

# THE ENGINEERING & DESIGN INSTITUTE LONDON

## SCHOLARSHIPS POLICY

<b>Summary</b>	Policy outlining TEDI-London's Scholarships		
<b>Policy Owner</b>	Head of Brand & Student Recruitment		
<b>Policy Sponsor</b>	Senior Leadership Team		
<b>Policy applies to</b>	All TEDI-London staff, offer holders, students		
<b>Relevant legislation and policy</b>	Access and Participation Plan Admissions Policy Student Financial Support Policy Student Contract Assessment Regulations Attendance and Engagement Policy Equality Act 2010		
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### DOCUMENT CONTROL

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>
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## **1. INTRODUCTION**

- 1.1. It is one of TEDI-London's stated aims that we will help address the global shortage of engineers and provide a diverse engineering workforce which will transform the discipline, seeking to attract capable students from non-traditional engineering backgrounds.
- 1.2. The principal purpose of offering **Participation Scholarships** is to help attract a diverse cohort of students from underrepresented areas, both identified within engineering and higher education by lowering the financial barrier to study.
- 1.3. The aim of our **Talent and International Scholarships** is to attract and reward students who have the right attitude, aptitude, and ability to succeed at TEDI-London, by lowering the financial barrier to study.
- 1.4. The below tables outline the Scholarships that TEDI-London offers:

**a. Participation Scholarships**

Scholarship	Criteria	Award	Selection	Number Available
Women in Engineering	<ul style="list-style-type: none"> <li>• Be a woman (or to self-identify as female)</li> <li>• Home fee status</li> <li>• Holding an offer to study at TEDI-London</li> <li>• In receipt of a student loan or self-funding your studies.</li> </ul>	£1,500 per year of study	<p>Applied for, 600-word blog post.</p> <p>Graded and awarded or not awarded.</p> <p>Must 'Firm' Offer prior to UCAS Deadline</p>	Up to 10
Black Engineers	<ul style="list-style-type: none"> <li>• Be black (or to self-identify as black)</li> <li>• Black – African or African or African British</li> <li>• Black – Caribbean or Caribbean British</li> <li>• Any mixed background (to include Black African, Black Caribbean or Black Other)</li> <li>• Home fee status</li> <li>• Holding an offer to study at TEDI-London</li> <li>• In receipt of a student loan or self-funding your studies.</li> </ul>	£1,500 per year of study	<p>Applied for, 600-word blog post.</p> <p>Graded and awarded or not awarded.</p> <p>Must 'Firm' Offer prior to UCAS Deadline</p>	Up to 10
Local Community	<ul style="list-style-type: none"> <li>• Permanently reside in the London Borough of Southwark or in a London property with an SE postcode. Home fee status</li> <li>• Holding an offer to study at TEDI-London</li> <li>• In receipt of a student loan or self-funding your studies.</li> </ul>	£1,500 per year of study	<p>Applied for, 600-word blog post.</p> <p>Graded and awarded or not awarded.</p> <p>Must 'Firm' Offer prior to UCAS Deadline</p>	Up to 10
Upskilling and Retraining	<ul style="list-style-type: none"> <li>• Minimum of 21 years of age at start of course</li> <li>• Home fee status</li> <li>• Holding an offer to study with us.</li> <li>• A minimum of 2 years employment history (full or part-time) in any field or having just completed an Access to HE or Level 3 qualification.</li> </ul>	£1,500 per year of study	<p>Applied for, 600-word blog post.</p> <p>Graded and awarded or not awarded.</p>	Up to 10

<b>Scholarship</b>	<b>Criteria</b>	<b>Award</b>	<b>Selection</b>	<b>Number Available</b>
	<ul style="list-style-type: none"> <li>In receipt of a student loan or self-funding your studies.</li> </ul>		Must 'Firm' Offer prior to Deadline given.	
Refugee	<ul style="list-style-type: none"> <li>Prove Refugee status.</li> <li>Holding an offer to study at TEDI-London</li> <li>In receipt of a student loan or self-funding your studies.</li> </ul>	£3,000 per year of study	<p>No Selection Process. Must prove status only. Must 'Firm' Offer prior to UCAS Deadline</p>	Up to 5
Care	<ul style="list-style-type: none"> <li>Prove Care leaver or Care experienced status</li> <li>Holding an offer to study at TEDI-London</li> <li>In receipt of a student loan or self-funding your studies.</li> </ul>	£3,000 per year of study	<p>No Selection Process. Must prove status only. Must 'Firm' Offer prior to UCAS Deadline.</p>	Up to 5

#### b. Talent and International Scholarships

<b>Scholarship</b>	<b>Criteria</b>	<b>Award</b>	<b>Selection</b>	<b>Number available</b>
Talent Scholarship	<ul style="list-style-type: none"> <li>Home fee status</li> <li>Holding an offer to study at TEDI-London</li> <li>In receipt of a student loan or self-funding your studies.</li> </ul>	<p>£2,000 or £2,500 or £3,000</p> <p>Per year of study</p>	<p>Video submission Graded and awarded, and amount decided. Must 'Firm' Offer prior to UCAS Deadline.</p>	Up to 10
International Scholarship	<ul style="list-style-type: none"> <li>International fee status</li> <li>Holding an offer to study at TEDI-London</li> </ul>	<p>25% Directly off fee per year of study. <b>Or</b></p>	Scholarship awarded on performance at Online Interview on.	Up to 15

Scholarship	Criteria	Award	Selection	Number available
		35% Directly off fee per year of study. <b>Or</b> 50% Directly off fee per year of study.	Must accept offer and pay deposit within time frame given.	

- 1.5. Scholarships will be reviewed annually, for the next academic cycle at which point new Scholarships may be introduced or removed. We will not amend our Scholarships arrangements during an admissions cycle, or once in place for a student on the programme.
- 1.6. In addition to the 'number available' Scholarship listed here, an extra 5 may be made available for the January intake if uptake is high for the September start.
- 1.7. TEDI-London, depending on recruitment needs, reserve the right to introduce additional scholarships, for specific purposes, after Main Cycle has closed.

## **2. PURPOSE OF THIS POLICY**

- 2.1. This policy exists to ensure that TEDI-London meets its legal requirements under the Equality Act 2010 and considers our stated values of being inclusive, courageous, inspiring, collaborative and to work with integrity when it comes to TEDI-London's provision of Scholarships.
- 2.2. This policy provides guidance to prospective students on the types of Scholarships available from TEDI-London and how they are awarded.
- 2.3. This policy provides guidance to all those who are actively engaged in the creation and awarding of Scholarships to prospective students.
- 2.4. This policy supports the achievement of our commitment as stated in our Access and Participation Plan to improve equality of opportunity for underrepresented groups to access, succeed in and progress from higher education.

## **3. SCOPE OF THIS POLICY**

- 3.1. This policy applies to all employees of TEDI-London responsible for designing, managing, and administering Scholarships, and for prospective students applying for or in receipt of Scholarships from TEDI-London.
- 3.2. This policy is non-contractual and will be amended from time to time to reflect developing equality legislation, case law, codes of practice and overall effectiveness in helping to deliver TEDI-London's strategic aims.

## **4. ROLES AND RESPONSIBILITIES**

- 4.1. The Head of Brand & Student Recruitment is responsible for monitoring and reviewing this policy annually and for recommending changes to the SLT.
- 4.2. The **Scholarship Committee** makes decisions on what Scholarships will be offered and the governance of the Scholarships. The **Scholarship Panel** will be responsible for receiving, reviewing and awarding Scholarship applications. The **Student Financial Support Committee** oversees the implementation, administration and tracking of the Scholarships.
- 4.3. The **Equality and Diversity Committee** monitors the impact of Scholarships awarded, reporting to the Academic Board, as necessary.

- 4.4. The eligibility criteria for Scholarships are determined by the **Scholarships Committee**.

## **5. SCHOLARSHIP GOVERNANCE STRUCTURE**

- 5.1. TEDI-London Scholarships will be governed in the following way:

<b>Group</b>	<b>Membership</b>	<b>Role and Responsibility</b>	<b>Meeting frequency</b>
<b>Scholarship Committee</b>	<ul style="list-style-type: none"> <li>• COO</li> <li>• Registrar</li> <li>• Head of Brand and Marketing</li> <li>• Head of Finance</li> <li>• Admissions and WP Manager</li> </ul>	<p>Designing and delivering fit for purpose Scholarships for attracting, retaining underrepresented and talented applicants.</p> <p><b>Propose changes and policy amends to SLT</b></p>	3 times per year
<b>Scholarship Panel</b>	<ul style="list-style-type: none"> <li>• Admissions and WP Manager</li> <li>• Assistant Registrar for Student Experience</li> <li>• Academic Rep</li> <li>• Student Recruitment and Applicant Experience Manager</li> <li>• Head of Finance</li> </ul>	<p>Awarding participation Scholarships, by judging submissions, in a planned timely manner.</p> <p>Awarding International Excellence and Talent based Scholarships based on submission and grading and deciding the amount awarded.</p> <p><b>Awarders of Scholarships</b></p>	<p>Convened when Scholarship submissions are submitted.</p> <p>International Scholarship based on interview performance.</p>
<b>Student Finance Working Group</b>	As per current membership	<p>Administering, monitoring and tracking Scholarships.</p> <p><b>Year on year impact of Scholarships for progressing students and feedback reporting to Scholarship committee.</b></p>	Fortnightly

## **6. PRINCIPLES OF SCHOLARSHIPS**

- 6.1. Any Scholarships offered by TEDI-London will have clearly stated eligibility criteria, purpose, justification, definitions of terms and assessment criteria.
- 6.2. There will be Scholarships for both home fee status students and international fee-paying students. Eligibility based on fee status will be published on the TEDI-London website.

- 6.3. Information about available Scholarships will be published on the TEDI-London website.
- 6.4. Where the eligibility criteria for the award use protected characteristics, the justification for the Scholarship will clarify it falls within the scope of positive action under the Equality Act.
- 6.5. Where a Scholarship may be indirectly discriminatory, the justification for the Scholarship will clarify how the Scholarship is a proportionate means of meeting a legitimate aim.
- 6.6. Students awarded a Scholarship cannot be in recipient of more than one Scholarship (with the exception of the Care and Refugee Scholarship) wholly funded by TEDI-London, but they remain eligible for a TEDI-London Bursary.
- 6.7. For students in recipient of the Care or Refugee Scholarship, they may apply for other Scholarships. They will however only be able to be awarded 1 other Scholarship, either Talent or Participation.
- 6.8. If a student has a sponsor who will be paying the full and/or part balance of their Tuition Fees, they will not be eligible for a Scholarship. Should a student start to become sponsored during their study, they will cease to be eligible for a Scholarship from that point onwards.

## **7. PARTICIPATION SCHOLARSHIPS**

- 7.1. Participation Scholarships are awarded to students from defined underrepresented backgrounds in engineering.
- 7.2. The aim of these Scholarships is to:
  - increase the diversity of engineering students
  - open new markets
  - signify that TEDI-London welcomes applications from diverse backgrounds
  - to reduce the financial barrier for those who would otherwise be unable to take up a place
- 7.3. The Senior Leadership Team will agree the underrepresented backgrounds on an annual basis, based on information from the engineering sector and on the diversity of the TEDI-London cohort from previous years. From first year of operation in 2021, shortage areas are defined based on data from Engineering UK<sup>1</sup> and HESA.
- 7.4. For 2024/25, the areas of underrepresentation continue to be defined as:

<b>Scholarship</b>	<b>Criteria</b>	<b>Rationale</b>
<b>Female</b>	Any person who self-identifies as being female.	Shortage of female engineers. Women only make up 16.5% of all engineers (2022)

<b>Black</b>	<ul style="list-style-type: none"> <li>• Black – African or African or African British</li> <li>• Black – Caribbean or Caribbean British</li> <li>• Any mixed background (to include Black African, Black Caribbean or Black Other)</li> </ul>	<p>According to King's only 8% of engineers come from Black and minority ethnic backgrounds.</p> <p><a href="#">UCAS</a> reports at the end of cycle 2022, that the percentage of black 18 year olds is increasing and we want to continue to support that growth.</p>
<b>Upskilling and retraining Mature</b>	Defined by <a href="#">UCAS</a> as 21 years of age or over at the start of their programme and have been in employment rather than education for 2 years minimum prior to commencing the programme, unless studying a level 3 qualification to gain entry to higher education, such as an Access to HE course.	Addressing the shortfall of engineers, supporting people who want to retrain, or work towards charted status by gaining a first degree.
<b>Local community</b>	Have a permanent home address within a Southwark, Lewisham or Lambeth postcode.	Supporting students from the local area to study and on graduation work in the local area.
<b>Refugee</b>	Any person who has a refugee status.	Supporting people with refugee status to access education
<b>Care</b>	<p>Any person who is a care leaver or care experienced.</p> <p>A care leaver is someone aged 25 and under who has spent time in local authority care (such as foster care, or residential children's homes). A care leaver will be eligible for support from the local authority's Leaving Care Team once they turn 18 and will be currently supported by a local authority when they enrol in Higher Education</p>	Supporting care leavers to access education

- 7.5. These Scholarships (with the exception of Refugee and Care), will have a selection process attached.
- 7.6. There are up to 10 Scholarships available for each of female, black, upskilling and local area. The award of the Scholarships is based on an applicant submitting a blog on a specified topic, within the timeframe and demonstrating that they meet the criteria.
- 7.7. For Care and Refugee Scholarships, only status needs to be proved to avail of the Scholarship and they will be issued on a first come, first served basis. Applicants who are Care leavers or refugees may also wish to apply for another

Participation Scholarship or Talent Scholarship, following the same application process outlined.

## **8. TALENT SCHOLARSHIPS**

- 8.1. Our Talent Scholarships are used to achieve our aim to attract students with the right aptitude, attitude, and ability to study engineering.
- 8.2. The Talent Scholarships will be selective and have specific entry criteria which must be successfully met and scored before being awarded.
- 8.3. There will be up to 10 Talent Scholarships available.
- 8.4. There are 3 possible awards for the Talent Scholarship and the decision of the Scholarship Panel is final.
- 8.5. Candidates are requested to submit a video pitch.
- 8.6. Submissions will be scored by the Scholarship Panel and awarded accordingly.
- 8.7. Where an applicant is also eligible for a Participation Scholarship and meets or exceeds the score for the Talent based Scholarship they will be awarded the
- 8.8. Talent Scholarship as it is of higher value.

## **9. INTERNATIONAL EXCELLENCE SCHOLARSHIP**

- 9.1. Where an applicant is deemed to be an international fee payer, they will have to undertake an interview as part of the admissions process.
- 9.2. During the interview, which will be assessing a candidate's understanding of the programme, TEDI-London and demonstration of skills and values, scoring will take place for the International Excellence Scholarship.
- 9.3. Top scoring candidates will be awarded up to 50% of their tuition fee if they are self-funding and not sponsored.
- 9.4. If a candidate has not been awarded an International Excellence Scholarship via the interview process, they may be asked to submit a blog/video for further consideration for a Scholarship.
- 9.5. An international student must meet the minimum attendance and engagement requirements each year to obtain the Scholarship for the following year.
- 9.6. The following will be the scoring mechanism for International Excellence Scholarships. 36 is the maximum score for interview.

<b>Interview score</b>	<b>Amount</b>	<b>Number available</b>
31 - 36	50%	5

26 - 30	35%	5
17 - 25	25%	5

## **10. ACCEPTANCE OF SCHOLARSHIP**

- 10.1. Firmly accept your offer from TEDI-London on UCAS by the given deadline or if the application was made direct to TEDI-London, via Admissions by emailing [admissions@tedi-london.ac.uk](mailto:admissions@tedi-london.ac.uk) by the given deadline.
- 10.2. International students who are self-funding and have been awarded a Scholarship must pay their deposit by the deadline given.
- 10.3. All students must register on the programme at TEDI-London.

## **11. DEADLINES AND TIMINGS**

- 11.1. Eligible students will be able to apply for Scholarships on receipt of an offer to study at TEDI-London.
- 11.2. The deadlines for those who have applied for their course before the 31st of January will be in line with UCAS decision deadlines.
- 11.3. We reserve the right to amend any Scholarship deadlines depending on TEDI-London's operational needs and resourcing considerations. Candidates will always have a minimum period of 14 days between receiving their offer and any Scholarship application deadlines. Any changes to the deadline will be clearly communicated to eligible candidates.

## **12. SCHOLARSHIP AWARDS**

- 12.1. The award will be the same for each year of study.
- 12.2. If BEng students, who have a Scholarship, who meet and exceed the progression criteria wish to apply for the MEng (4th year), they will not automatically be eligible for the same Scholarship that they were awarded for their BEng. A continuation of the Scholarship will be decided by the Scholarship Panel, after a change of course form has been submitted.

## **13. PAYMENTS**

- 13.1. Scholarships will be awarded for the duration of the programme, for which you applied for (3 years BEng, 4 Years MEng). Students will receive the same amount for every year of the programme.
- 13.2. For Scholarships, home students funded via Student Finance can either elect to have the award offset against their tuition fee liability or to have the award paid directly into their bank account.
- 13.3. If a student is self-funding (not funded via Student Finance), the scholarship will be awarded as a fee reduction only.

- 13.4. TEDI-London will notify the Student Loans Company about fee discounts and changes in tuition fee liability. Where a student has taken out the maximum tuition fee loan entitlement, payments should be adjusted accordingly by the Student Loans Company.
- 13.5. If a student has only taken a partial tuition fee loan to pay part of their tuition fees, the student will need to contact the Student Loans Company to adjust the amount of loan they wish to borrow.
- 13.6. Scholarships will either be paid in three instalments, the amount depending on the value of the award:

<b>Value of Award</b>	<b>Instalments</b>
£1,500 per year	Paid in 3 instalments, per year 3 instalments of £500 each
£2,000 per year	Paid in 3 instalments, per year 2 instalments of £700 one instalment of £600
£2,500 per year	Paid in 3 instalments, per year 2 instalments of £840 one instalment of £820
3,000 per year	Paid in 3 instalments, per year 3 instalments of £1,000 each

**13.7. Awards paid into bank accounts**

- Where a student chooses to have the award paid into their bank account, the first payment will be made within four weeks of enrolment at TEDI-London. The first payment will only be made if the student is engaged in the programme, in line with the requirements in the **Attendance and Engagement Policy**.
- Where a student chooses to have the award paid into their bank account, each instalment will be paid in line with the deadlines for payment of tuition fees as set out in the **Student Fees Policy**, except for the first payment.

## **14. REMOVAL OF A SCHOLARSHIP AS AN OFFER HOLDER**

- 14.1. If an applicant selects TEDI-London as an Insurance Choice.
- 14.2. If an applicant declines TEDI-London's offer.
- 14.3. If an applicant withdraws their application.

## **15. REMOVAL OF A SCHOLARSHIP AS A STUDENT**

- 15.1. If a student withdraws from their course the Scholarship to be awarded will be calculated up to the last engagement date point. Any overpaid Scholarship amounts will require reimbursing to TEDI-London and the Finance team will request this via email. If the payment is not made upon request the debt may be handed over to a debt collection agency to reimburse TEDI-London for what is owed.

## **16. ONGOING REQUIREMENTS**

- 16.1. Continued payments of Scholarship instalments will rely on the student's continued adherence to the TEDI-London Student Contract, which includes attendance and engagement requirements, as outlined in the **Attendance and Engagement Policy**. Students in receipt of Scholarships are required to remain on course to achieve a minimum of a lower second class (50-59.99%) at the end of each academic year.

### **16.2. Duration and continuation of award**

The following principles apply to all Scholarships:

- Students will not receive any Scholarship award for periods of study (e.g. repeated years) for which awards have already been made
- Student withdrawal from study ends all Scholarship awards from the date of formal withdrawal
- Students who have suspended their studies will remain eligible for the remainder of the award upon return to full-time study, providing they continue to satisfy eligibility and progression criteria
- Awards are made once per individual; no student will receive any one Scholarship more than once
- Any student providing TEDI-London with false information for the purpose of gaining funding they are not entitled to will render themselves unqualified for support. No further financial awards will be made, and any awards already held will be rescinded and collected via debt collection agency.

## **17. APPEALS PROCESS**

- 17.1. If you are concerned about the way your application for a Scholarship was handled, you may use the Admissions Appeals Process procedure outlined within the Admissions Policy to inform us of your concerns.
- 17.2. Current students with a concern about their Scholarship can use the Academic Appeals Policy.
- 17.3. Appeals submitted through both processes must conform to the criteria outlined in both Policies.

## **18. PROCESS FOR CREATING NEW SCHOLARSHIPS**

- 18.1. New Scholarships can be suggested for consideration by any staff member or student at TEDI-London to a member of the Scholarships Committee.
- 18.2. Applications for the creation of new Scholarships must include the purpose, justification, eligibility criteria, and assessment criteria and should be submitted to the Scholarships Committee.
- 18.3. Applications for the creation of Scholarships will be reviewed by the Scholarship Committee. On review they can either reject a proposal, request further information on accept and explore further.

## **19. TRAINING, DISSEMINATION, AND IMPLEMENTATION**

- 19.1. TEDI-London staff will be introduced to this Policy during their induction process when they join the organisation. Regular training will be provided to all staff, and staff will be informed of any changes made when the Policy is updated on an annual basis.

## **20. MONITORING AND REVIEW**

- 20.1. The Scholarships Committee will be responsible for ensuring compliance with this Policy and for reporting their findings to the Academic Board at the end of the annual admissions cycle.
- 20.2. Data on Scholarships awarded by the mechanisms outlined in this Policy will be reported to the Equality, Diversity, and Inclusion Committee, which is responsible for monitoring our access and participation goals, in line with the Access and Participation Plan. The findings of the Equality, Diversity, and Inclusion Committee will be reported to the Academic Board along with recommendations relating to any remedial action required.
- 20.3. This Policy will be reviewed at least on an annual basis to enable financial support arrangements for the next academic year to be confirmed in time for the next application cycle which starts each year in September. The next review date is August 2024.

## **21. IMPACT ASSESSMENT**

- 21.1. An impact assessment has been undertaken and identified a beneficial impact on groups that are underrepresented in engineering for offer holders and students with protected characteristics. Specifically for this policy, that is Race (Black), Sex (Female), Age (Upskilling and Retraining, over 21 years of age), where we wish to lessen the financial burden of accessing higher education, so have also included Socio Economic.
- 21.2. We do not believe that the other groups are adversely impacted by the policy, as we have a Scholarship Policy that does not exclude particular groups from applying for a Scholarship, and all 'home' students have the opportunity to apply for a 'Talent' scholarship regardless of any protected characteristic.

## Impact Assessment Table

Information used for analysis						
	Could particularly benefit	Neutral	May adversely impact	Explanation	Is action possible or required?	Details of actions or explanations if actions are not possible  Please note details of any actions to be placed in your policy
Race	✓	□	□	Participation Scholarships have been designed to benefit underrepresented groups in line with our KPIs.	N/A	
Sex	✓	□	□		N/A	
Gender reassignment	□	✓	□		N/A	
Disability	□	✓	□		N/A	
Age	✓	□	□		N/A	
Sexual orientation	□	✓	□		N/A	
Religion or belief	□	✓	□		N/A	
Pregnancy & maternity	□	✓	□		N/A	
Marriage & civil partnership	□	✓	□		N/A	
Human Rights	□	✓	□		N/A	
Socio Economic	✓	□	□		N/A	
Multiple/ Cross Cutting	✓	□	□		N/A	

**Outcome(s) of customer analysis**

- a) Will the policy/ procedure impact TEDI-London employees and/ or identified groups above; negative  neutral  positive  
✓No major change needed ✓Adjust  
the policy  Adverse impact but continue  Stop and remove / reconsider policy

Completed by Fionnuala Wayland, Head of Brand and Student Recruitment, 15/01/24

Assessed by COO 16/01/2024