course after the scholarship has been awarded, any additional funding that may be needed to cover additional living costs and tuition fees as a result of this course change will only be paid at the discretion of the Student Funding Unit and is not guaranteed. The Student Funding Unit will liaise with programme leads and the EDI Team
- 7.5** If after having been notified of your Sanctuary Scholarship award, you transfer to a course that is longer in duration than your original course (eg from a BSc to an MSci, or to a course with a year in industry), you are not guaranteed funding for your additional year.
- 7.6** If you transfer to a course with a higher tuition fee than your original course, you may be liable to pay the difference between the two tuition fees yourself.
- 7.7** If you transfer to a University-affiliated college, you will no longer be eligible for the Sanctuary Scholarship.

## **8. Transferring to a different university**

- 8.1** The University of Plymouth Sanctuary Scholarship is non-transferable.
- 8.2** If you transfer to a different university, your Sanctuary Scholarship payments will cease when your University of Plymouth course registration ends.

## **9. Repeating studies**

- 9.1** Sanctuary Scholarship funding may not be available for any period of repeat study.
- 9.2** You may need to be able to fund any period of repeat study yourself, including tuition fees and living costs. These will be reviewed on a case by case basis
- 9.3** If during the period of repeat study your scholarship entitlement is put on hold, it will restart once you have successfully completed the period of repeat study and satisfactorily progressed on your studies.

## **10. Suspending your studies**

- 10.1** If you are considering suspending your studies, you must inform the Student Funding Unit before any change is finalised with your Faculty.
- 10.2** If you have agreement from your Faculty to temporarily suspend your studies, you may not be entitled to receive Sanctuary Scholarship award payments during the period of suspension.
- 10.3** You must inform the Student Funding Unit of any suspension at the earliest opportunity to avoid being overpaid.
- 10.4** The University of Plymouth reserves the right to seek repayment of any scholarship overpayment you receive, where it is caused by your failure to inform the Student Funding Unit of the change to your registration status in a timely manner. The Student Accounts Team will seek repayment from you directly.

## **11. Change in immigration status during studies**

- 11.1** If you receive any change to your immigration status you **must** inform the Student Funding Unit and the International Office immediately.

- 11.2** This would include any response - positive or negative - from the Home Office to an application you have made, as well as any further immigration applications submitted, notification of changes to status or the terms associated with your granted status.
- 11.3** Any communication from or to the Home Office regarding your status and its terms should be brought to the attention of the International Office so your continued right to study can be confirmed.
- 11.4** If a change in your immigration status means that you become eligible for UK government student financial support, you must apply for this support without delay. Once you have informed the Student Funding Unit of this change to your immigration status, you can contact UPSU Advice for support and guidance. You would then be expected to re-apply for UK government student financial support in each subsequent year, should you remain eligible.
- 11.5** Once your UK government student financial support has been assessed and awarded, your Sanctuary Scholarship entitlement will be reassessed to take into account any government student funding you are now eligible to receive.

## **12. Change in nationality status**

- 12.1** You must inform the International Office if your nationality status changes at any point during your application or studies.
- 12.2** Your fee status and student support may be affected by any change in nationality