

## Career Development Awards and College Prizes

### Terms and Conditions 2024-25

#### 1. Scope

This document outlines the terms and conditions of Career Development Awards and the College Prizes available to students and (in some cases) alumni of Royal Holloway.

The term 'College Prizes' refers to the Mary Macpherson Essay Prize and the Max Carey Memorial Prize.

The term 'Career Development Awards' refers to the Dame Felicity Lott Scholarship and the Kathleen Nixon Award.

The term 'Award' will be used throughout to collectively refer to all the Career Development Awards and the College Prizes offered by the College.<sup>1</sup>

#### 2. Eligibility

The Panel for the Career Development Awards and College Prizes are committed to encouraging equality and diversity and ensuring equality, fairness, and respect in its treatment of all applications received.

Unless otherwise stated, the student must:

- Anticipate meeting all the stated circumstances associated with their application.
- Meet the eligibility criteria for the individual award applied for as stated in the Award-specific Terms & Conditions section.
- Usually be registered as a Royal Holloway student at the point they make the application. Visiting students whose home institution is not Royal Holloway are not eligible to apply for the Awards.
- Only apply for one Career Development Award each year.
- Submit all the required documentation by the relevant deadline.<sup>2</sup> Late or incomplete submissions will not be accepted or considered by the Panel.

Please note:

- Projects that constitute a core activity of a student's study, such as placements, are not eligible for an Award.
- Where there are insufficient or no suitable applicants the Panel reserves the right not to make an Award.
- Decisions made by the Panel are final.

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<sup>1</sup> The term 'College' refers to Royal Holloway, University of London.

<sup>2</sup> Any stated times refer to Greenwich Mean Time (GMT)

### 3. Award Agreement and Responsibilities of the Student

- In accepting an award, students are agreeing to be bound by the Royal Holloway Career Development Awards and College Prizes Terms and Conditions as set out in this document. Students are advised to keep a copy of these Terms and Conditions for their records.
- By submitting an application for a Career Development Award applicants are agreeing to submit a report and photo of their training course that can be used for publicity purposes by the College should their application be successful.
- By submitting an application for a College Prize, applicants are agreeing that their article or project can be used by the College for publicity purposes should their application be successful.
- The College reserves the right to edit reports for clarity and length or to add disclaimers to any material it publishes. Consent for edits will be requested from the student prior to publication. The decision of where and whether to publish the report on the College website rests with the College.
- By accepting an award, applicants are agreeing to provide proof, if requested, that they wrote the article or undertook the project for which they received the award.
- By accepting an award, students are agreeing that they can be contacted by the Philanthropy and Alumni Relations Department to provide a profile that can be used by the College for publicity purposes. In Addition, the team will contact you to provide a thank you note and short update about your future plans for the donor.
- Awardees may be asked to participate in occasional promotional activities and to be interviewed, photographed and/or filmed for promotional purposes. This could include being featured on the Royal Holloway website and/or on social media. Prior consent of the student will be requested for this. No additional payments will be made by Royal Holloway to the awardees for participating in promotional activities.
- It is the awardees' responsibility to ensure appropriate insurance is obtained for those who plan to undertake a training course. Royal Holloway does not provide insurance for students undertaking a training course as a result of receiving an Award. Royal Holloway will not be held liable for the health, safety and security of any awardee and the applicant should carry out appropriate checks to ensure their safety such as by consulting the UK Government's [Foreign Travel Advice Information](#).
- Royal Holloway accepts no responsibility for any additional costs or liabilities arising from a project or training course funded by the award, other than those set out in the conditions of the award or otherwise agreed in writing by the Panel.
- The Career Development Awards and College Prizes policy is not to provide any additional feedback on an application whether successful or unsuccessful.

### 4. Payment

Confirmation of the payment arrangements for Career Development Awards or College Prize funds will be included in the formal award offer sent to successful applicants. The award offer will be emailed to the email address supplied with the application.

Unless otherwise specified, payment will only be made providing:

- The student is fully enrolled at Royal Holloway on a degree programme at the time of the payment.
- The student responds and agrees in writing to accept the award and the Terms & Conditions by the deadline provided.

Payment Conditions:

- All awards are paid by BACS into a UK bank account only. It is the responsibility of the student to ensure that they provide up-to-date bank details to Royal Holloway in sufficient time for the payments to be made. Students are responsible for maintaining their bank details in Campus Connect. Students who do not update their bank details on Campus Connect by the deadline will no longer be eligible for payment.
- The account must be held either solely or jointly in the name of the awardee. Payments cannot be made into the account of another person.
- The student is responsible for administering the funds as necessary to meet the requirements of their application.

## 5. Withdrawal of a Career Development Award or College Prize

- The College reserves the right to reclaim any overpayment or incorrect payment.
- Royal Holloway reserves the right to withdraw a Career Development Award or College Prize from any student who is found to have misled Royal Holloway about any aspect of their application and to seek repayment of any monies already paid.
- If a student changes programme or mode of study, their continuing eligibility for an Award will be reviewed and the award may be withdrawn. The student should notify Student Administration by email at [student-administration@royalholloway.ac.uk](mailto:student-administration@royalholloway.ac.uk) of any changes.
- Students who withdraw or interrupt their studies before undertaking the training funded by an Award may be asked to repay their Award.
- Students must normally be fully enrolled as full- or part-time students at Royal Holloway. Should the status of the student's registration change for any reason Royal Holloway reserves the right to reassess whether the student is eligible for the Award. A change of this nature may result in the Award being withdrawn and the student being required to repay some or all of the Award to Royal Holloway, or the value of the Award may be readjusted.
- The College reserves the right to request repayment of an award if the student does not submit a report of their project and a photo of the awardee, by the agreed date.
- The College reserves the right to request repayment of an award if the student is not able to undertake their training. Should the details of the training change, students should contact Student Administration at [student-administration@royalholloway.ac.uk](mailto:student-administration@royalholloway.ac.uk) to discuss whether the Award can continue to fund the revised plan.
- Where a student is subject to the Royal Holloway Student Misconduct Regulations or Regulations on Academic Misconduct, the College reserves the right to withdraw the award completely if the outcome of the process is the termination of their student registration. Details of the policy and the responsibilities of the student can be found online at

<https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx>.

**5. Data Protection**

- The data used in relation to the Travel Awards, Career Development Awards and College Prizes adheres to Royal Holloway’s Student Data Collection Notice. Details of this policy can be found online at <https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/student-data-collection-notice-final.pdf>. In case of any questions or comments regarding this Notice or to exercise any data protection rights students should email [dataprotection@royalholloway.ac.uk](mailto:dataprotection@royalholloway.ac.uk).
- Submitting an online application form constitutes an applicant’s agreement to all terms, conditions and notices as per Royal Holloway’s data protection policy.

**6. Complaints Process**

- The Award decisions made by the Panel are final.
- Should a student wish to submit a complaint about the application process they should first attempt to resolve the matter informally with the Student Administration Manager (Enrolment Operations) at [student-administration@royalholloway.ac.uk](mailto:student-administration@royalholloway.ac.uk). If they remain dissatisfied they may wish to submit a formal complaint. Details of this procedure can be found online at <https://intranet.royalholloway.ac.uk/students/study/academic-appeals/complaints/complaints.aspx>

**7. Awards managed by Student Administration for the academic year 2024-25 and award-specific terms and conditions:**

**Career Development Awards and College Prizes managed by Student Administration for the academic year 2024-25 and award-specific terms and conditions:**

<b>Undergraduate Awards</b>	<b>Postgraduate Awards</b>	<b>Postgraduate Research Awards</b>
Dame Felicity Lott	Dame Felicity Lott	Dame Felicity Lott
Kathleen Nixon Award	Kathleen Nixon Award	Kathleen Nixon Award
Mary Macpherson Prize		
Max Carey Memorial Prize		

**General Allocation Terms and Conditions**

In addition to submitting a complete application form by the relevant deadline, a strong supporting statement, a breakdown of expenses and a positive academic reference are also required. Please provide contact details of your referees and the committee will contact your referee to obtain reference. Under no circumstances that you should include academic references with the application.

Applications will be judged on academic merit with consideration given to representing all levels of study. Applications are chosen where the academic benefit of the project has been clearly identified and

where significant impact on the academic development of the Award recipient is evident. This will be assessed via the documents submitted as part of the application. Before starting their application, students should read the Application Guidelines.

The Panel will consider applications for the Awards and, where necessary, consult relevant Departmental Heads, or their nominated representative, before deciding the awardee(s).

## **Award-specific Terms & Conditions**

### **Career Development and College Prizes**

#### **1. Dame Felicity Lott Scholarship**

Following a Bicentenary Recital given by Dame Felicity Lott at Crossland House in 2000, a scholarship fund was established. The aim of this fund is to support a student graduating from Royal Holloway University of London who wishes to seek professional training as a performer.

##### **1.1 Eligibility**

- The Scholarship is open to all **final year undergraduate students** who are singers who intend to progress to a professional career as a performer of music. Students intending to train as a musical director or conductor are not eligible to apply to the Scholarship.
- Applicants must be able to provide evidence of excellence in their field as an intending professional musician, supported by a statement of their achievements and two references one of which must be from an academic source. References must be emailed by the referee to: [student-administration@royalholloway.ac.uk](mailto:student-administration@royalholloway.ac.uk)
- It is not limited to those pursuing a music degree, but if pursuing a BMus degree, applicants must have taken Performance in the final year.

#### **2. Kathleen Nixon Award**

Kathleen Nixon was a student at Royal Holloway College from 1925 to 1928. This award was founded by her father in 1955.

##### **2.1 Eligibility**

- The Award is open to female students who are graduating from Royal Holloway, University of London this academic year or who have recently graduated from Royal Holloway.
- The Award is intended to provide a contribution towards the cost of further professional or vocational training.
- The applicant is expected to explore all other possibilities of financial help in addition to applying for this Award.
- The Award shall normally be awarded for one year, but the holder of the Award may apply for its renewal.

#### **3. Mary Macpherson Essay Prize**

This Prize was established at Bedford College in 1940 by a bequest from the late Fenton Macpherson in memory of his wife, a former student of the College.

Mr Macpherson spent his working life in Fleet Street and it was his hope that essays submitted for the Prize might reveal a hitherto hidden talent for good quality journalism. The Prize was intended to encourage the ability to write cogent, concise essays in good English, particularly by students considering a career in journalism.

### 3.1 Eligibility

- The Prize is open to undergraduate students from any academic School of the College.
- The Prize is awarded for a piece of journalistic writing of high distinction. The subject and genre of the essay is to be chosen by the candidate.
  - A piece of 'journalistic writing' is defined as work that requires first-hand research by the applicant, that is based around a central concept and that offers new information on a subject of current interest.
- The essay shall not normally exceed 1,200 words in length.

## 4. Max Carey Memorial Prize

This Prize was founded in 1968 by Mrs. A M G Carey and her daughter in memory of Professor Max Carey, Professor of Ancient History, who was a member of staff of Bedford College from 1908-1946. The fund was originally used to provide prizes for male students who would have been nominated for established Bedford College Prizes had these not been restricted to women. All prizes were opened to both men and women students at the time of the merger between Bedford College and Royal Holloway College and it was agreed that the Max Carey Memorial Fund should be used to replace three former Royal Holloway College prizes.

### 4.1 Eligibility

- The Prize is open to undergraduate students from any academic School of the College and is awarded for work which shows initiative and enterprise.
- The Prize is intended to stimulate creative enterprise. The Prize will be awarded for work of high distinction in any field.
- A submission may fall within a student's degree specialty but the Prize will not usually be awarded for activities carried out as part of a student's normal academic work. If, however, the submission is based on academic work which is of exceptional merit and originality, this may be considered.
- If the submission forms part of a project which requires the assistance of staff, the work which the candidate claims to be their own must be indicated clearly. Any results or findings which have been obtained in collaboration with others must also be indicated clearly.
- Format of the submission:
  - Any written work should not exceed 10,000 words.
  - Photographic entries should be restricted to six pictures.
  - Scientific, technical and mathematical projects or essays may be supported by models and/or records of experiments.

- Music compositions should be in the form of a score supported by a recording.
- Visual entries should be accompanied by a written introduction.
- Photographs should be accompanied by a technical statement.
- Applicants may attach a brief introductory note stating the theme and intention of the work. However, no disadvantage will be incurred to an applicant who chooses not to exercise this option.