

Memo

To Heads of School for distribution to relevant staff in Schools for use as appropriate

From Professor Stuart Turley, Associate Dean PGT

cc Heads of Schools Administration; Head of Faculty Finance; Head of Faculty Academic Services

Loyalty bursaries for Manchester graduates proceeding to higher level study

At its meeting on 11th October 2007, Humanities Policy and Resources Committee discussed the future approach to Loyalty Bursaries for Manchester graduates continuing their studies here, given that a blanket University wide policy no longer applies. It was agreed that Schools should be able to propose schemes for their own circumstances but that these proposals should be submitted to Faculty and that they should be available for circulation to other schools so that they can be aware of the approach elsewhere.

This note sets out a framework of the factors that should be considered in designing and deciding any scheme, and provides a template (attached) through which a proposed scheme can be reported and circulated. It is suggested that Schools consider the financial implications of a proposed scheme by developing a simple business plan.

Schemes, together with associated business case, should be sent to the Dean for circulation to HPRC.

Which programmes	Proposed scheme	Notes
Will the scheme apply to all programmes administered by the school, to those programmes in particular disciplines or to specific programmes?		To avoid potential perceived inequities, it will normally be best to make a bursary available at least at discipline level, unless there are clear reasons for targeting specific programmes.
Has the application to any joint programmes been discussed and agreed with partner schools?	Yes/No	Proposals that will have an impact on the income of other schools should be discussed with those schools in advance
Which students		
Which groups will the scheme apply to: UG students progressing to PGT, UG progressing to PGR or PGT recruits progressing to PGR?		It is important to decide whether or not the scheme is to be available to students whose first degree at Manchester is at M level.
Will the scheme apply to all students admitted for higher study or only those with first class UG awards?		At least one school has proposed a scheme restricted to first class awards in order that the scheme's impact will be linked to quality of recruitment.
Form and amount of bursary		
Will the scheme be set as a % of fee or an absolute £ amount?		Do we want to state a norm of an absolute amount?
Will the bursary apply for one year of higher study only or to all years?		The normal expectation is that schemes will offer a one year bursary
Will the amount be payable on admission or split between entry and completion?		Splitting the amount is intended to give incentives to students and to ensure the reward is only given to good students but may carry certain additional costs of administration.

Document Control

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