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| **Student Development Fund, funded by RES** | **TERMS AND CONDITIONS** |

Thanks to the generous support from RES to the University of the Highlands and Islands, the Student Development Fund (SDF) helps students across the university network to make the most of opportunities. It enables students to achieve their goals and enhance their student experience.

**Process and applicant requirements**

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| 1.1 | The deadline for receiving applications is 30 April. Applications are considered once a year, with no exceptions.  |
| 1.2 | Applications should be received by midnight on the deadline date. Late applications will be ineligible. |
| 1.3 | You can only submit one application per deadline and only one activity per application. |
| 1.4 | Retrospective funding will not be awarded. Your proposed activity dates should commence at least one month after the application deadline (in order to give the panel time to meet). |
| 1.5 | If in your final year, your proposed activity must be before 31 August of your graduation year.  |
| 1.6 | You will be notified by email within one month of the deadline date if you have been successful or not. If successful, you will receive payment by BACS transfer.  |
| 1.7 | You can only receive one grant within a 12 month period. |
| 1.8 | The maximum grant awarded is £1,000. Please be aware that successful grants rarely reflect the full amount requested and a contribution is more likely. |
| 1.9 | A recommendation email or letter from your personal academic tutor (PAT) or programme leader (PL) is required with your application. This recommendation should:* + be written by your PAT or PL, after they have read the terms and conditions
	+ be signed and dated, including contact details
	+ be addressed to the Student Development Fund panel
	+ outline the reasons why they support your application
	+ justify why the proposed activity will benefit you
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| 1.10 | All applications will be assessed individually. Grants will be made entirely at the discretion of the awarding panel and this decision is final. There is no appeal process.  |
| 1.11 | Applications should not assume that an activity previously supported will be supported again. The fund is always evolving to best meet the demands of our students and the funds available.  |
| 1.12 | The SDF is competitive and the funds available vary every year. If there are a large number of successful applicants in one round, the value of the grants awarded will reflect this.  |
| 1.13 | If you are part of a group wishing to apply for the same activity, every student within your group must submit their own individual, application. This allows the panel to confirm the eligibility of every student. You should be aware that, as each application is assessed individually, grants may vary amongst your group. See also 3.4 & 3.5. |
| 1.14 | If you are a PhD student requesting support for travel to training or a conference, you must demonstrate that you have also applied to the UHI Research Conference and Training Fund. You should include evidence of the outcome of this application, or state the reason why you did not apply to the fund. |
| 1.15 | Please be aware that the quality of your application is important, as well as the content. Complete your application electronically and check for spelling and grammatical mistakes. |
| 1.16 | Other factors which will be taken into account are:* your ability to demonstrate how the activity relates to your studies
* how the activity contributes to your personal development
* good financial planning
* how the activity may benefit the University of the Highlands and Islands
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| 1.17 | Applicants who demonstrate an effort to raise funds through other sources will be looked on favourably. Details of applications to other sources of funding should be included in your application. The total funding from all sources may not exceed the full cost of the proposed activity. |
| 1.18 | All details of the funds required should be explained and evidence provided with your application, for example: ticket costs, correspondence, etc. This evidence must come from a reliable source which can be checked if necessary. Links to websites are not acceptable as evidence. |
| 1.19 | Additional conditions may be applied to a grant if the panel feels this to be necessary. |
| 1.20 | If successful, you will be required to provide a report about your experience which should include photographs where possible. This information may be used by the university to promote the fund. You may also be requested to attend relevant events.  |
| 1.21 | If you fail to submit a report you will be permanently ineligible to receive another grant in future.  |
| 1.22 | The fund is completely independent from any other form of financial support available to students, such as from SAAS. |
| 1.23 | The fund aims to support a wide variety of different academic areas within the University of the Highlands and Islands. |
| 1.24 | The grant is non-repayable, however if for any reason your activity or trip does not go ahead, you will be required to return the grant.  |
| 1.25 | The University of the Highlands and Islands accepts no responsibility or liability for any injury, loss or damage incurred as a result of the activity which is being supported by the Student Development Fund. Please make sure that you have fully evaluated any risks and that, where appropriate, have arranged any necessary insurance. |

**Eligibility**

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| 2.1  | Open to registered FE or HE students of the University of the Highlands and Islands including all of our partner colleges. |
| 2.2 | Funds are for students who, without some support, would not be able to take part in their desired activity. You should demonstrate financial need in your application.  |
| 2.3 | You are not eligible to apply if:* If you have already received a grant in the last 12 months
* If you have previously received a grant and did not submit a report
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**Exclusions**

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| 3.1 | Activities which are part of the course curriculum, including modules (compulsory or optional) which are credited/assessed. This also includes activities you may be expected to take part in during your course, i.e. work placements, class trips and student exchange programmes (studying a year abroad).  |
| 3.2 | Research contributing to content of a dissertation or thesis. |
| 3.3 | Equipment or materials. |
| 3.4 | Organised class trips. |
| 3.5 | Group applications. |
| 3.6 | Anything commercial in nature or paid employment.  |
| 3.7 | Everyday expenses such as travel costs to college, materials/books required by the student for their course. The Student Development Fund is not a hardship fund. If you are in financial difficulty, please contact your local student support officer to discuss the range of financial support options available. |

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| **Student Development Fund, funded by RES** | **APPLICATION FORM** |

**Please ensure you have read the terms and conditions document carefully before completing this form.** Completed applications should be sent to: advancement@uhi.ac.uk**.**

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| [ ]  | I have read, understood and agree to all of the terms and conditions |
| [ ]  | I am a registered student at the University of the Highlands and Islands |
| [ ]  | I am applying for funding for myself only, not on behalf of a group |
| [ ]  | Without financial support I will not be able to take part in my proposed activity |
| [ ]  | My desired activity is beneficial to my studies, however not part of the course curriculum. It is not something that is expected of me, or is assessed or counts towards my grades |
| [ ]  | I am not requesting retrospective funding; my activity takes place at least one month after the deadline |
| [ ]  | I have not already received a grant from the Student Development Fund in the last 12 months |
| [ ]  | I am aware the fund is competitive and money available is limited, provided by donors. I accept that the decision is at the discretion of the awarding panel, and that this decision is final |
| [ ]  | I will provide feedback on my experience and I am happy for my information to be used in any publicity |

Please read the statements and below and tick the boxes if true. **If you cannot tick all the boxes your application is ineligible.**

**Your details**

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| Title: |       | First name: |       | Last name: |       |
| Address: |       | Postcode: |       |
| Phone number: |       | Date of birth: |       |
| Email address: |       |
| Student number:  |       |
| Course title: |       | Level: |  |
| Academic partner: |  | FT/PT: |  |
| Course start date: |       | End date: |       |
| Programme leader: |       |
| Personal academic tutor: |       |

 **Provide a brief description of your proposed project/activity/event, e.g. what/where/when?**

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| This should be related to your course, however not part of the curriculum; including optional modules or anything which can count towards your grades. Retrospective funding will not be awarded; the proposed activity should commence at least one month after the application deadline. (Limit 100 words) |
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| **Provide details as to how an award will be used; why this is important to you; how it relates to your studies**; **how it contributes to your own personal development; how the project may benefit the university**. This is your chance to stand out from the crowd. Really sell your project/activity/event, why should we, and the donors who provide this fund, support you? (Approx. 500 words) |
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**BUDGET. Please list all the costs associated with your application and confirm income sources.**  As the maximum grant is £1,000, you will need to demonstrate how you will meet any shortfall through your own resources, fundraising activities or other grants/funds.  Details of financial need and evidence of costs should be included, e.g. if you are travelling by train, please attach costs details from an official website.

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| **Description** | **Cost (£)** |
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| **TOTAL COST (1)** |       |

**ACTIVITY COSTS**

Please list the individual costs associated with your activity, e.g. travel, accommodation, course cost etc.

**INCOME RELATED TO THE ACTIVITY**

Please list any income which will go towards paying for the cost of your activity, e.g., own resources/savings, fundraising, other sources of funding applied for

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| **Description** | **Income (£)** |
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| **TOTAL INCOME (2)** |       |

**AMOUNT YOU ARE REQUESTING FROM THE STUDENT DEVELOPMENT FUND**

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| 1. TOTAL COST
 |        |
| (Minus) (2) TOTAL INCOME  | **-**        |
| **TOTAL REQUESTED**  |  **=**       |

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| [ ]  | **REQUIRED** – I have attached a signed recommendation from either my personal academic tutor or programme leader |
| [ ]  | **REQUIRED** - I have attached all relevant and supporting correspondence relating to my proposed activity/project (photocopies acceptable) |
| [ ]  | I have attached evidence of other funding sources, actual or applied for |
| [ ]  | I have attached evidence of my offer to continue studying at UHI (for students applying for activities which take place after 31st August in the final year of their current course) |

**SUPPORTING DOCUMENTS**

**DATA PROTECTION**

**Why we collect your data**

We will collect and process the personal data you provide to us during the application and screening process in accordance with the requirements of the Data Protection Act 1998 and the General Data Protection Regulation. We use your data for the purposes of processing University awards.

**What do we do with your data**

Your personal information will be shared with members of a panel who are responsible for assessing your suitability for an award, and you agree to supply us with accurate information. The university may use this information in the future to contact you for fundraising purposes. Please indicate by ticking the appropriate box below whether you are happy for us to contact you in the future for this purpose.

**Disclosing your information**

We may disclose information collected from you when we believe in good faith that the law requires it as described in the Data Protection Act 1998 and General Data Protection Regulation, or when it is necessary to do so to protect the rights or property of the University of the Highlands and Islands. We will not make this information available to third parties without first seeking your prior consent.

**How long do we keep your data for**

We will retain data for as long as it is required to process awards and for future fundraising purposes. After you graduate, your information is stored within the same database for alumni purposes. We will retain this data permanently as record of interaction. After ten years of no interaction, your record will be marked as inactive and your contact information will be removed.

**What data we collect about you**

We collect the following information about you: Full Name, Date of Birth, Address, Contact Information and Education Information.

**How to request your data**

Under the Data Protection Act 1998 and the General Data Protection Regulation individuals have a right to know what data is held about them and access, amend, restrict processing of or request removal of that data. You can find more information about this [here](https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/data-protection/access-to-personal-data/). If you’d like to make a request to obtain/amend/restrict processing of or request removal of your data, you can do this by using this [form](https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/data-protection/subject-access-request/#form).

Please confirm whether you agree to us processing your information for fundraising purposes by ticking the appropriate box below. You can request to be removed from this list at any time by emailing advancement@uhi.ac.uk

[ ]  **I agree for my information to be processed for fundraising purposes**

[ ]  **I do not agree for my information to be processed for fundraising purposes**

**DECLARATION**

I declare that I have read and understood the application requirements, the statements in the application and all supporting materials submitted are true to the best of my knowledge, and, if successful I will abide by the [terms and conditions](#_top) of the University of the Highlands and Islands, Student Development Fund.

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| **Electronic signature:** |       |
| **Date:** |       |

**Completed applications should emailed to:** **advancement@uhi.ac.uk**