

**Faculty Administrative Scholarships**  
**Faculties of Arts and Humanities and Social and Historical Sciences**

**Terms and Conditions**

*Please read the guidelines carefully before completing your application form.*

If you have any questions please refer them to Georgina Bolton, Executive Officer in the first instance:  
[g.bolton@ucl.ac.uk](mailto:g.bolton@ucl.ac.uk) ext 33156.

**Applications are considered on a rolling basis throughout the year.** All candidates will be notified of the outcome of their applications within one month from the date of submission.

The Faculties of Arts and Humanities, and Social and Historical Sciences, recognise the commitment and skills of administrative colleagues.

The Faculty Administrative Scholarships are a way of recognising outstanding colleagues, and promoting excellence in the workplace.

Each Faculty will make available a limited amount of funding for administrative colleagues to take forward programmes of further study, professional accreditation courses, or suitable external training.

Colleagues in administrative roles are invited to submit applications for funding, on a competitive basis.

Applications should be completed on the Faculty Administrative Scholarships Application Form.

Applications for funding should show how UCL will benefit from the applicant's further training.

Applicants must be permanent members of staff within the Faculties of Arts and Humanities, or Social and Historical Sciences, who have successfully passed their probation.

Awards of up to £2,500 per application will be considered. There is no minimum limit for awards. Awards will be provided for the cost of training or further study only (ie not for travel or related expenses).

Successful applicants will be expected to provide a report on completion of their training, and to give presentations to Faculty staff regarding the benefits of their training if required. Successful applicants are required to remain in UCL employment for at least two years following completion of their training.

If training is interrupted for any reason, scholarship holders may be required to refund the amount of the scholarship to the Faculty.

The Faculty Administrative Scholarships will be overseen by the Deans of both Faculties, and the Faculty Manager. The Scholarships scheme will be managed by the Faculty Office. Decisions on Scholarships will be made by the Deans and the Faculty Manager.

Electronic copies of application forms should be sent to:

Georgina Bolton

**Executive Officer to the Deans**

Faculty of Arts & Humanities

Faculty of Social & Historical Sciences

Email: [g.bolton@ucl.ac.uk](mailto:g.bolton@ucl.ac.uk)

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