Application Form

JBA Trust Scholarships 2018

The JBA Trust Scholarships will fully fund the tuition fees for Lancaster University's Flood and Coastal Risk Management Postgraduate Certificate course starting in 2018/19. Please complete the following details.

1. Name
Full name and title

2. Contact details
Address for correspondence:
Tel:
Email:

3. Current role
Job title and employer:
Length of time in role:
How is your current role related to Flood and Coastal Risk Management?

4. Academic background and/or experience
Please provide details of your **undergraduate** degree Name and type of degree (eg. BSc Geography): Degree classification: University: Year of completion:
If applicable, please provide details of your highest **postgraduate** degree Name and type of degree (eg. MSc Catchment Dynamics): Degree classification: University: Year of completion:
If applicable, please provide details of other qualifications (e.g. HNC, HND, City & Guilds etc.) Qualification/s: Awarding body: Year of completion:
Please provide details of relevant experience and/or training in Flood and Coastal Risk Management and membership of any professional bodies (max 150 words)

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5. Personal statement
Please explain why you wish to undertake the Flood and Coastal Risk Management Postgraduate Certificate course, the significance you attach to possibly receiving a JBA Trust Scholarship, and the arrangements that you have in place to ensure that you are able to commit to the full duration of the PGCert (2 years) (Max 500 words)

6. **Employer's Reference** (please attach a reference from your current employer to the email when submitting your application form). The reference should include details of the support your employer intends to provide to you while studying.
Name and title: Position: Address: Tel: Email: *Nb. Where you cannot supply a reference from a current employer please state briefly why this is the case and provide a suitable alternative referee, for example a recent employer, previous university tutor, client or another person of professional standing known to you.*

7. Declaration
The information submitted in this application is to the best of my knowledge correct at the time this application was made. I confirm that I have read and agree with the terms and conditions of the scholarship. Should any significant developments arise since this application was made, I will keep the JBA Trust informed (please read the eligibility notes below). Please tick the box to confirm that you will abide by this declaration: [ ]
Signature…… Date:……

Completed applications should be emailed to Alexandra.Scott@jbatrust.org

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Eligibility and Terms and Conditions of Scholarship

- The recipient of the Scholarship is expected to present evidence of acceptance onto the PGCert in Flood and Coastal Risk Management at Lancaster University, after which the JBA Trust will pay the tuition fees directly to the University.

- The Postgraduate Certificate is expected to be completed over two years.

- The tuition fees will be paid in advance for each year of the course. For example, if the PGCert is expected to be taken over 2 years, the first half of the tuition fees will be paid at the start of Year 1. The second half of the tuition fees will be paid at the start of Year 2

- If the recipient fails to pass the first year (other than in the case of exceptional circumstances such as illness), JBA Trust reserves the right to withdraw funding for the remainder of the course.

- Awards cannot be made retrospectively.

Evaluation of Applications

- The JBA Trust will review applications using the following marking scheme for the personal statement, qualifications/experience and employer's reference:

Academic Qualifications/ Work Experience	Sub-criteria weighting 30%
Work experience Qualifications	Relevance of work experience to the Flood & Coastal Risk Management course. Relevance of qualifications in providing the necessary background/skills for postgraduate study.
Personal Statement	Sub-criteria weighting 40%
Reason for further study Reasons for requiring a Scholarship	Applicants should demonstrate why they wish to study for the Flood & Coastal Risk Management postgraduate certificate/diploma, and how it will align with their own career goals. Reasons should be given why a JBA Trust scholarship would be important to undertake this further study and what the applicant may contribute to the aims of the JBA Trust.
Employer's Reference	Sub-criteria weighting 30%
Support from the applicant's employer *(or suitable alternative referee)*	Applicants' should be able to demonstrate that they have the support of their employer for undertaking the postgraduate studies through study/unpaid leave, mentoring and assistance with travel and subsistence costs. The Employer should give reasons why completion of this course by the applicant is important to them. Where the reference provided is not from a current employer the Trust will review this section based on the applicant's ability to complete the course and what the applicant may contribute to the aims of the JBA Trust.

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Scoring	
Rating of response	Score
Very good application – meets or exceeds expectations (e.g. very relevant experience and/or qualifications, supported by strong personal statement, fully supported by employer). Explained in comprehensive detail.	9 - 10
Good application – fully meets expectations (e.g. relevant experience and/or qualifications, supported by good personal statement, supported by employer/referee). Explained in reasonable detail.	7 - 8
Satisfactory application – mostly meets expectations (e.g. some relevant experience and/or qualifications, supported by satisfactory personal statement, supported by employer/referee). Explained in adequate detail.	5 - 6
Weak submission - falls short of expectation (e.g. limited relevant experience and/or qualifications, weak personal statement and unsupported by employer/referee). Not adequately explained.	3 - 4
Unacceptable submission – no relevant experience/qualifications, poor personal statement and unsupported by employer/referee. Poorly explained.	1 - 2
Nil response or completely fails to address the question.	0

- The JBA Trust will conduct the review of applications to ensure equal opportunity, adhering to all relevant equal opportunities legislation, specifically including but not limited to age, gender, religion and belief, sexual orientation, race or disability.

- Review panel members must declare any specific interests through knowledge of individual candidates and will be excluded from the review of any applications from such candidates.

- The successful recipient will be notified by email and/or telephone and will have his or her name shown on the JBA Trust web site. All recipients of awards agree to be named on the JBA Trust website.

- All recipients of awards under the scheme will be required to submit a short (max 250 word) email report to the JBA Trust on completion of each module of the course, detailing briefly the academic activities undertaken on the course, and listing any factors affecting academic progress.

- JBA Trust reserves the right to verify academic credentials by reference to the awarding institution.

- The decision of the JBA Trust in the selection of students for the Scholarship is final and no correspondence will be entered into. No feedback on your application is possible.

- Employees of JBA Group companies or their immediate family members are not eligible to apply.