

## Vacation Scholarships for Undergraduates

The Vacation Scholarship Scheme is intended for eligible students undertaking a degree course at an eligible Scottish Higher Education Institution (HEI), who have shown exceptional merit during their studies, 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. At the time of applying Applicants must be:
  - (i) Undergraduates of an eligible Scottish Higher Education Institution (see Section 4, below); and
  - (ii) Enrolled for the entirety of their degree at that institution; and
  - (iii) Either in the third year of a four-year course, OR In the third or fourth year of a five-year degree (or an equivalent stage for students on a part-time programme); and
  - (iv) Citizens of either the United Kingdom or European Union, OR have been granted permanent leave to remain in the UK/EU.
2. Students on intercalated years forming part of a medical degree are also eligible if they meet the above criteria.
3. Students may be awarded only one Carnegie Vacation Scholarship during their studies.
4. The eligible Higher Education Institutions (HEIs) are: University of Aberdeen, Abertay University, University of Dundee, University of Edinburgh, Edinburgh Napier University, University of Glasgow, Glasgow Caledonian University, Glasgow School of Art, Heriot-Watt University, University of the Highlands & Islands, Queen Margaret University, Robert Gordon University, University of St Andrews, University of Stirling, University of Strathclyde, The Royal Conservatoire of Scotland and the University of the West of Scotland.

#### Project eligibility

5. Applicants are required to carry out a specific research project, either at the institution 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.
6. 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.
7. 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.
8. The project description in the application form must be written by the student. Applicants will be disqualified if a project proposal appears to be written by the supervising academic.
9. The project must be supervised by a member of staff at the institution 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.
10. 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.

11. 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.
12. When the project is to be conducted at a different research organisation than the student's own institution, the supervisor at the student's home university/HEI 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

13. The application must be completed online through the Trust's website by the student and by the project supervisor at the student's own institution.
14. The online application portal will open approximately 8 weeks before the **closing date of 31<sup>st</sup> January 2020, 5PM**. The online application form is accessible through the Eligibility Checker on the Vacation Scholarship webpage: <https://www.carnegie-trust.org/award-schemes/vacation-scholarships/>
15. Supervisors may only nominate **one student each year**.

### Assessment criteria

16. Applications are assessed by members of the Scottish research community and where necessary the 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.
17. Outcomes of the selection process will be communicated to institutions and supervisors by mid-April.

### Scholarship value and payment

18. The value of the Scholarship stipend will be equivalent to the Scottish Living Wage rate, with a minimum duration of two weeks. The maximum length of a scholarship is twelve weeks.
19. The host HEI must cover all the research costs (e.g. consumables, equipment or any overheads) necessary for the student to conduct the proposed research.
20. The student's HEI is expected to distribute the scholarship to the student over the period of the scholarship on a timescale to be agreed with the student (the project supervisor is expected to liaise with their department to ensure that processes are put in place for the timely distribution of the stipend to the student). Reimbursement of these funds will be made directly to the HEI attended by the student, by the Trust, on receipt of an invoice. A single invoice should be issued for all Vacation Scholarships held at the same university once all project posters have been received (all Scholars will be expected to participate in the Vacation Scholars Poster Competition which takes place in early September).
21. 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.
22. 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 of research completed by the student.
23. Awards are **not** transferable to a different student or project.

### Reporting

24. Students are required to submit a poster on their project to the Trust prior to that year's Vacation Scholars Poster Event, at which they will be expected to participate. Further details regarding this will be provided to successful applicants.

*Revised October 2019*