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| **Aquaculture Support Scheme** | **TERMS AND CONDITIONS** |

Thanks to the generous support from the Scottish Aquaculture Research Forum (SARF) funds have been gifted to UHI for the benefit of Aquaculture students to help facilitate the student’s learning journey.

**Process and applicant requirements**

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| 1.1 | Applications are considered twice a year, with no exceptions. The deadline for application submissions are:* 24 October
* 15 March
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| 1.2 | Applications should be received by midnight on the deadline date. Late applications will be ineligible. |
| 1.3 | You can only submit one application per deadline and only one activity per application. |
| 1.4 | Retrospective funding will not be awarded. Your proposed activity dates should commence at least one month after the application deadline (in order to give the panel time to meet and review applications). |
| 1.5 | If in your final year, your proposed activity must take place prior to graduation and within the academic year (i.e., before 31 August of your graduation year).  |
| 1.6 | You will be notified by email within one month of the deadline date if you have been successful or not. If successful, you will receive payment within four weeks by BACS transfer or cheque if preferred. Payments can be made before the activity takes place. |
| 1.7 | You can only receive one grant within a 12 month period. |
| 1.8 | The maximum grant awarded is £2,500. Please be aware that successful grants rarely reflect the full amount requested and a contribution is more likely. |
| 1.9 | A recommendation email or letter from your personal academic tutor (PAT) or programme leader (PL) or equivalent referee is required with your application. This recommendation should:* + be written by your PAT, PL or equivalent referee, after they have read the terms and conditions.
	+ be signed and dated, including contact details.
	+ be addressed to the UHI Aquaculture Hub panel.
	+ outline the reasons why they support your application.
	+ justify why the proposed activity will benefit you.
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| 1.10 | All applications will be assessed individually. Grants will be made entirely at the discretion of the awarding panel and this decision is final. There is no appeal process.  |
| 1.11 | Applications should not assume that an activity previously supported will be supported again. The fund is always evolving to best meet the demands of our students and the funds available.  |
| 1.12 | The Aquaculture Support Scheme is competitive and the funds available vary every year. If there are a large number of successful applicants in one round, the value of the grants awarded will reflect this.  |
| 1.13 | If you are part of a group wishing to apply for the same activity, every student within your group must submit their own individual, application. This allows the panel to confirm the eligibility of every student. You should be aware that, as each application is assessed individually, grants may vary amongst your group. See also 3.4 & 3.5. |
| 1.14 | If you are a PhD student requesting support for travel to training or a conference, you must demonstrate that you have also applied to the UHI Research Conference and Training Fund. You should include evidence of the outcome of this application or state the reason why you did not apply to the fund. |
| 1.15 | Please be aware that the quality of your application is important, as well as the content. Complete your application electronically and check for spelling and grammatical mistakes. |
| 1.16 | Other factors which will be taken into account are:* your ability to demonstrate aspiration and commitment to progress in your career and interest in aquaculture.
* how the activity enhances your skills and experience.
* how the activity may benefit UHI, the region or Scotland.
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| 1.17 | Applicants who demonstrate an effort to raise funds through other sources will be looked on favourably. Details of applications to other sources of funding should be included in your application. The total funding from all sources may not exceed the full cost of the proposed activity. |
| 1.18 | All details of the funds required should be explained and evidence provided with your application, for example: ticket costs, correspondence, etc. This evidence must come from a reliable source which can be checked if necessary. Links to websites are not acceptable as evidence, however screenshots are acceptable evidence. |
| 1.19 | Additional conditions may be applied to a grant if the panel feels this to be necessary. |
| 1.20 | If successful, you will be required to provide a report about your experience which should include photographs where possible. This information may be used by the university to promote the fund. You may also be requested to attend relevant events.  |
| 1.21 | If you fail to submit a report you will be permanently ineligible to receive another grant in future.  |
| 1.22 | The fund is completely independent from any other form of financial support available to students, such as from SAAS. |
| 1.23 | The grant is non-repayable, however if for any reason your activity or trip does not go ahead, you will be required to return the grant.  |
| 1.25 | The University of the Highlands and Islands accepts no responsibility or liability for any injury, loss or damage incurred as a result of the activity which is being supported by the Aquaculture Support Scheme. Please make sure that you have fully evaluated any risks and that, where appropriate, have arranged any necessary insurance. |

**Eligibility**

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| 2.1  | Open to students currently studying, or about to begin their aquaculture career/studies (this includes aquaculture in its broadest sense and could include research, innovation, education, supply chain, regulation, etc.) |
| 2.2 | Students studying full-time or part-time at UHI1. Undergraduates (HNC, HND or Degree or similar level courses at SCQF 7-10).
2. Non-degree programmes including apprenticeships.
3. Postgraduates (Masters level and PhD students).
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| 2.3 | You typically reside in the Highlands and Islands, although students from Scotland, UK, and non-UK can be considered.  |
| 2.4 | Contribution to learning journey may include, but not limited to:* Attendance at events or site visits relevant to training programme and/or dissertation
1. Travel, subsistence, and accommodation[[1]](#footnote-1).
2. Short-course fees (contribution to CPD qualification(s))
* Publication costs
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**Exclusions**

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| 3.1 | Course fees for Degree, Masters level and PhD students. |
| 3.2 | If you have already received a grant in the last 12 months. |
| 3.3 | If you have already received a grant and did not submit a report. |
| 3.4 | Funding for hardship.  |
| 3.5 | Group applications. |

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| **Aquaculture Support Scheme** | **APPLICATION FORM** |

**Please ensure you have read the terms and conditions document carefully before completing this form.** Completed applications should be sent to: advancement@uhi.ac.uk**.**

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| [ ]  | I have read, understood and agree to all of the terms and conditions |
| [ ]  | I am a registered student at the University of the Highlands and Islands |
| [ ]  | I am applying for funding for myself only, not on behalf of a group |
| [ ]  | I am not requesting retrospective funding; my activity takes place at least one month after the deadline |
| [ ]  | I have not already received a grant from the Aquaculture Support Scheme in the last 12 months |
| [ ]  | I am aware the fund is competitive and money available is limited, provided by donors. I accept that the decision is at the discretion of the awarding panel, and that this decision is final |
| [ ]  | I will provide feedback on my experience and I am happy for my information to be used in any publicity |

Please read the statements and below and tick the boxes if true. **If you cannot tick all the boxes your application is ineligible.**

**Your details**

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| Title: |       | First name: |       | Last name: |       |
| Address: |       | Postcode: |       |
| Phone number: |       | Date of birth: |       |
| Email address: |       |
| Student number:  |       |
| Course title: |       | Level: |  |
| Academic partner: |  | FT/PT: |  |
| Course start date: |       | End date: |       |
| Programme leader: |       |
| Personal academic tutor: |       |

 **Provide a brief description of your proposed project/activity/event, e.g. what/where/when?**

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| (Limit 100 words) |
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| **Provide details as to how the award will be used; why this is important to you and your career and interest in aquaculture; how it will enhance your skills and experience; how the project may benefit the university, the region or Scotland**. This is your chance to stand out from the crowd. Really sell your project/activity/event, why should we, and the donors who provide this fund, support you? (Approx. 500 words) |
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**BUDGET. Please list all the costs associated with your application and confirm income sources.**  As the maximum grant is £2,500, you will need to demonstrate how you will meet any shortfall through your own resources, fundraising activities or other grants/funds.  Details of financial need and evidence of costs should be included, e.g. if you are travelling by train, please attach screenshots or an email that contains costs, do not include links to an online booking service.

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| **Description** | **Cost (£)** |
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| **TOTAL COST (1)** |       |

**ACTIVITY COSTS**

Please list the individual costs associated with your activity, e.g. travel, accommodation, course cost etc.

**INCOME RELATED TO THE ACTIVITY**

Please list any income which will go towards paying for the cost of your activity, e.g., own resources/savings, fundraising, other sources of funding applied for

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| **Description** | **Income (£)** |
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| **TOTAL INCOME (2)** |       |

**AMOUNT YOU ARE REQUESTING FROM THE STUDENT DEVELOPMENT FUND**

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| 1. TOTAL COST
 |        |
| (Minus) (2) TOTAL INCOME  | **-**        |
| **TOTAL REQUESTED**  |  **=**       |

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| [ ]  | **REQUIRED** – I have attached a signed recommendation from either my personal academic tutor, programme leader or an equivalent referee |
| [ ]  | **REQUIRED** - I have attached all relevant and supporting correspondence relating to my proposed activity/project (photocopies acceptable) |
| [ ]  | I have attached evidence of other funding sources, actual or applied for |
| [ ]  | I have attached evidence of my offer to continue studying at UHI (for students applying for activities which take place after 31st August in the final year of their current course) |

**SUPPORTING DOCUMENTS**

**DATA PROTECTION**

**Why we collect your data**

We will collect and process the personal data you provide to us during the application and screening process in accordance with the requirements of the Data Protection Act 1998 and the General Data Protection Regulation. We use your data for the purposes of processing University awards.

**What do we do with your data**

Your personal information will be shared with members of a panel who are responsible for assessing your suitability for an award, and you agree to supply us with accurate information. The university may use this information in the future to contact you for fundraising purposes. Please indicate by ticking the appropriate box below whether you are happy for us to contact you in the future for this purpose.

**Disclosing your information**

We may disclose information collected from you when we believe in good faith that the law requires it as described in the Data Protection Act 1998 and General Data Protection Regulation, or when it is necessary to do so to protect the rights or property of the University of the Highlands and Islands. We will not make this information available to third parties without first seeking your prior consent.

**How long do we keep your data for**

We will retain data for as long as it is required to process awards and for future fundraising purposes. After you graduate, your information is stored within the same database for alumni purposes. We will retain this data permanently as record of interaction. After ten years of no interaction, your record will be marked as inactive and your contact information will be removed.

**What data we collect about you**

We collect the following information about you: Full Name, Date of Birth, Address, Contact Information and Education Information.

**How to request your data**

Under the Data Protection Act 1998 and the General Data Protection Regulation individuals have a right to know what data is held about them and access, amend, restrict processing of or request removal of that data. You can find more information about this [here](https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/data-protection/access-to-personal-data/). If you’d like to make a request to obtain/amend/restrict processing of or request removal of your data, you can do this by using this [form](https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/data-protection/subject-access-request/#form).

Please confirm whether you agree to us processing your information for fundraising purposes by ticking the appropriate box below. You can request to be removed from this list at any time by emailing advancement@uhi.ac.uk

[ ]  **I agree for my information to be processed for fundraising purposes**

[ ]  **I do not agree for my information to be processed for fundraising purposes**

**DECLARATION**

I declare that I have read and understood the application requirements, the statements in the application and all supporting materials submitted are true to the best of my knowledge, and, if successful I will abide by the [terms and conditions](#_top) of the University of the Highlands and Islands, Aquaculture Support Scheme.

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| **Electronic signature:** |       |
| **Date:** |       |

**Completed applications should emailed to:** **advancement@uhi.ac.uk**

1. International travel can be considered – for example where students are delivering a presentation or poster at a relevant conference. It is expected that applications for international travel will only be considered if the application can evidence match funding from another source(s). [↑](#footnote-ref-1)