

## **PUBLIC SECTOR PROGRAMMES**

### **BURSARY APPLICATION PROCEDURE AND DECISION CRITERIA**

WBS assigns a bursary fund to each of the public sector programmes in order to assist with fees payment. In operating the bursary funds the International Centre for Governance and Public Management (IGPM) aims to be as transparent and equitable as possible. We therefore follow the procedure described below. We hope these notes will assist you in presenting the strongest case possible for bursary assistance. Further advice is available from the Programme Managers.

#### **Applications**

- 1 Applications for bursary assistance will not be considered until the applicant has received an official offer of a place on the course from University of Warwick.
- 2 Applications for bursary assistance should be made as early as possible, and in any case should be made no later than eight weeks before the start of the course.
- 3 Applications should be made in writing to the Chair of the Governance and Public Management (GPM) Academic Directors Committee within IGPM at Warwick Business School. It may be necessary for the Chair to conduct a short, informal and confidential interview about the application with the applicant.
- 4 In applying for bursary assistance the applicant should outline their circumstances e.g. expected income and expenditure for the duration of this academic year and the limitations of the sponsorship from their employers. They should also include information about how their work experience will contribute to the 'learning community'.
- 5 The bursary is only available for student fees and will be paid directly to your university account; there is no allocation of bursary for living expenses or accommodation whilst studying and no cash payments to students will be made.
- 6 If the application is successful, the bursary awarded will be for the entire course length.
- 7 Notification of outcome of decision will be made as soon as possible before the start of the course.

## Decision Procedures

- 1 The bursary fund is a fixed amount each academic year and is set by WBS Finance. The Chair can recommend awards to applicants only within this total figure.
- 2 In phase one of the process the application will be considered in isolation and on its own merits. Consideration will be given to current level of support the applicant is receiving (if receiving any sponsorship) and level of income compared to essential expenditure and dependents. The application will either be rejected or will move to phase two.
- 3 In phase two of the application process the Chair will collate all applications and consideration will be given to the relative strength of each application, not only in terms of financial need but in terms of possible contribution to the course and possible gains to the individual from attending the course.
- 4 The Chair of the Academic Directors Committee will make a recommendation to the Finance Office at WBS as to the level of bursary award for each application.
- 5 WBS Finance Office will review the recommendations and either approve the award or refer it back to the Chair for further consideration.
- 6 The Chair is able to make recommendations for bursary award but the final approval for such an award is made by WBS Finance Office ensuring that the total sum of bursary awards does not exceed the figure available in the budget.