Scholarship Policy

1.0 Purpose

The purpose of this policy is to establish the principles, framework and conditions governing the award of the scholarships at the Engineering College of Technology (ECT).

ECT offers a range of scholarships to support access to study and to recognise academic achievement. These include merit-based scholarships and targeted scholarships designed to support specific groups in line with ECT's strategic objectives, Access and Participation Statement, and applicable legal frameworks.

This policy ensures that all scholarships are administered in a fair, transparent and consistent manner.

2.0 Scope

This policy applies to all scholarships offered by ECT in relation to its Bachelor's and Master's degree programmes, including scholarships for both prospective and current students.

It applies to all applicants and recipients of ECT scholarships, regardless of location, mode of study or background.

3.0 Principles

Scholarships at ECT are awarded in accordance with the following principles:

3.1 Fairness and Transparency

All scholarship opportunities will be clearly communicated, including eligibility requirements and selection criteria. Applications will be assessed fairly, consistently and without bias.

3.2 Merit and Targeted Support

Scholarships may be awarded on the basis of academic merit and/or to support specific groups in line with ECT's strategic objectives and applicable legal frameworks.

3.3 Consistency of Decision Making

All applications will be assessed against published criteria and decisions will be subject to appropriate review and approval to ensure consistency and accuracy.

3.4 Competitive Allocation

Scholarships are limited in number and are awarded on a competitive basis. Meeting the eligibility criteria does not guarantee the award of a scholarship.

3.5 Proportionate Decision-Making

Scholarship decisions will be made through a proportionate process, which may include individual assessment and/or panel review, depending on the volume and competitiveness of applications.

3.6 Accountability and Record-Keeping

All decisions will be appropriately documented, and records will be maintained to support transparency, reporting and quality assurance requirements.

3.7 Compliance and Data Protection

Scholarship processes will be conducted in accordance with ECT policies and relevant legal and regulatory requirements, including data protection and confidentiality obligations.

3.8 Alignment with ECT Policies

Scholarship decisions and administration will align with ECT's broader regulatory framework, including policies relating to admissions (including appeals and complaints), fees, equality and diversity.

4.0 Scholarship Framework

ECT offers a range of scholarships to support access to study and recognise student achievement. Scholarships may vary in value, number and eligibility requirements and are subject to periodic review.

4.1 Types of Scholarship

ECT scholarships may include, but are not limited to, the following categories:

- **New Student Scholarships**
  Awarded to applicants demonstrating high levels of academic achievement prior to entry to an ECT programme.
- **Current Student Scholarships**
  Awarded to enrolled students who demonstrate strong academic performance during their studies at ECT.
- **Targeted Group Scholarships**
  Awarded to support participation from specific groups, where this is consistent with ECT's strategic objectives and applicable legal and regulatory frameworks.

4.2 Key Characteristics

All ECT scholarships:

- Provide a reduction in tuition fees and do not cover non-tuition costs unless otherwise specified.
- Are limited in number and available only for specified intakes or study periods.
- Are applied to a specific programme of study and are not transferable between programmes or individuals.
- Are subject to defined eligibility criteria and conditions, which are clearly and timely communicated to applicants.
- A student may not normally hold more than one ECT scholarship at any given time.
- All information provided in support of a scholarship application must be accurate and complete.

4.3 Publication of Scholarship Details

Detailed information for each scholarship offering, including eligibility criteria, financial support, application requirements and deadlines, will be published and maintained separately from this policy.

5.0 Eligibility and Conditions

5.1 General Eligibility

To be considered for an ECT scholarship, applicants must:

- Meet the academic and admissions requirements for their chosen programme of study.
- Satisfy any specific eligibility criteria associated with the scholarship as published as the point of application.
- Submit a complete application in accordance with published requirements and deadlines.

5.2 Award Conditions

Recipients of an ECT scholarship must:

- Maintain satisfactory academic progress in accordance with the requirements of the scholarship and ECT academic regulations.
- Comply with all applicable ECT policies and codes of conduct.
- Remain in good financial standing with ECT, including the payment of any outstanding tuition fees.
- Meet any additional conditions specified for the individual scholarship as published at the point of award.

5.3 Continuation and Withdrawal of Scholarships

Scholarships may be withdrawn, suspended or adjusted where a recipient:

- Fails to meet academic requirements or progression criteria.
- Withdraws from, defers or changes their programme of study without approval.
- Is subject to academic misconduct or disciplinary action.
- Fails to meet financial obligations to ECT.

Students who are withdrawn for the reasons stated in 5.3 will be required to pay the full fee for the programme. Decisions related to individual withdrawal will be managed in accordance with related ECT policies such as the Students at Risk Policy, Deferral, Interruption and Withdrawal Policy, Academic Misconduct Policy, Student Disciplinary Policy, and the Fees and Refund Policy.

Scholarships will not normally extend beyond the standard duration of the programme of study and are subject to review where enrolment or study arrangements change.

5.4 General Conditions

- Scholarships apply to tuition fees only and do not cover non-tuition costs unless explicitly stated.
- Scholarships are not transferable between individuals or programmes and are not redeemable for cash.

6.0 Application and Selection

6.1 Application Requirements

Applicants must submit a scholarship application in accordance with the requirements, deadlines and instructions published for the relevant scholarship.

Only complete applications received by the specific deadline will be considered.

6.2 Assessment of Applications

All eligible applications will be assessed against the published scholarship criteria and supporting evidence provided.

Assessment will be conducted in a fair, consistent and transparent manner, in line with the principles set out in this policy.

6.3 Decision-Making

Scholarship decisions will be made by authorised individuals and/or panels in accordance with ECT's governance arrangements. The method of decision-making will be proportionate to the volume and competitiveness of applications.

Where the number of eligible applicants exceeds the number of available scholarships, a competitive selection process will be applied to determine the successful recipients.

6.4 Award of Scholarships

Scholarships will be awarded to applicants who meet the eligibility requirements and satisfy the selection criteria to the required standard.

The number of scholarships awarded in any intake or study period will be limited and determined in advance.

6.5 Communication of Outcomes

Applicants will be formally notified of the outcome of their application within a reasonable timeframe following the decision-making process.

6.6 Feedback and Appeals

Applicants may appeal scholarship decisions in writing to the Admissions team within 10 days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Applicants who are unhappy with aspects of the service received from ECT can lodge a complaint. Appeals against academic judgement will not be considered.

Appeals and complaints will follow the same process as set out in the Admissions and Recognition of Prior Learning Policy.

7.0 Governance and Accountability

7.1 Oversight and Responsibility

Overall responsibility for the oversight and review of scholarships rests with ECT's Academic Board.

Responsibility for the implementation and administration of scholarships is delegated to authorised staff in accordance with ECT's governance arrangements.

7.2 Decision Authority

Scholarship decisions will be made in accordance with this policy and approved through the appropriate decision-making structures established by ECT.

All decisions must be supported by appropriate evidence and documented in line with ECT's requirements.

7.3 Monitoring and Review

ECT will monitor the operation and outcomes of its scholarship schemes to ensure they remain effective, fair and aligned with institutional objectives.

This policy will be reviewed periodically in line with ECT's policy review cycle and may be updated where required to reflect changes in scholarship provision, regulatory expectations or institutional priorities.

7.4 Compliance with Related Policies

The administration of scholarships will comply with all relevant ECT policies and procedures, including but not limited to:

- Admissions and RPL Policy
- Higher Education Fees and Refund Policy
- EDI Strategy
- Access and Participation Statement
- Student Complaints Policy and Procedures
- Data Protection Policy

8.0 Definitions

Applicant: An individual who has submitted an application for an ECT scholarship.

Recipient: An individual who has been awarded an ECT scholarship.

Scholarship: A financial award provided by ECT in the form of a reduction to tuition fees, subject to eligibility criteria and conditions.

Targeted Scholarship: A scholarship designed to support participation from specific groups, in accordance with ECT's strategic objectives and applicable legal frameworks.

Academic Progress: The satisfactory completion of studies in line with ECT's academic regulations and progression requirements.

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Policy Contact	Quality Assurance and Compliance Manager
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Revision History		
Version	**Date**	**Description of key changes**
1.1	Dec 2023	Align the document to the quality assurance practices in UK universities
1.2	Apr 2024	Minor editing changes

2	May 2026	• Greater emphasis on governance and regulatory alignment • Introduction of a structured scholarship framework • Clearer eligibility criteria • Formalised application and decision-making process