

## Article 26 Sanctuary Scholarship Application Guidance Notes – 2020 entry

*These guidance notes accompany the Article 26 Scholarship Application form.*

The University of Manchester works in partnership with Universities of Sanctuary to enable people seeking asylum to progress into higher education. Successful applicants for the Article 26 Sanctuary Scholarship at the University of Manchester will receive:

- tuition fee waiver sufficient to meet the full cost of the tuition fees for a maximum of the normal duration of the undergraduate programme<sup>1</sup> to which they have been admitted until such time as they are awarded a status that entitles them to access student finance;
- an award of £5,000 per year of the programme towards the associated costs of study e.g., travel, books. As with the tuition fee waiver, the £5,000 bursary will be allocated for a maximum of the normal duration of the undergraduate programme to which they have been admitted until such time as they are awarded a status that entitles them to access student finance. At this point eligible students would receive the University's Manchester Bursary<sup>2</sup>.
- a free place in University Halls of Residents for a maximum of the normal duration of the undergraduate programme<sup>3</sup> to which they have been admitted until such time as they are awarded a status that entitles them to access student finance

### Eligibility criteria and the selection process

Before making an application for the Article 26 Sanctuary Scholarship please ensure that you meet the eligibility criteria as follows. You:

- have applied for a course at The University of Manchester starting in September 2020;
- are unable to access mainstream funding, e.g. student finance or a local authority grant;
- currently attend a school, college, community or voluntary group which can provide a reference in support of your application.

and your current immigration can be described as one of the following:

- Refugee status
- Discretionary leave to remain (DLR)
- Indefinite leave to remain (ILR)
- Humanitarian Protection (HP)
- Awaiting a decision on application for refugee status
- Leave as an Unaccompanied Asylum Seeking Child (UASC leave)
- Refugee status + 5 years indefinite leave to remain (ILR)
- Refused Asylum Seeker - application for refugee status has been denied and has submitted a fresh claim
- Lived in the UK for the last half of life which was not for the principal purpose of study, and has a form of immigration permission. This can include Limited Leave to Remain (LLR)

Applicants must meet these eligibility criteria and be in a position to verify their circumstances in order to apply. Applicants who do not meet the criteria will not be considered for an award. If you have any questions about whether or not you should apply for an award please contact [Article.26@manchester.ac.uk](mailto:Article.26@manchester.ac.uk)

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<sup>1</sup> Applicants wishing to study medicine or dentistry are not eligible to apply

<sup>2</sup> <https://www.manchester.ac.uk/study/undergraduate/student-finance/2019/uk/university-support/>

<sup>3</sup> Applicants wishing to study medicine or dentistry are not eligible to apply

## How to apply

### Applicants need to:

- Read the guidance notes fully before completing the application form.
- Ensure you are eligible to apply. If you have any questions email [Article.26@manchester.ac.uk](mailto:Article.26@manchester.ac.uk)
- Complete each section of the application form.
- Give your application to your supporting Referee and ask them to complete a supporting statement.
- Get your application form signed by the Principal of the school or college you are currently attending, or a Senior Manager of the voluntary or community group supporting your application.
- Submit your application by the deadline indicated on the application form.

## Data Protection

The University of Manchester needs to collect, maintain and use personal data relating to you to allow us to process your application for the Article 26 Sanctuary Scholarship. The details you have provided on the form will be used to make an assessment of your eligibility for the scholarship and to inform the selection process.

The information on this form will be seen by the scholarship panel which consists of members of staff from the University and may also include a representative from an organization that supports sanctuary seekers. If your application is successful and you being a course at The University of Manchester, we will retain your information for the duration of your course.

View our full Privacy Notice here: <http://documents.manchester.ac.uk/display.aspx?DocID=37247>

## Guidance Notes for completing the form

### Note 1: Personal details

- Complete the personal information section of the form – we need this information to contact you about your application. Please print your details clearly.
- Ensure that you put your name as you would want to see it on, for example, a certificate, with your first name in one box and your second name in the other. You don't need to include your middle names.
- Tell us which college, school or community or voluntary organisation you currently attend.
- Tell us which degree programme you have applied for at The University of Manchester and what the current status of your offer is.
- Please include your UCAS and University of Manchester ID number.

### Note 2: Applicant's Personal Statement

In making a judgement about your application, the selection panel will base their assessment on:

- Your personal and family circumstances and the barriers that you have faced in continuing your education - with particular reference to your current status in the UK.
- Your ambitions for the future, why you have chosen your course of study and how the Article 26 Scholarship will help you to achieve your ambitions.
- Your financial circumstances, including how you have managed financially whilst at college and how you will support yourself at university.
- What additional support will you need whilst at university.
- If sending your personal statement as a separate document, include your name and date of birth on any additional pages.

Please take these into account when answering the questions in the personal statement section. Your application for the Article 26 Scholarship is completely confidential and the selection panel will only be able to take into account information that is provided in your application form. Whilst the selection panel do need

some details of personal circumstances, we do not need to know about the circumstances that led to you seeking asylum in UK if you don't wish to provide this information. Your supporting Referee will be asked to give a supporting statement about you but if there is any information that you feel should be taken into account when your application is considered you must include it in your personal statement.

### **Note 3: Declaration of eligibility and checklist**

- Confirm, by ticking the appropriate box, that you meet the eligibility criteria.
- Confirm that should your application be successful, you will inform Stephanie Lee immediately if your circumstances change.
- Look through the items in the checklist carefully and tick to indicate that you have met all these requirements.

### **Note 4: Equal Opportunities Monitoring Information**

Please complete the equal opportunities monitoring information section of the form – it is important to ensure that we are accessible to all students and we will use this information to monitor whether or not we are reaching a cross section of the student population.

### **Note 5: Referee's Supporting Statement**

The Referee's Supporting Statement is an important part of the selection process. Please be sure to include all of the requested information and any other information that you believe should be taken into consideration by the selection panel. It is the responsibility of the applicant to provide their referee with a copy of their personal statement. When completing the referee's supporting statement please consider the following:

- The referee providing the supporting statement must provide their contact details and confirm that the school, college or community of voluntary group that they represent wishes to support the student's application.
- The student's application will not be accepted without a supporting statement.

The referee's Supporting Statement should be no more than 500 words and should cover the following:

- What are the applicant's personal and financial circumstances and what barriers have they overcome to continue their education?
- How well suited is the applicant to the higher education course they plan to take and how realistic are the student's ambitions?
- What contribution, to your knowledge, has the student made to (a) college life and / or (b) their community?
- Is there any other information that you believe is relevant to the student's application?
- How do you think the student would benefit from the support offered by the University of Manchester's Article 26 Sanctuary Scholarship?

Applications will only be accepted for consideration if they are accompanied by the Referee's Supporting statement and signature.

## **Informing you of the outcome of your application**

- Please note that this is a competitive process and not all applications will be successful.
- Following initial assessment, after the closing date, the University will contact you to let you know whether or not your application will progress to the next stage of the selection process.
- If your application is taken forward, you will be invited to an interview to verify the information you have provided in your application and to expand on the information you have provided in your form.
- If you are successful in being offered an Article 26 Sanctuary Scholarship you will be informed within two weeks of your interview

For further information on completing your application please email [Article.26@manchester.ac.uk](mailto:Article.26@manchester.ac.uk).