



Vacation Scholarships for Undergraduates

Terms and Conditions of Award

Tenure

1. Vacation Scholarships are tenable for a minimum length of four weeks and a maximum length of twelve weeks. The length of a scholarship will be stated in the award letter.
2. Scholarships are non-transferable, meaning they cannot be transferred to other students or projects.
3. The project supervisor (and/or host supervisor if the project is to take place at a research organisation other than the student's home university/HEI) must provide all necessary guidance and research costs to enable the student to complete the scholarship project. The project supervisor and/or host supervisor must also ensure all ethical, Health & Safety and regulatory requirements relevant to the project are satisfied before the commencement of any research activity.
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 a Scholarship is calculated using the Scottish Living Wage rate for a 35-hour working week. The value is adjusted each year to accommodate any increase to the Scottish Living Wage.
6. No additional funding is available for research costs, equipment, consumables or overheads.
7. Universities/HEIs will be notified of successful applicants and supplied with award details via an email issued to the relevant administrative contact at the institution.
8. Once notified, each university/HEI is responsible for accepting the awards on behalf of the scholars at their institution and returning a completed institutional acceptance form to the Carnegie Trust before the commencement of the first project.
9. The Trust expects universities/HEIs to distribute the stipend to scholars at regular intervals over the course of their scholarship. Institutions are expected to consult with scholars when setting payment schedules.
10. Scholarships awarded to students at a given institution will be administered collectively by the Trust as a single grant awarded to that organisation. Consequently, reimbursement to the university/HEI will be made as a single payment following the receipt of;
 - i. project end reports completed by each scholar; and
 - ii. a Financial Statement detailing the amounts paid out to each scholar; and
 - iii. an invoice for the total amount disbursed (a single invoice should be issued covering all Vacation Scholarships at the same university/HEI)
11. A scholarship may be cancelled if a scholar fails to demonstrate satisfactory progress over 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 to reflect the actual number of full weeks research completed by the scholar.

Reporting

13. Scholars are required to submit an end report on their project to the Trust in early September using the provided template.
14. The Trust reserves the right to contact scholars after the conclusion of their undergraduate studies to collect destination metrics and feedback on the role and significance of the Vacation Scholarship scheme.

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