

 **SCHOLARSHIP GUIDANCE**

**SCHOLARSHIP DETAILS**

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| Name of Scholarship | Thomas and Margaret Roddan Trust |
| Short List Decision Making Panel*Decision panel members may access your student record and utilise their knowledge of your academic performance as part of the decision making process.*  | A representative from Student Services (Manager/Director) A representative from Advisory |

**ELIGIBILITY CRITERIA**

Applicants must meet the undernoted criteria set out by the Trustees.

* Awards may be made to students having their ordinary residence in Scotland and studying anywhere in the world (including Scotland) or students having their ordinary residence outside Scotland and studying in Scotland.
* Awards may be made to undergraduates who have completed at least one year of study, postgraduates undertaking taught courses or postgraduates engaged in research for a higher degree.
* Trustees will not favour applications to cover expenditure which should have been planned at the outset of the course such as required periods abroad or required field courses. They are more likely to favour applications to cover expenditure arising from unforeseen contingencies and unexpected circumstances, or to meet the costs of specific material needs.

Applicants must also be willing to meet the award conditions set out in the ‘Award Conditions’ section below.

**WHAT KIND OF FUNDING IS AVAILABLE?**

Awards of up to £500 will be paid in 1 instalment with the payment date set when an award is made.

**AWARD CONDITIONS**

Applicants must be willing and able to meet the following award conditions if successful:

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| 1. *To write a Thank You letter addressed to the Award Donor and submitting to* *advisory@abertay.ac.uk*

*Or completing this form* [*https://forms.office.com/e/t2vk7vVyqS*](https://forms.office.com/e/t2vk7vVyqS) |
| 1. *To give permission for elements of your Thank You letter to be quoted for promotional materials*
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| 1. *To take part in promotional activity relating to this Award*
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**APPLICATION DEADLINES**

30 May 2025 is the expected end date of the process. Students can submit applications until that deadline.

However, this opportunity may close early should all the funds available be allocated to eligible students.

Incomplete applications will not be considered.

**HOW CAN I APPLY?**

By completing an application form which can be downloaded from this page [Thomas and Margaret Roddan Scholarship](https://www.abertay.ac.uk/study-apply/money-fees-and-funding/scholarships/thomas-and-margaret-roddan-scholarship/) or by emailing to the Advisory Service and requesting an application form.

**APPLICATION SUBMISSION**

Each application must include the name of an Abertay staff member who has knowledge of the students’ circumstances (this could be teaching staff, a counsellor, learner development worker, careers advisor or student advisor).

Completed applications should be submitted to the Advisory Service at advisory@abertay.ac.uk

**APPLICATION QUERIES AND ASSISTANCE**

Staff in the Advisory Service can offer support and guidance with the application process including:

* Feedback on the first draft of your application by email or at a Drop In.
* Application checking face to face at a Drop In.
* Advice on where to look for opportunities.
* Eligibility queries for awards that we administer.
* Evidence queries.

*Please make contact at* ***least 4 weeks before the application deadline*** *to ensure that there is adequate time for a member of staff to look at your email and for you to make alterations based on the feedback provided.*

See our ‘**Scholarships and Bursaries Application Guide’** for advice on how to make a strong application:

<https://intranet.abertay.ac.uk/support/student-services/advisory/funding/scholarships-and-trusts/>

To check available **drop in** times or to make an **appointment** with a Student Advisor visit:
<https://abertayconnectservices.abertay.ac.uk/home.html>

**Email** queries may be sent to advisory@abertay.ac.uk however please allow time for a response and consider other means of contact in the first instance if your query is time sensitive.

**WHAT HAPPENS NEXT?**

All applicants will be notified of the outcome of their application by email.

Students are responsible for making sure their application forms are complete and that the supporting evidence meets the application criteria. **Incomplete applications will not be considered.**

**The Advisory Service**

**Student Services** | **Bernard King Library** | **Abertay University**

**Bell Street | Dundee | DD1 1HG**

**E: advisory@abertay.ac.uk**

**T: 01382 308833 (SEZ Helpdesk)**