

## Vacation Scholarships for Undergraduates

### Terms and Conditions of Award

#### Tenure

1. Vacation Scholarships are tenable for a minimum length of two weeks and a maximum length of twelve weeks. The award letter will specify the length of the award.
2. Awards are **not** transferable to a different student or project.
3. The project supervisor and/or host (if the research will take place at a different organisation to the student's home university/HEI) must provide the necessary guidance and all research costs to enable the student to complete the Vacation Scholarship. The project supervisor and/or host must also ensure all ethical, Health & Safety and regulatory requirements relevant to the project are completed before the commencement of the Scholarship.
4. A Carnegie Vacation Scholarship cannot be held in conjunction with a similar award from a different funder.

#### Scholarship value and payment

5. The value of the Scholarship is based on the Scottish Living Wage rate for a 35 hour working week. The value is adjusted each year to take into account any increase to the Scottish Living Wage.
6. No additional funding is available for research costs, equipment, consumables or overheads.
7. Institutions are notified of the names of the successful students through a letter and an acceptance form sent to the Principal and copied to the relevant administrative contact. A single grant is awarded to each organisation with successful applicants.
8. Once notified of the names of the successful students, each university is responsible for accepting the awards on behalf of the students at their institution and returning the completed institutional acceptance form to the Carnegie Trust before the start of the projects. Payment of the scholarships will be made once all projects have been completed and reporting requirements fulfilled by the students.
9. Universities/HEIs are expected to pay out the stipend to the students at regular intervals during their scholarship period.
10. Reimbursement of the awards to the university/HEI is made as a single payment following receipt of i) a project report completed by each of the successful students; ii) an invoice for the total amount disbursed and iii) a Financial Statement detailing the amounts paid to each student. A single invoice should be issued for all Vacation Scholarships at the same university/HEI.
11. A scholarship may be cancelled if a student fails to demonstrate satisfactory progress during the project period, or abandons it. The Trust will also cancel any scholarship which fails to start by the agreed date.
12. Should a project be cancelled or abandoned after the start date, the amount invoiced to the Trust must be adjusted according to the number of full weeks completed by the student.

#### Reporting

13. Students are required to submit an end report on their project to the Trust using the template provided.

March 2025