

UCL Laws Dean's Scholarship & Future Scholars' Award Application Form Guidance Notes

IMPORTANT INFORMATION

The guidance is designed to help you complete the application for either of the below schemes. Eligibility criteria are listed on the relevant web pages which are accessible by clicking on the links below:

UCL Laws Dean's Scholarship UCL Laws Future Scholars' Award

Please note:

- The Dean's Scholarship and Future Scholars' Award are only open to applicants who are UK domiciled.
- You must hold an offer of admission in order to be able to apply for any of the Laws Faculty scholarships. If you have not yet received an offer of a place for 2019/20, then you will not be able to apply for any of the named scholarships.
- If you are eligible for both scholarships and would like to be considered for both, you should select both and we will consider your application for both the Dean's Scholarship and the Future Scholars' Award.
- The Dean's Scholarship or the Future Scholars' Award will provide support for prospective students from low-income families. In order to assess your financial circumstances you will be asked to provide information on a number of financial factors, including details of your household income and other available funds.
- In order to assess your application additional information including academic references from your UCL admissions application form will be used.

NAVIGATING THE FORM

- In order to move through the form, you will need to scroll down after each question is answered.
- You will need to answer all required questions to move forward with the application – if you have not answered anything an error message will appear informing you of this.
- We have highlighted the mandatory questions in the question guidance below.
- You will not be able to submit your application unless you have completed all mandatory questions. Mandatory questions are indicated with an asterisk (star) on the online application form.
- In order to complete the application, you will need to click the 'Submit' button on the final page (after the two declarations).

ANSWERING THE QUESTIONS

Q1. [Mandatory] Have you received an offer to study on the LLM programme for academic year 2019/20?

In order to be eligible for the Faculty of Laws Scholarships, you need to be an offer holder for the academic year 2019/20.

Q2- Q6. [Mandatory] Personal Details to confirm your identity

Q7. [Mandatory] Are you normally domiciled in the UK?

The Dean's and Future Scholars' Awards are only open to students who are normally domiciled in the UK. In order to be considered UK domiciled you must meet any of the conditions outlined below:

- be born in the UK or have the UK as your domicile of origin or
- have been ordinarily resident in the UK for a 3 year period and have settled status in the UK by the end of that period (does not normally include if you were resident for the purpose of study)

Q8. [Mandatory] Personal Email address

This is the email address you used when you applied to the LLM programme. This is to ensure that we have the correct applicant and to match up your application for the scholarship with your application and offer to study on the LLM.

Q9. [Mandatory] Scholarship applying for

You need to complete an individual application for each of the scholarships that you apply for within the Faculty of Laws.

If you are applying for the **Future Scholars' Award** you must provide a (max) 1500 word statement setting out the area of scholarship that you intend to explore in your PhD, and why, as well as explaining why an LLM from UCL will contribute to your plans. Your statement should include citations, which are included in the word limit.

If you are applying for the **Dean's Scholarship** you should provide a (max) 500 word statement setting out how such an award would help you to pursue your goals and your plans for the future should your application be successful.

Please email your statement to: llm-admissions@ucl.ac.uk

Q.10. [Mandatory] Intended mode of attendance.

The Scholarships are available on a pro-rata basis depending on your intended mode of study. This means that if you study part-time over two years and you are awarded the scholarship you would receive the scholarship award in two equal payments (fee waiver and maintenance). If you are studying on the flexible programme this would be spread out depending on the number of modules taken in each academic year.

Q11. [Mandatory] What is your highest academic qualification to date (UK equivalent)?

Students who have not yet had the opportunity to study for a postgraduate degree will be given preference to those who already hold a Master's or Doctoral degree. Broadly, UK postgraduate degree levels can be defined as Master's (postgraduate taught) and PhD (postgraduate research).

Q12. [Mandatory] Have you had any part of your education in a fee paying School?

In this question you are required to outline if any part of your education was received at a fee paying school. Please note that if you received a bursary/scholarship to attend a fee paying school you should state Yes and explain this in Q13.

Q13. If you have any further information that you would like to provide on your education to date, please do so here

This is your opportunity to provide any information that you think we should know or that you believe may not be clear from your answer in the previous question.

Q14-24. [Mandatory] Please specify in UK £ Sterling the amount of funding you will have during your programme from the sources outlined in the guidance notes.

In this section of the application we are looking for an honest appraisal of your financial situation beyond what you may receive through this scholarship application. As these are means tested scholarships, it is important that accurate information is provided.

Please use numerical values only (e.g. 1500, no commas or symbols) - if a particular funding option is not applicable or available to you, please simply enter 0.

Government Loans (i.e. PGL) – any funding you intend to apply for from a government postgraduate loans scheme (UK or elsewhere).

Other Loans (family, private, etc.) – any other loans that you may be intending to take for your year of study whether from banks, family or other sources. If you are attempting to secure some other form of loan, please provide details in question 23. Scholarships/Awards/Bursaries – any scholarships, awards, bursaries, or similar that you intend to apply for, have applied for, or have secured for your studies.

Personal savings – any personal savings.

State benefits – any state benefits you will be in continued receipt of during your studies.

Any other funding – this is a place to declare any other funding you may have for your studies which you do not feel was appropriate to include in any of the categories listed above. If you include a number other than 0 in this field, please provide details in question 22.

Q25. [Mandatory] Please provide a figure for your household's gross annual income

Your household income is your taxable income plus the income of:

- if you're under 25, your parents or one parent and their partner
- if you're over 25, your partner (if you live with them)

Please indicate the gross annual income of your household for the year prior to the application to the LLM. Please be aware that if you are shortlisted for a scholarship, we will require evidence of this amount in the form of bank statements, tax returns and P60s.

This should include any monetary support provided by your family or household for the duration of your studies. Other 'in kind' support such as rent-free accommodation should be highlighted in question 26 as a reason for lower overall costs, rather than estimated as a monetary contribution.

Please note that if you live in a shared home with flatmates then their income is not included as part of the household calculation.

Q26. [Mandatory] What was your student loan debt when you graduated or anticipated to be at the point of graduation?

Please indicate your actual or anticipated student loan debt at the point of graduation from your undergraduate degree. . You may be requested to provide a student loan statement as evidence.

Q27. If you would like to provide additional information on your household income, please do so here (optional)

Include here any additional details about your household income that you would like to make us aware of, or would like us to take into account when assessing your financial need that are not immediately obvious from the numerical value above.

Q28. Applicants may include a statement providing any additional information relevant to financial circumstances

Include here any significant information related to your financial circumstances that you have not included in any of your previous answers.

Q29. If you would like to provide any additional information on exceptional household expenditure (e.g. medical bills, significant debts), please do so here

Include here any significant and exceptional costs that impact on your household situation e.g. large medical bills, repayments on sizeable debts etc.

Q30. If you would like to provide any additional information on your household employment situation, please do so here

Please highlight here any recent changes eg. parents have retired.

Q31. [Mandatory] Please specify the number of people in the household who live on the combined income stated above (include yourself)

This should include all members of the household who are dependent on the amount indicated. This should include the money earners themselves, and anyone else who lives in the house and is dependent on those earnings in some way. This should also include yourself.

Q32. If you would like to provide any additional information on your household employment situation, please do so here (optional) (500 characters max.)

If there are any additional details about your household employment situation that you would like us to consider (e.g. impending redundancy, reduced shifts) please include them here.

Q33. [Mandatory] Are you the first generation in your family to go to university?

First generation is defined as you are of the first generation within your family to attend university and that no Parent, or Grandparent has attended university. Cousins and siblings are not included in this category as you are of the same generation as them within your family.

You count as first generation to go to university, even if the following have gone to university:

- brothers or sisters
- husband, wife or partner
- biological parents of applicants who have been adopted
- a parent with whom you have had no contact during your secondary and post-16 education (or longer)
- foster parents
- care workers
- uncles, aunts and other members of your extended family.

You do not count as first generation if the following have gone to university or are currently doing so:

- parents
- step parents, a parent's unmarried partner living in the household and adoptive parents who throughout the three year period prior to the start of your university course have been living in the same household as you.

Q34. [Mandatory] What was your highest earning parent's occupation when you were aged 14

This should be the person who earned the highest earnings within your household at age 14. Please state the employment category that best fits the main income earner in your household when you were 14 years old. Employment categories are defined below. You can find information on what constitutes each category at:

<https://tinyurl.com/ycoqfc6x> Please try and pick the category you feel most closely resembles the main earner's occupation.

- Higher managerial, administrative and professional occupations
 - Large employers and higher managerial and administrative occupations
 - Higher professional occupations
- Lower managerial, administrative and professional occupations
- Intermediate occupations
- Small employers and own account workers
- Lower supervisory and technical occupations
- Semi-routine occupations
- Routine occupations
- Never worked and long-term unemployed

Q35. [Mandatory] Are you a single parent?

Please answer Yes or No

Q36. [Mandatory] Are you from a single parent family?

Please answer Yes or No

Q37. [Mandatory] Have you ever lived in care?

Please answer Yes or No. Care leavers are specific category considered within the widening Access guidelines and as such the Faculty of Laws would like to help support the widening access policy of UCL.

Q38. [Mandatory] Have you ever been homeless

Please answer Yes or No.

You might be defined as homeless if you are:

- sleeping on the streets
- staying with friends or family
- staying in a hostel or bed and breakfast hotel
- living in overcrowded conditions
- at risk of violence in your home
- living in poor conditions that affect your health.
- living in a house that is not suitable for you because you are sick or disabled.

If you have any further questions not answered above, please email us at llm-admissions@ucl.ac.uk

***NOTE: All scholarship and student funding schemes are subject to availability of funds, and details given here are subject to change at any time. Potential applicants are urged to check information regularly to ensure they are aware of current procedures, deadlines etc.**