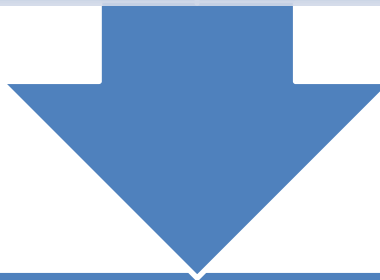


# PROCEDURE FOR SETTING UP COLLEGE FUNDED SCHOLARSHIPS.

## BUDGET

1. Confirm agreement of funding from College in writing (Head of College or College Head of Finance)

2. Pass confirmation to Graduate School and College Finance Office (Dawn Buchanan)

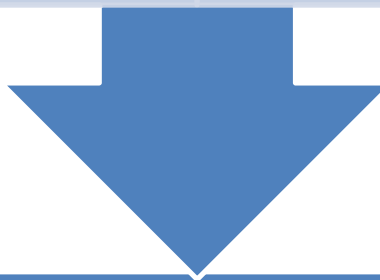


## ADVERTISE

1. Liaise with Graduate School who will arrange to advertise scholarship using College template advertisement and application documents.

2. Scholarships will be advertised on University and College webpages as standard.

3. Scholarships linked to a pre-defined project will be advertised via the College's account with FindaPhD.com.



## AWARD

1. Agree timeframe for selection of candidates using set application documents.

2. Notify Graduate School (Alan McConnell) when successful candidate selected. Must be done by end of June for candidates beginning their studies in September

3. Admission application must be submitted by candidate in order to generate student record and confirm the award. May be required at initial scholarship application stage, depending on timing of advertisement (Graduate School will advise)

4. Graduate School will issue official award letter which will be subject to the acceptance of an unconditional offer of a place on the relevant PhD programme