John Henry Brookes Taught Postgraduate Scholarship

Application Form for September 2016 entry

**Please post completed application forms to:**

Natalie Mathews
Senior Postgraduate Administrator

Room B2.05, Faculty of Business

Oxford Brookes University

Wheatley Campus

Wheatley, Oxford

OX33 1HX

**Or by email to:**

nmathews@brookes.ac.uk

***Please read ‘Notes for Guidance’ on the back page before completing this form.***

**1.** **DETAILS OF MASTERS DEGREE PROGRAMME**

|  |  |
| --- | --- |
| **Title of Course:** |  |
| **Proposed start date:** (mm-yyyy): |  |

**2. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** (eg Mr/Ms/Miss/Mrs etc): | Male ⃞ Female ⃞ *Please tick* |
| **Surname/****Family name:** | **Nationality:** |
| **First name(s):** | **Country of domicile/****Area of permanent residence:** |
| **Application number:** |  |
| **Address for correspondence:**Postcode: | **Home address** (if different):Postcode: |
| **Telephone:** | **Telephone:** |
| **\*Email:** | **\*Email:** |

**\*Email is our preferred method of communication therefore please print your address clearly.**

# 3. YOUR EDUCATION (INCLUDING PROFESSIONAL QUALIFICATIONS AND TRAINING COURSES)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** (from – to) | **Institution** | **Subject** | **Result** (eg BA Hons 2.1) |

**4. YOUR EMPLOYMENT/PROFESSIONAL EXPERIENCE/UNPAID OCCUPATIONS**

|  |  |
| --- | --- |
| **Dates** (from – to) | **Brief details**, eg job title, company name, main responsibilities |

**5. YOUR ENGLISH PROFICIENCY**

Please tell us about the English language qualifications which you hold:

1. IELTS score (*the normal minimum requirement is 6 or 6.5 depending on the programme)*

 ……………………………………………..

1. Any other English qualification which you hold, or are about to take:

……………………………………………..

**6. PERSONAL STATEMENT (Please note: This is an important section to which the Selection Panel will pay particular attention).** Why do you wish to study this course? How does it build on your previous education and/or work experience? If appropriate, give details of your preferred choice of options, and reasons for selecting these options. How does this course relate to your career ambitions/personal development? (Max 400 words)

|  |
| --- |
|  |

**7. FINANCING YOUR STUDIES**

|  |
| --- |
| Candidates who have accepted one or more awards from other sources of funding which cover all their tuition fees are not eligible for a John Henry Brookes Taught Postgraduate Scholarship and must not accept this award. Eligibility for a John Henry Brookes Scholarship will not be affected if a candidate is receiving funding towards maintenance costs. In cases where the Scholarship is for a smaller amount than the tuition fees, the candidate may receive funding from other sources for the outstanding amount of fees.The tuition fees are higher than the Scholarship amount, therefore the student is responsible for arranging payment of the remaining amount, with the payment being made either at the beginning of the academic year or in two installments during the academic year as laid down by the Finance Department.Please confirm you are able to fund the remaining costs of studying at Oxford Brookes University ⃞Please state if you are receiving additional fee support from another source ⃞ Source of funding……………………………………………………… |

**8. How did you hear about the John Henry Brookes Scholarship Scheme?**

|  |
| --- |
| Web/Internet ⃞ Flyer/leaflet ⃞ Poster ⃞ *(where?)* ……………………. ………………… International Representative ⃞Overseas Fair ⃞ British Council ⃞ Open Day ⃞ From Course Tutor/administrator ⃞ Careers Office ⃞ |

**9. DECLARATION**

**I confirm that, to the best of my knowledge, the information given in this form is correct and complete.**

Signature………………………………………………….. Date:…………………………………….

***FOR INTERNAL USE:***

|  |
| --- |
| **Postgraduate Course Tutor’s comments:** |

**NOTES FOR GUIDANCE**

1. John Henry Brookes **Taught Postgraduate Scholarships** are availablefor full-time master’s degree courses and will be made towards the cost of the full-time tuition fee for students starting their programme in September 2016.
2. All Scholarships are for a period of one year only, and do not include a maintenance grant.

 **Conditions and Eligibility**

1. You must have been offered a place on a master’s course at Oxford Brookes University, i.e. a course leading to an MA, MSc, MBA or LLM. You must be a **new master’s student** starting your course in September 2016.
2. The scholarship scheme is normally open to UK, EU and International students unless otherwise stated.
3. You should have, or expect to obtain, a good honours degree or equivalent from a recognised institution of higher education, or have experience which demonstrates appropriate knowledge and skills at honours degree standard.
4. The scholarship is only open to students undertaking a Master’s degree for the first time. Students who have previously studied a Master’s degree will not be eligible.
5. Candidates receiving awards from other sources of funding which cover **all** their tuition fees will not be eligible for a John Henry Brookes Taught Postgraduate Scholarship; eligibility is not affected by funding covering maintenance costs.

**Application procedure**Complete ALL relevant sections on this form, and return the form to the address provided.

**Criteria for selection of candidates**John Henry Brookes Scholarships will be awarded on the basis of academic merit and the suitability of candidates for their chosen courses in terms of how the course builds on previous education and experience, and relates to career ambitions/personal development.

**Selection process**

The scholarship panel will meet in July 2016. Candidates will be notified of the outcome by 1 August 2016.

To accept the scholarship candidates must have accepted a conditional or unconditional offer. International students offered a scholarship must pay the £1,000 deposit within one month.

A reserve list will be drawn up in case any of the selected candidates do not take up the offer of a scholarship.

**Refund of Deposit (International students applying for John Henry Brookes Award)**
Deposits may be refunded if the candidate does not meet the academic standard required, does not obtain a visa to study in the UK or in exceptional circumstances.

**The Scholarships are awarded to new full-time students enrolling on masters courses in September of the academic year 2016/17. Candidates may not under any circumstances defer take-up of a scholarship until a later date. However candidates can re-apply for this award in the following year.**

**DEADLINE
Applications must be received by midnight on Thursday 30 June 2016.**

**NOTES ON FILLING IN THIS APPLICATION FORM**

**Under 1 - Mode of study**

Check that your chosen master’s course is offered for full-time study.

**Under 2 - Address for correspondence**

Please provide an address (or addresses) and **email address**, where you can be contacted during the months of July and August.

**Under 3 - Your Education**

1. Give the names and locations of educational institutions which you have attended (school/college, university, etc), as well as dates of attendance.
2. Under **Subject(s)** give brief descriptions of subjects/courses studied.
3. Under **Result** give qualifications **and grades** (eg BA Hons 2.1).
4. If appropriate, give details of Professional Qualifications, including date when awarded, and details of membership of professional bodies.
5. If appropriate, give information on Training Courses which you have completed, including length of course, dates and awards.
6. You should include details of degree or other qualifications which you expect to obtain before starting the postgraduate course for which you have applied at Oxford Brookes University.

**Under 4 - Your Employment**

1. Describe any paid work which you have undertaken and/or professional experience which you have gained, giving dates, names of employers, your job title and main responsibilities.
2. If applicable, give details of any unpaid/voluntary work experience and unpaid occupations, e.g. raising a family.

**Under 6 - Personal Statement**

**This is an important section and the Selection Panel will pay particular attention to what you write here.** You should explain why you are applying for the postgraduate course which you have chosen; how it builds on your undergraduate degree or work experience; and how the course relates to your plans for the future in terms of career or personal development. If your course includes optional elements, indicate which options you would like to do, and give reasons supporting your choice. Details of subject options can be found in course brochures and our postgraduate prospectus, and on our website - see below.

**Under 7 - Other sources of funding**

The John Henry Brookes Taught Postgraduate Scholarships are awards toward tuition fees. If you receive an award/awards from other sources which cover **all** your tuition fees, you will not be eligible for a Scholarship. However, your eligibility for a scholarship will not be affected by funding which you receive towards maintenance.

**INFORMATION ON POSTGRADUATE COURSES**

Sources of information on our masters courses include our website: <http://www.brookes.ac.uk/studying/courses/postgraduate/>; our Postgraduate Prospectus, available from the Student Recruitment Enquiry Centre, tel +44 (0) 1865 484848; email: query@brookes.ac.uk; and course brochures, available from programme administrators (Contact details available through the Student Recruitment Enquiry Centre).