



## Vacation Scholarships for Undergraduates

The Vacation Scholarship Scheme is intended for Scottish students undertaking a degree course at a Scottish university, who have shown exceptional merit at university, and who would like to devote some portion of the long vacation (typically from May onwards) to undertake a programme of independent research of direct benefit to their academic work.

### Regulations

#### Student eligibility

1. Applicants must be of **Scottish birth**, or **extraction** (at least one parent born in Scotland), or have been educated in Scotland at **secondary level** for at least two years.
2. At the time of applying Applicants must be **undergraduates of a Scottish university** either:
  - a. in the third year of a four year course (or an equivalent stage for students on a part-time programme) **OR**
  - b. In the third or fourth year of a five year degree (or an equivalent stage for students on a part-time programme).
3. Students on intercalated years of medicine are also eligible if they meet the above criteria.
4. Students may be awarded only one Vacation Scholarship during their studies.
5. The eligible universities are: Aberdeen, Abertay, Dundee, Edinburgh, Edinburgh Napier, Glasgow, Glasgow Caledonian, Heriot-Watt, Highlands & Islands, Queen Margaret, Robert Gordon, St Andrews, Stirling, Strathclyde and West of Scotland.

#### Project eligibility

6. Applicants are required to carry out a specific research project, either at the university they are attending or elsewhere. The project will vary according to the field of study, but it should engage the candidate in **full-time** personal research.
7. Projects should provide the student with sufficient scope for the development of ideas, initiative and research skills. Projects that are part of the student's normal degree course, a work placement (whether paid or unpaid) or a volunteering opportunity with a third party are not eligible for support. Likewise attendance at summer schools, language or any other training courses is not permissible under this scheme.
8. A student participating in research activities undertaken as a group, e.g. Undergraduate Expeditions, may apply, provided that a) he, or she, meets the eligibility criteria of the scheme and b) the proposed research project focuses on a particular aspect or issue distinct from the group's wider research activities.
9. The project description in the application form must be written by the student. Applicants will be disqualified if a project appears to be written by the supervising academic.
10. The project must be supervised by a member of staff at the university attended by the student. The supervisor can be a group leader, lecturer, reader or professor but not a graduate teaching assistant or hourly paid tutor.
11. The supervisor should be familiar with the student's academic record and with the topic of the proposed project. Supervisors are asked at the time of application to comment on the suitability of the project and on their own availability and willingness to supervise the student's progress during the period of award. It is the supervisor's responsibility to ensure that the project is completed within the timescale agreed at the time of applying.



12. The supervisor must ensure the student receives adequate training, meets all statutory requirements (including ethics committee approval, animal licences and requirements of regulatory authorities where applicable) for the work he, or she, will undertake, and follows the relevant health and safety policies.
13. When the project is to be conducted at a different research organisation than the student's own university, the supervisor at the student's home university must ensure that suitable arrangements are in place to supervise the student and that health & safety or any other statutory requirements are met by the host organisation.

### **Application process and deadline**

14. The application must be completed online through the Trust's website by the student and by the project supervisor at the student's own university.
15. The online application portal will open approximately 6 weeks before the **closing date of 31<sup>st</sup> March 2018, 5PM**. The online application form will be available through this link: <http://www.carnegie-trust.org/schemes/undergraduate-schemes/vacation-scholarships.html#online-applications>
16. Supervisors may only nominate one student each year.

### **Assessment criteria**

17. Applications are assessed by members of staff and Trustees of the Carnegie Trust. When assessing applications, the Trust will look at the: A) academic standing of the student; B) quality of the project and C) feasibility of the project.
18. Outcomes of the selection process will be communicated to universities and supervisors by early May.

### **Scholarship value and payment**

19. The value of the Scholarship is **£250 per week**, with a minimum length of two weeks. The maximum length of a scholarship is twelve weeks.
20. The host university must cover all the research costs (e.g. consumables, equipment or any overheads) necessary for the student to conduct the proposed research.
21. Payment of the funds will be made directly to the University attended by the student on receipt of an invoice. A single invoice should be issued for all Vacation Scholarships held at the same university once all end reports have been received and approved by the Trust.
22. A scholarship may be cancelled if a student fails to demonstrate satisfactory progress during the project's lifetime, abandons it or fails to take up the scholarship.
23. Should a project be cancelled or abandoned after the start date, the amount invoiced to the Trust will be adjusted based on the number of full weeks completed by the student.
24. Awards are not transferable to a different student or project.

### **Reporting**

25. Students are expected to submit a brief **report** on their project to the Trust **by the 31<sup>st</sup> of August** in the year of award. Supervisors should also comment on the completed work. A report form is downloadable from the Trust's website at: <http://www.carnegie-trust.org/schemes/undergraduate-schemes/vacation-scholarships.html#application-and-reporting-process>

*Revised December 2017*