King's College London
Graduate School Administered
Funding Schemes:

Postgraduate Taught (Master’s) degree
programmes (PGT)

2017/18 Guidelines for Applicants

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INTRODUCTION

About the Graduate School

The Graduate School provides advice on a wide range of postgraduate funding opportunities and will, where possible, guide applicants to the most appropriate sources of funding for their degree programmes. The Graduate School also administers a wide range of funding schemes that are open to students in pursuit of a postgraduate degree at King’s College London.

For more information about the Graduate School and what it does, please go to: http://www.kcl.ac.uk/study/graduate-school/index.aspx

About this Document

This funding guidance document has been produced to provide information about some of the funding opportunities that are offered by and/or administered through the Graduate School for Postgraduate Taught (PGT) degree\(^1\) programmes at King’s College London for the 2017/18\(^2\) academic year.

PLEASE NOTE, the funding schemes described in this document do not apply to MPhil/PhD research programmes, specialist doctorate programmes, PG Certificates or PG Dip programmes.

You will find a list of all the schemes covered by this document within the table on the next page; note that this is not an exhaustive list of all schemes covered by the Graduate School as the Graduate School is also involved with a range of external funding opportunities and college agreements.

Within this document you will find details about the criteria, application process, and selection process for each of the individual schemes covered by this document. Also contained in this document are the full Terms and Conditions (see section ‘Conditions & Regulations of Funding’) that will apply to all of the schemes listed.

For details relating to other funding opportunities available at King’s College London, which can include other schemes administered by the Graduate School, schemes offered through academic Faculty/departments/divisions at King’s, as well as external funding opportunities, please refer to the College’s online Funding Database at: http://www.kcl.ac.uk/graduate/funding/database

\(^1\) PGT degree programmes referred to in this document cover MSc, MA, MRes, MPH, MMUS, LLM, MClinDent and MPhilStud degrees.

\(^2\) The 2017/18 academic year covers the period from September 2017 to August 2018.
### LIST OF SCHEMES COVERED BY THIS DOCUMENT

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Approx. number available</th>
<th>Maximum value of award</th>
</tr>
</thead>
<tbody>
<tr>
<td>King’s International Scholarships (KIS)</td>
<td>8</td>
<td>£25,000</td>
</tr>
<tr>
<td>King’s Santander Master’s Scholarships (SANT-M)</td>
<td>6</td>
<td>£5,000</td>
</tr>
</tbody>
</table>

### IMPORTANT

Please note that each funding opportunity has specific eligibility criteria that must be met, and the application and selection procedure may also differ between opportunities so you MUST apply according to the procedures that are set. Applicants who do not follow the correct procedures will NOT be considered for the scheme(s) that they intended.

Application deadlines are **absolute** and materials received after the specified time and date will NOT be accepted and the applicant will be considered ineligible.

For further details about each scheme, please scroll to the relevant pages below.
King’s International Scholarships (KIS)

Eligibility Criteria

Applicants MUST:

- Be due to commence a full-time postgraduate Master’s programme at King’s College London in the 2017/18 academic year;
- Hold a conditional/unconditional offer for a full-time postgraduate Master at King’s College London in 2017/18 from the University’s Admissions Office;
- Be liable to pay tuition fees at the international/overseas (higher) rate;
- Fulfil the relevant academic and English proficiency entry requirements set by King’s College London;
- Complete and submit the required application documentation by the stated funding deadline (see below);

Please note that:

- The award is to be allocated towards the cost of tuition fees. Any remaining funds will be issued as a one-off payment;
- Students who are already registered on the respective postgraduate programme are not eligible to apply;
- Students who will pay tuition fees at the Home/EU rate are not eligible;
- These scholarships cannot be held on a part-time basis;
- Distance learning programmes are not eligible;
- For programmes longer than 12 months duration, the scholarship will be paid during the first year only;
- As the award provides partial funding only, applicants must be able to confirm that they have/are seeking the means to support any outstanding fees/costs not covered by this scheme, i.e. through other funding awards or self-funding.

Application Process:

Application Start: January 2017 Application Deadline: 23:59 GMT, 1st May 2017

Applications will be invited from January 2017 and will close on 1st May 2017 at 23:59 GMT sharp.

To be considered for the award, applicants MUST, by the application deadline of 23:59 GMT, 1st May 2017:

1) Have submitted a complete online admissions application (via https://apply.kcl.ac.uk/) for a postgraduate Master’s programme and been offered a conditional/unconditional place at King’s College London by the University’s Admissions Office:

Admissions applications must be ‘complete’ in order for an application to be considered for funding, and for an admissions application to be deemed ‘complete’ it must contain all the relevant supporting documentation required by the Faculty and Department applied to, such as references, transcripts, and English language scores. It will be the applicant’s responsibility to ensure that all supporting materials are submitted to the College in time for the Admissions Office and Admissions Tutor to assess the application for a place on the Master’s programme (normal assessment period 4-6 weeks), but definitely no later than 31st March 2017.*

AND

2) Submit an online postgraduate taught (PGT) funding form by 1st May 2017, 23:59. Note that this online funding application form should only be completed after a complete admissions application has been submitted to the university and a place on the programme has been offered (this can be conditional). The
online funding form can be accessed at: https://www.kcl.ac.uk/study/postgraduate/fees-and-funding/student-funding/postgraduate-taught-funding/pgt-funding-form.aspx

*Students who have already applied for admissions, and those who hold a place but deferred entry to 2017/18, will not be required to submit an admissions application again but do need to submit a PGT funding form.

Failure to submit both application forms, as appropriate, by the application deadlines will result in the application being ineligible.

The Graduate School PGT online funding form will cover the following schemes:
- King’s International Scholarships (KIS)
- King’s Santander Master’s Scholarships (SANT-M)

Details about each of these schemes are provided within this guidance document – see relevant pages as indicated in the content page.

Note that applicants must check their eligibility carefully before applying. Verification of eligibility will be conducted by the Postgraduate & Graduate School Support team once the application deadline has passed.

Applicants only need to submit the PGT online funding form ONCE. Please refrain from submitting multiple PGT online funding applications to the Graduate School.

As part of the Graduate School PGT online funding form, applicants will be asked to provide:
- Personal details i.e. name, ID/reference number, date of birth and email address
- Previous qualifications
- English language proficiency
- Details about the postgraduate taught (PGT) programme
- A statement of justification
- Confirmation that they are seeking / have secured funds to cover any remaining fees/costs not covered by the Graduate School awards.

Selection Process:

Once the application deadline has passed, the Postgraduate & Graduate School Support (PGSS) office will gather and record details of all the online funding applications received. Further information and documentation will be extracted from the university’s admissions records/student records, as necessary.

The PGSS office will check the eligibility of all applicants and circulate details/materials to the appropriate Faculty for consideration. All eligible applicants who have applied appropriately for our PGT funding schemes will be considered for the opportunity. Please be aware that applicants must already hold an admission offer by the funding application deadline of 1 May 2017.

Note that, where eligible, an applicant can be considered for more than one type of funding scheme, and if successful, the applicant may be permitted to hold more than one type of award, as long as the funds are not seen to be overlapping. Please refer to the ‘Conditions & Regulations of Funding’ section for further guidance.

Applicants will be judged against the following criteria:
- Academic merit / degree qualifications;
- Professional qualifications achieved, where relevant;
- Strength of personal statement;
- Applicant’s future plans, and what they plan to do with the postgraduate taught degree;
- Confirmation of other funds sought/secured, whether from other scholarships or family/self funds. Note that preference may be given to applicants who have already secured some ‘partial’ funding from alternative sources towards the cost of the postgraduate taught degree programme;
- Preference may be given to students who have not previously undertaken a postgraduate degree programme.
Faculties will be asked to provide details of their selected candidate(s), together with a list of reserve candidates, by the end of June 2017. Final decisions may be conducted by a central King’s Graduate School selection panel.

**Announcement of Results:**

All results will be announced via email in the first instance.

Candidates who are deemed ineligible by the PGSS office for any of the Graduate School PGT funding schemes, as covered by the online PGT funding form, will be informed about their ineligibility within 4 weeks from the Graduate School application deadline.

Eligible applicants who have been considered for the King’s International Scholarships will be informed about the final outcome of their application towards the end of June 2017.

Candidates who are selected for the awards will be asked to provide a decision on acceptance/decline by a given deadline. If a successful candidate fails to respond by the given deadline or declines the offer, their award will automatically be transferred to a reserve candidate who is next in-line for the award.

No further allocation or reallocation of awards should occur beyond the end of July 2017.
King’s Santander Master’s Scholarship (SANT-M)

Eligibility Criteria

Applicants MUST:

- Be due to commence a full-time postgraduate Master’s programme at King’s College London during the 2017/18 academic year;
- At the time of application, be permanent residents of one of the following Santander Network countries: Belgium, Italy, France, Germany, Poland, Portugal, Spain and the UK;
- Hold a conditional/unconditional offer for a full-time postgraduate Master at King’s College London in 2017/18 from the University’s Admissions Office;
- Be normally domiciled within one of the following Santander Network countries for at least 3 years prior to the start of the programme: Belgium, Italy, France, Germany, Poland, Portugal, Spain and the UK;
- Complete and submit the required application documentation by the stated funding deadline (see below);
- Fulfil the relevant academic and English proficiency entry requirements set by King’s College London.

Please note that:

- Successful scholars who fail to complete, or fail their course will be expected to repay the full sum of funds to King’s College London for re-use as another Scholarship;
- Students who are already registered on the respective postgraduate programme are not eligible to apply;
- This award offers a one-off payment only;
- These scholarships cannot be held on a part-time basis;
- Distance learning programmes are not eligible;
- As the awards provide partial funding only, applicants must be able to confirm that they have the means to support any outstanding fees/costs not covered by this scheme, i.e. through other funding awards or self-funding;
- Successful candidates will be required to submit a thank you letter to the donor for their generosity.

Application Process:

Application Start: January 2017 Application Deadline: 23:59 GMT, 1st May 2017

Applications will be invited from January 2017 and will close on 1st May 2017 at 23:59 GMT sharp.

To be considered for the award, applicants MUST, by the application deadline of 23:59 GMT, 1st May 2017:

1) Have submitted a complete online admissions application (via https://apply.kcl.ac.uk/) for a postgraduate Master’s programme and been offered a conditional/unconditional place at King’s College London by the University’s Admissions Office:

Admissions applications must be ‘complete’ in order for an application to be considered for funding, and for an admissions application to be deemed ‘complete’ it must contain all the relevant supporting documentation required by the Faculty and Department applied to, such as references, transcripts, and English language scores. It will be the applicant’s responsibility to ensure that all supporting materials are submitted to the College in time for the Admissions Office and Admissions Tutor to assess the application for a place on the Master’s programme (normal assessment period 4-6 weeks), but definitely no later than 31st March 2017. *
2) Submit an online postgraduate taught (PGT) funding form by 1st May 2017, 23:59. Note that this online funding application form should only be completed after a complete admissions application has been submitted to the university and a place on the programme has been offered (this can be conditional). The online funding form can be accessed at: https://www.kcl.ac.uk/study/postgraduate/fees-and-funding/student-funding/postgraduate-taught-funding/pgt-funding-form.aspx

*Students who have already applied for admissions, and those who hold a place but deferred entry to 2017/18, will not be required to submit an admissions application again but do need to submit a PGT funding form.

Failure to submit both application forms, as appropriate, by the application deadlines will result in the application being ineligible.

The Graduate School PGT online funding form will cover the following schemes:
- King’s International Scholarships (KIS)
- King’s Santander Master’s Scholarships (SANT-M)

Details about each of these schemes are provided within this guidance document – see relevant pages as indicated in the content page.

Note that applicants must check their eligibility carefully before applying. Verification of eligibility will be conducted by the Postgraduate & Graduate School Support team once the application deadline has passed.

Applicants only need to submit the PGT online funding form ONCE. Please refrain from submitting multiple PGT online funding applications to the Graduate School.

As part of the Graduate School PGT online funding form, applicants will be asked to provide:
- Personal details i.e. name, admissions ID/reference number, date of birth and email address
- Previous qualifications
- Details about the postgraduate taught (PGT) programme
- A personal statement
- Confirmation that they are seeking / have secured funds to cover any remaining fees/costs not covered by the Graduate School awards.

**Selection Process:**

Once the application deadline has passed, the Postgraduate & Graduate School Support (PGSS) office will gather and record details of all the online funding applications received. Further information and documentation will be extracted from the university’s admissions records/student records, as necessary.

The PGSS office will check the eligibility of all applicants and circulate details/materials to the appropriate Faculty for consideration. All eligible applicants who have applied appropriately for our PGT funding schemes will be considered for the opportunity. Please be aware that applicants must already hold an admission offer by the funding application deadline of 1 May 2017.

Note that, where eligible, an applicant can be considered for more than one type of funding scheme, and if successful, the applicant may be permitted to hold more than one type of award, as long as the funds are not seen to be overlapping. Please refer to the ‘Conditions & Regulations of Funding’ section for further guidance.

Applicants will be judged against the following criteria:
- Academic merit / degree qualifications;
- Professional qualifications achieved, where relevant;
- Strength of personal statement;
- Applicant’s future plans, and what they plan to do with the postgraduate taught degree;
- Confirmation of other funds sought/secured, whether from other scholarships or family/self funds. Note that preference may be given to applicants who have already secured some ‘partial’ funding from alternative sources towards the cost of the postgraduate taught degree programme;
- Preference may be given to students who have not previously undertaken a postgraduate degree programme.

Faculties will be asked to provide details of their selected candidate(s), together with a list of reserve candidates, by the end of June 2017. Final decisions may be conducted by a central King’s Graduate School selection panel.

**Announcement of Results:**

All results will be announced via email in the first instance.

Candidates who are deemed ineligible by the PGSS office for any of the Graduate School PGT funding schemes, as covered by the online PGT funding form, will be informed about their ineligibility within 4 weeks from the Graduate School application deadline.

Eligible applicants who have been considered for the King’s Santander Master’s Scholarships award will be informed about the final outcome of their application towards the beginning of July 2017.

The candidate who is selected for the award will be asked to provide a decision on acceptance/decline by a given deadline. If the successful candidate fails to respond by the given deadline or declines the offer, their award will automatically be transferred to a reserve candidate who is next in-line for the award.

The successful candidate who accepts the award will be asked to provide a letter of thanks to the donor for their generosity. Details about this will be provided in the award offer.

**No further allocation or reallocation of awards should occur beyond the end of July 2017.**
CONDITIONS & REGULATIONS OF FUNDING

CONDITIONS APPLICABLE TO ALL SCHEMES

- Awards are offered on the condition that the candidate has met/will meet all the conditions required for acceptance by his/her chosen Faculty of study.
- Each award will be made on the assumption that there are adequate resources for the degree programme.
- New awards offered in 2017 are valid only to commence in the 2017/18 academic session; deferral of an award to a later academic session is not permitted.
- Awards are valid only at King’s College London and cannot be transferred to another institution.
- If an award-holder wishes to make a change to: a) their programme, b) their mode of study or c) their department/division/faculty/institute, as specified on their application form, he/she must first seek approval from the Postgraduate & Graduate School Support team. Before a decision can be made, the award-holder would need to outline the changes proposed and provide confirmation of i) the department’s/tutor’s support of such changes, and ii) the tuition fees (if they are different from the amount attached to the original programme). Failure to inform the Postgraduate & Graduate School Support team of such a change may impact on the continuation of an award.
- If an award-holder needs to take time out from their studies due to illness, accident, fieldwork or for any other serious cause, they must report this as soon as possible to the relevant Faculty Office/Academic/Record Centre to request an interruption of studies. The award-holder must also inform the Postgraduate & Graduate School Support team to request a temporary suspension of award funding. If the Postgraduate & Graduate School Support team is not informed and continues to pay for a student who is absent from their studies, a refund will be sought for overpayment, and it may also impact on the continuation of an award.
- If an award-holder: i) already holds another funding award from an organisation; or ii) is otherwise financially supported by another organisation; or iii) is to secure another funding award later on during the course of their taught degree programme, and the Graduate School considers the fund(s)/award(s), or other form of support, to be sufficient to cover maintenance and/or the programme tuition fees, the award-holder will not be permitted to hold these funds/awards concurrently. The rule to remember is that if two funds/awards cover the same amount e.g. both provide funds to cover full tuition fees, they cannot be held concurrently.
- Award-holders who receive funding from alternative source(s) will be required to disclose details of those funds to the Graduate School so that an assessment can be made regarding any potential overlap of funding.
- Applicants must be aware of all the additional financial commitments involved when attending their chosen course of study at King’s. Awards are granted on the understanding that the award-holder will take responsibility for any additional expenses incurred for the duration of study.
- An award can be terminated at any time under the following circumstances:
  - If a report of unsatisfactory progress is received from an award-holder’s tutor/department;
  - If an award-holder is no longer required to pay fees at the full international student rate; or if an award-holder switches registration status to part-time;
  - If an award-holder receives other overlapping funding.
CONFIRMATION OF AWARDS

The initial offer email sent to successful students will include instructions on how to accept the award, and the deadline for doing so. If the student is unable to take up the award, he/she should provide a reason why (this information is used for statistical purposes only).

Awards must only be accepted on the understanding that the student has read, understood and agrees to comply with the ‘Conditions & Regulations of Funding’ as set out in this booklet.

Successful candidates who confirm acceptance for the award(s) will be sent an official award confirmation letter detailing the terms and conditions of the award(s), the exact value of the award(s) granted and how it will be paid.

Where an offer-holder accepts an award but later decides that he/she is unable to take up the opportunity for whatever reason, we would like to ask that, as a matter of courtesy, the student informs the Postgraduate & Graduate School Support office, in good time, so that the opportunity could be passed on to another candidate where possible.

PAYMENT OF AWARDS

- Where an award provides funds directly towards tuition fees, an internal transfer will be arranged by the Postgraduate & Graduate School Support team and no money will be paid to the award-holder.
- Where an award can be used to cover tuition fees or living costs, the award-holder will have the option of receiving their award directly or it can be used to off-set a proportion of tuition fees (see above).
- Where an award is being used to cover living costs, this will normally be paid in instalments during the year, details of the number and timing of instalments will be made available to successful candidates as part of their formal scholarship letter.
- Direct payments to students will be made via a BACS transfer into a UK bank account only.

CONTACT DETAILS

Graduate School Support Team

Eva Broer, Head of Postgraduate and Graduate School Support
Jennifer Tomomitsu, Postgraduate Scholarship Manager
Chan Sum, Graduate School Administrator (Scholarships & Communication)
Lucy Newman, Graduate School Administrator (Scholarships & Quality Assurance)
Rebecca Duffy, Graduate School Assistant

Tel +44 (0)20 7848 4568/3389/4147
Email graduateschool@kcl.ac.uk

Website
Information, guidelines and application forms for Graduate School Funding (PGT) can be found on the Graduate School Funding Database at the following website: http://www.kcl.ac.uk/graduate/funding/database/