



Carnegie Masters Grants Terms and Conditions of Award

Background and introduction

The following Terms and Conditions of Award cover the Carnegie Masters Grants, awarded by the Carnegie Education Fund (“CEF”). Carnegie Education Fund is the operating name of The Carnegie Trust for the Universities of Scotland (SC015600).

The Carnegie Masters Grants (“CMGs”) support students (“Grantees”) undertaking a postgraduate Masters at one of the following Scottish Institutions of Higher Education (“host HEI”): the universities of Aberdeen, Abertay, Dundee, Edinburgh, Edinburgh Napier, Glasgow, Glasgow Caledonian, Heriot-Watt, Highlands & Islands, Queen Margaret, Robert Gordon, St Andrews, Stirling, Strathclyde and West of Scotland, the Glasgow School of Art, the Royal Conservatoire of Scotland and Scotland’s Rural College (SRUC).

This document supersedes all previous iterations of the scheme Terms and Conditions of Award. For all enquiries, please contact: grants@carnegie-trust.org

A. About the Grants

1. CMGs are personal awards and consequently are not, under any circumstance, transferable to an alternate student/grantee.
2. CMGs are also course specific as a key assessed criteria is the explanation given by the applicant for pursuing the stated Masters' programme. CEF will only entertain requests to switch programme post-award where a compelling case can be made.
3. CMGs are not tenable simultaneously with any other tuition fee or stipend award intended for the same purpose. Excepted from this are incidental discretionary or hardship funds or charitable grants awarded to a grantee for use toward their personal or family expenses.
4. Grantees may hold, indeed are actively encouraged to apply for, grants from their host HEI or any other funding body to supplement research or fieldwork activities undertaken as a component of their Masters' programme.

B. Tenure

5. A CMG may only be held in conjunction with the undertaking of a complete postgraduate Masters' Programme at one of the following Scottish Institutions of Higher Education (host HEI): the universities of Aberdeen, Abertay, Dundee, Edinburgh, Edinburgh Napier, Glasgow, Glasgow Caledonian, Heriot-Watt, Highlands & Islands, Queen Margaret, Robert Gordon, St Andrews, Stirling, Strathclyde and West of Scotland, the Glasgow School of Art and Royal Conservatoire of Scotland and Scotland's Rural College (SRUC).
6. Where a grantee is pursuing a joint or dual Masters' programme offered in partnership with another institution/organisation, the grantee must remain enrolled at an eligible Scottish HEI for the duration of their CMG even if part of the programme takes place at the other institution, irrespective of where that partner institution is located.

C. Start date and duration

7. CMGs may be awarded for programmes commencing in the first (autumn) or second (spring) semesters of an upcoming academic year.
8. Grantees may study either part-time or full-time. Part-time study must equate to a minimum of 0.5 (50%) FTE.
9. CMGs covered by these Terms & Conditions will have been awarded for Masters' programmes with either a 1-year (full-time) or 2-year (part-time) duration. The award confirmation issued to each successful Scholar will state the mode of study and length of Scholarship alongside the award value.
10. Where permitted by their institution a grantee may switch study mode mid-programme, however, CEF must be informed in writing (via email) prior to such a change. CEF reserves the right to amend the value of a CMG in line with any change to study mode.

D. Award value

11. All CMGs comprise a contribution toward tuition fees, with some (at CEF's discretion) also including a stipend component:
 - **Tuition fee payment** – up to a maximum value of £10,000 for a 1-year full-time course or up to £5,000 per year for a 2-year part-time programme. The tuition fee component of the award is intended as a top-up payment and is contingent on a Scholar taking up their full SAAS postgraduate tuition fee loan entitlement. The value of a CMG tuition fee component will be determined on an individual basis upon reviewing the amount of SAAS tuition fee

loan available to the Scholar, the course tuition fees charged by the host HEI and the Scholars circumstances.

- **Stipend** – up to a maximum value of £5,000 for a 1-year full-time programme or the pro-rata equivalent if studying part-time. Stipends are not a guaranteed CMG component and will be awarded on a case-by-case basis in accordance with perceived need and the available budget. CEF assesses applications holistically and considers a grantees personal as well as financial circumstances when judging if it is appropriate to offer a stipend.
12. Should a tuition fee shortfall remain post-award the grantee must demonstrate (to CEF's satisfaction) that they have the means to cover the outstanding fee balance.
 13. Grantees are expected to inquire after and avail themselves of any alumni tuition fee discount for which they may be eligible and supply CEF with details.
 14. A CMG is a training award and consequently should not be regarded as income for tax purposes. However, it is the responsibility of grantees to ensure they are aware of their tax liabilities and of any impact that stipend payments may have on benefits such as Universal Credit, Tax Credits, etc. **CEF is unable to provide advice on tax, National Insurance, pension or benefits issues.**

E. Payment of stipend and tuition fees

15. CEF will provide host HEIs with details of each CMG awarded to grantees at their institution.
16. CMGs awarded to grantees at a given host HEI will be administered collectively by CEF as a block grant awarded to that organisation. Consequently, reimbursement to the host HEI will be made in arrears as a single payment following at the end of the academic year (in October) upon the receipt of:
 - a Financial Statement detailing the outstanding tuition fees for each grantee (minus SAAS tuition fee loan amount and any alumni discounts/grantee contribution); and
 - an invoice for the total amount (i.e. a single invoice covering all CMGs at the same host HEI).
17. For grantees in receipt of a stipend this will be paid directly into the individuals nominated bank account by CEF. The stipend amount will be divided into three equal payments to be made at the commencement of each term or shortly thereafter. CEF will contact the host HEI to confirm a grantee's enrolment status prior to making each payment.

F. Reporting

18. Each grantee is required to provide CEF with a brief post-programme feedback report. Reports are requested at the end of August and take the form of an online questionnaire.
19. Failure to submit a feedback report by the stated deadline may result in CEF pausing payment of the CMG tuition fee component to the host HEI.

G. Part-time working (including teaching & demonstrating)

20. CEF recognises that many grantees wish/need to undertake employment alongside their studies. During term time CEF requires that such employment be kept to a reasonable level that will not adversely impact on course engagement or academic performance. Consequently, CEF expects grantees studying on a full-time basis to undertake no more than 16 hours of work in any given week during term time.

H. Cancellation or termination

21. Grantees are required to notify CEF as soon as possible of any circumstances, lasting longer than 3 weeks, that may negatively impact on their academic progress.
22. Grantees wishing to withdraw from their course of study must inform CEF in writing (via email) of their intention to withdraw as soon as possible.
23. Upon receiving confirmation of withdrawal, the CMG will be cancelled, and the Scholar will receive no further stipend payments.
24. A CMG may be terminated by CEF under the following conditions:
 - CEF is informed by the host HEI that a grantee has failed to enrol on their programme by the required date.
 - A grantee fails to adequately engage with their studies and/or does not demonstrate satisfactory academic progress.
25. CEF will only consider the termination of a CMG as a last resort. When a grantee is experiencing difficulties, every effort must be made by the host HEI to work with the grantee to facilitate the successful completion of their studies.
26. In the event of the cancellation/termination of a CMG, CEF would only pay a pro rata proportion of the tuition fees equivalent to the period of study.

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