



## 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 wish to develop their research skills by undertaking a programme of independent research during the Summer vacation. The scheme aims to encourage students to learn how to manage a small scale research project and prepare them for further study at postgraduate level.

### Eligibility

#### Student eligibility

1. At the time of applying Applicants must meet **all** the following criteria:
  - (i) Be an Undergraduate at an eligible Scottish Higher Education Institution (see §4, below); and
  - (ii) Be enrolled for the entirety of their degree at that institution or have transferred from a Scottish college to a Scottish university after completing a HND or HNC; and
  - (iii) Either be
    - a. in the third year of a four-year degree, **OR**
    - b. in the third or fourth year of a five-year degree **OR**
    - c. in the second year of a three year degree (e.g. BA Nursing, BA Acting, BA Production and Design etc.)
    - d. Part-time students must be at an equivalent stage of studies as above.
2. The Scheme is open to students of any nationality however applicants must have the right to **live and work** in the UK at the time of applying. Students with Limited Leave to Remain, Pre-settled or Settled Status, or students on a Tier 4 Visa, must be able to prove that they are eligible to work full-time in the UK during the period between May and August 2024.
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.
5. Students on intercalated years forming part of a medical degree are also eligible provided they meet the above criteria.

#### Project eligibility

6. The Vacation Scholarships fund students wishing to carry out a specific research project, either at the institution they are attending (Home university) or at another research organisation (Host Institution). Projects that are not lab based may involve work in libraries or Museums, visits to fieldwork sites, stakeholder organisations or to any other location that holds resources, materials or data relevant to the subject of the proposed research.
7. The topic and nature of the research will vary according to the field of study, but it should engage the candidate in **full-time** personal research.
8. Project proposals must focus on a clear research question or research aims and should provide the student with sufficient scope for the development of ideas and initiative as well as research and analytical skills. The minimum length of a Vacation Scholarship Project is two weeks and the maximum length twelve weeks.
9. The following activities are **not eligible**:
  - a. projects that are part of the student's normal degree course



- b. projects that consist solely of a literature review
  - c. work placements (whether paid or unpaid) or a volunteering opportunity
  - d. attendance at summer schools, language schools or any other training course or participation in group expeditions.
10. The project description in the application form must be written by the student. Applicants will be disqualified if a project appears to have been authored by the supervising academic or any other person.

## Project supervisor

11. The project must be supervised by an academic researcher at the institution attended by the student (the Home Institution). The supervisor can be a group leader, lecturer, reader or professor but not a graduate teaching assistant or hourly paid tutor. Supervisors may also include post-doctoral research assistants or postgraduate research students in the day to day supervision of the project.
12. 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.
13. Supervisors may only supervise one Carnegie Vacation Scholarship student each year.
14. The supervisor must ensure the student
- a. has access to the necessary equipment, consumables or any other resources necessary to conduct the project;
  - b. receives adequate training to operate equipment and/or undertake the proposed research activities;
  - c. meets all statutory requirements (including ethics committee approval, animal licences and requirements of regulatory authorities where applicable) for the work they will undertake, and follows the relevant health and safety policies.
15. When the project is to be conducted at a different research organisation ("Host Institution") than the student's own institution, the student's work must be supervised by an academic researcher at the Host organisation. In the case of fieldwork, the student should also work under the supervision of a local researcher or research team. 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

On-line applications can be completed through the Trust's website by the student and by the project supervisor at the student's own institution. The on-line application portal will open approximately 8 weeks before the **closing date of 15<sup>th</sup> February 2024, 5PM**. The on-line application form will be available through this link:

<https://www.carnegie-trust.org/award-schemes/vacation-scholarships/>

Applications are peer reviewed by Early Career Academics based in Scotland, members of staff and Trustees of the Carnegie Trust. When assessing applications, reviewers will look at the:

- a. Academic standing of the student;
- b. Quality of the project and
- c. Feasibility of the project.

Outcomes of the selection process will be communicated to institutions and supervisors by late March. Awards are

**not** transferable to a different student or project.

## Scholarship value

Vacation Scholarships include a weekly stipend calculated based on the hourly Scottish Living Wage rate. At present, the hourly rate is £12, with a Scholarship value of **£420 per week** for a 35 hour week. The value of the awards increases each year in line with adjustments to the Living Wage Scotland rate. Prior to selecting the successful projects for 2024, the Trust will check for any increase in value to the Scottish Living Wage rate and adjust the scholarship value accordingly.

The stipend is intended to cover the living costs (accommodation, travel, subsistence) of the successful students while undertaking the research project. No additional funding is available for other costs or items such as equipment, consumables, or overheads. 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.

## Reporting

Students are required to submit an A1 poster (landscape orientation only) on their project to the Trust prior to that year's Vacation Scholars Poster Competition. Further details regarding this will be provided to successful applicants.

## Managing the awards

Scholarships are **not** paid directly to the student by the Carnegie Trust. Instead, the student's HEI is expected to distribute the scholarship to the student at regular intervals over the period of the scholarship. Reimbursement of these funds will be made directly by the Trust to the HEI on receipt of an invoice. A single invoice should be issued for all Vacation Scholarships held at the same HEI 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).

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.

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.

*Revised November 2023*