



College of  
Policing

[college.police.uk](http://college.police.uk)

# College Bursary Scheme 2019: Frequently Asked Questions

**BetterProfessionals** <sup>TM</sup>  
for **BetterPolicing**

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## 1. What is the College of Policing bursary scheme?

- The College bursary scheme provides an opportunity for police officers and staff in forces in England and Wales and the National Crime Agency (NCA) to apply for funding to support a programme of higher education academic study.
- The scheme supports the College's key objectives as set out in its strategy, by supporting police practitioners to develop evidence-based knowledge and supporting professional development and learning. There are benefits not just for the recipients themselves, but the scheme also supports the work of the police service to continue to improve the quality of service that is provided to the communities it serves.
- The College bursary scheme is now in its fourth year and is currently funding just under 150 police officers and staff from 36 police forces across England and Wales. Six out of ten bursaries awarded to date have been made to police constables and sergeants, and just under a quarter to police staff. Information on previous bursary recipients can be found on the College website.

## 2. Who can apply for a College bursary?

- Police officers and police staff<sup>1</sup> employed in police forces in England and Wales<sup>2</sup> are eligible to apply for a College bursary.
- The scheme is only open to police officers and staff who are registered as members of the College. Further information on College membership and how to join can be found on our Membership site.
- The College is particularly interested in receiving applications from frontline police officers and equivalent staff.
- Previous applicants and recipients can re-apply to the bursary scheme for funds to cover continuing study. However if you already have funding under the bursary scheme for the period 1 September 2019 to 31 August 2020, you cannot apply under the 2019 scheme and will need to wait to re-apply under next year's scheme.<sup>3</sup>

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<sup>1</sup> Police Specials are eligible to apply to the scheme.

<sup>2</sup> This year, the scheme has been extended to the NCA, and non-Home Office forces including British Transport Police, Civil Nuclear Constabulary, and Ministry of Defence Police. Officers and staff employed in forces in Scotland and Northern Ireland are advised to consider the bursary opportunities at the Scottish Institute for Policing Research and the Royal Ulster Constabulary George Cross Foundation.

<sup>3</sup> The College intends to run the bursary scheme on an annual basis subject to securing funding.

- College of Policing staff are not eligible to apply;<sup>4</sup> officers and staff who are seconded to the College can apply through their home force.
- The College does not have a minimum educational qualification requirement for applicants.

### 3. How much money can I apply for?

- You can apply for up to £2,000 per year for up to two years of study, a maximum of £4,000 in total.<sup>5</sup> For the purpose of the bursary scheme, the first year of bursary funding relates to any study that you undertake during the period 1 September 2019 to 31 August 2020. You can request a maximum of £2,000 towards tuition fees for this period of study. If your programme of study **continues** into the academic year 2020/21, you can also apply for bursary funds towards continuing study undertaken between 1 September 2020 and 31 August 2021. However you must be studying towards the same qualification that you have applied for funding for in 2019/20. You cannot apply for a bursary towards a programme of study that **starts** after 31 March 2020.
- If you are successful in receiving a bursary, it is your responsibility to ensure that you can pay for any tuition costs not covered by your bursary grant and any years not covered by the grant.
- Due to the high level of interest in the bursary scheme and the competitive nature of the assessment process, we recommend that you also explore other funding options for your studies in the event that your application is not successful.

### 4. What can bursary money be used for?

- The bursary can be used to fund academic study at Level 6 and above.<sup>6</sup> This covers undergraduate and postgraduate level, for example, a bachelor's degree (BA, BSc), post graduate certificate (PG Cert) or post graduate diploma (PG Dip), a master's degree (MA, MSc, MPhil) or a doctorate (PhD). It cannot be used to fund study below undergraduate level, for example, Diplomas and Advanced Diplomas, Higher National

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<sup>4</sup> College of Policing staff seeking funding for further study should consider the opportunities offered internally through the College's Educational Funding Policy.

<sup>5</sup> The maximum funding offered to each applicant is smaller than in previous years. This will allow the available funding to be shared across a wider pool of recipients. Under previous schemes, most applicants have not applied for the maximum amount offered.

<sup>6</sup> See qualifications at Level 6 and above on the Qualifications and Credit Framework (QCF)

Diplomas (HND), Foundation Degrees (FD), Higher National Certificates (HNC), A-levels, GCSEs or their equivalents.

- You can only apply for bursary funding for tuition fees; it cannot be used to fund other associated activities such as conference attendance, course materials or subsistence costs.
- Recipients of a bursary are not expected to repay the awarded funding. Only in the circumstances specified later in this section and in Section 9 will the College consider recouping funding.
- Your chosen programme of study must be relevant to your current role or future professional development. The College will **not** provide a list of eligible courses that a bursary can be used to fund, however on the application form you will be required to convince the assessors of the relevance of your selected programme of study. Assessors are **not** provided with a list of 'preferred' types of course.
- Your selected programme of study **must** include a research component, for example, a module on social research methods, or a research dissertation. You will be expected to describe this on the application form.
- A bursary can only be used to fund study starting before 31 March 2020.
- Bursary funding can be used to fund tuition fees on modular study schemes. The modules funded by the bursary must be undertaken within the stated funding period however the qualification resulting from these modules can be completed after the funding period.
- If you do not complete the level of qualification that funding has been applied for during the period of bursary funding then you will be expected to complete the full requirements by the final completion date you state on your application form. For example, the bursary may cover tuition fees towards the first 180 credits of a Bachelor of Arts degree but the remaining 180 credits will be completed in future years. In awarding a bursary, the College will expect that the programme is completed and will agree with you the expected completion date. If the study is not completed within this agreed period, the College reserves the right to recoup all or part of the monies paid.
- Bursaries can only be used to fund study provided by a recognised or listed<sup>7</sup> academic provider based in the UK. Please note that bursaries **cannot** be used to fund study at

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<sup>7</sup> Higher learning institutions that are officially recognised in the UK are called either 'recognised' or 'listed' bodies. Further information can be found at <https://www.gov.uk/check-a-university-is-officially-recognised/overview>

institutions in the Republic of Ireland, for example, at University College Dublin.

- Attendance can be full-time, part-time or by distance learning.
- A bursary can be used to 'match fund' or 'top up' money received from other sources. The College will request details of any other scholarships, grants or additional sources of financial support received or applied for at the point of application. This includes details of any student loan applied for, or received from the Student Loans Company. We do not require you to share details of any personal loans. If you are already receiving funding from another source, you must check with the provider that receipt of a College bursary does not contravene the terms of that grant or loan.

## 5. When can I apply for a bursary?

- The window for applications to the 2019 Bursary Scheme is from **14 March to midnight 15 April 2019**.
- You do not need to have been formally accepted on to a programme of study in order to submit an application. However, you will need to have identified a preferred programme of study and academic provider, confirmed with the provider that you meet their eligibility criteria, and have started the application process. If you are successful, proof of acceptance from the academic provider will be required before any funds can be released.
- You can also apply for a bursary if you are part way through a relevant programme of study and are seeking funding for the academic year 2019/20, i.e. for study undertaken between 1 September 2019 and 31 August 2020.
- You cannot apply for retrospective funding i.e. towards tuition fees associated with study towards a qualification which has already been completed, and you cannot apply for funding for deferred entry starting after the 31 March 2020.

## 6. How do I apply?

- To apply for a College bursary, you need to complete the application form which can be found on the bursary pages on the College's Membership site. An Application Guidance document is provided to assist you with the application process.
- The application form must be returned to the bursary scheme inbox ([bursaryscheme@college.pnn.police.uk](mailto:bursaryscheme@college.pnn.police.uk)) by **midnight on Monday 15 April 2019**. **Late applications will not be considered**. We request that applicants also return a completed Equal Opportunities Monitoring form.

- At the point of application you will need to be currently undertaking, or be in the process of applying for, a relevant programme of study that meets the criteria outlined in Section 4 above. If you are awarded funding, the College will require you to provide confirmation of your application or study status from the academic provider.
- Your Line Manager and your organisation's Learning & Development lead (or equivalent) will be required to endorse your application. Further details regarding this are included on the Application Guidance document. It is advised that you approach your L&D lead by Monday 8 April,<sup>8</sup> to process your application before submitting the form to the College by midnight on 15 April.
- We have tried to make the application form as accessible as possible. However if you have a disability that may affect your ability to complete the application process then please email us at [bursaryscheme@college.pnn.police.uk](mailto:bursaryscheme@college.pnn.police.uk) and we will do our best to provide assistance.

## 7. How will my application be assessed?

- The information you provide on your application form will be assessed by College staff and assessors against specific scoring criteria and this will be used to shortlist potential recipients.
- Shortlisted applications will then be considered by a panel of assessors (with an external representative) who will agree the successful applicants.
- Due to the sustained high level of interest in the scheme, we will ensure that awards reflect ranks and roles broadly in line with the makeup of the police service.
- Applicants will be notified by email of whether or not they have been successful. We will keep our website updated with the progress of the assessment process. We are aiming to notify all applicants of whether or not they have been successful in early August 2019.
- Under this year's scheme, the College expects to award bursaries to around 50 recipients.
- The College is committed to providing a quality service and working in an open, transparent and accountable way. If you are unhappy with the service you have received

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<sup>8</sup> This is a suggested date - there may be different arrangements in your force and we suggest that you check this with the L&D lead.

through this process, a complaints procedure is available where you can feedback your concerns.<sup>9</sup>

## 8. How will the bursary be paid?

- Funding will **not** be paid directly by the College to individual recipients. A grant agreement will be set up between the College and your force, and funding will be paid directly to your force. We will inform you of your force's College bursary SPOC whom you will need to speak to in order to arrange payment as they will require details of your education provider. The force will manage the timely transfer of funds in accordance with the terms it agrees with the relevant academic provider or student finance organisation.
- Successful applicants will be required to sign a Funding Agreement with the College which will clearly state the agreed requirements as set out by the scheme. Applicants will be required to provide the College with proof of registration before any funds will be released to their force.

## 9. If I am successful, what will be expected of me?

- Any funding offer will only be valid in relation to the course and provider specified at the point of application. If for any reason the programme of study or academic provider changes from that detailed on the application form, you must let the bursary team know by emailing [bursaryscheme@college.pnn.police.uk](mailto:bursaryscheme@college.pnn.police.uk). The College will consider the alternative programme but reserves the right to revoke any offer made.
- You will be expected to meet the agreed conditions and standards set by the College and academic provider.<sup>10</sup> If these are not met, for example, you fail to fulfil the mandatory course requirements or leave the course early, the College may request the reimbursement of all, or part of the monies paid.
- You will be expected to adhere to any repayment commitments as detailed in your force's policy on education funding which should be available from your force's HR team or L&D lead. This policy should define the circumstances in which your force can seek reimbursement of all, or part of the monies paid, for example, if you fail to complete the course, or resign or retire during study or following qualification during a period as defined by your force. If no force policy exists, or no period is specified, you will need to

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<sup>9</sup> Further information on our complaints procedure can be found on our website at <http://www.college.police.uk/Contact/Pages/Feedback-and-complaints.aspx>

<sup>10</sup> These will be set out in any contractual agreements between the recipient and the College and the recipient and their academic provider.

comply with the College's Educational Funding Policy that states staff must stay in service for three years in order to avoid any reimbursement of course costs.

- You will be expected to provide details of your selected study programme and the associated fees to your force L&D lead (or equivalent) and finance department as required, and provide a timely response to any requests for additional information. You will also be the key point of contact between your force and your academic provider.
- If during your period of study, you undertake a thesis at master's level or above, you should add details of your research to the What Works for Crime Reduction Research Map to inform others about the research that you are involved in.

## 10. What happens when I complete my study?

- On completion of the programme of study supported by the bursary scheme, we request that you:
  - Provide the College with an Action Plan detailing any activity you plan to undertake to share your skills and knowledge with your colleagues in your force and/or the wider service.
  - Where relevant, provide a copy of your thesis for submission into the National Police Library.
  - Produce a presentation, briefing and/or poster of your research or learning that can be shared with the College, your force and/or the wider service.

## 11. Who can I contact if I have any questions?

- If you have any further questions about the bursary scheme please email the bursary scheme inbox ([bursaryscheme@college.pnn.police.uk](mailto:bursaryscheme@college.pnn.police.uk)) and a member of our team will respond to you. Thank you for your interest.