

College bursary scheme 2021:

Frequently Asked Questions

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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 our key objectives, by supporting police practitioners to develop evidence-based knowledge and 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 sixth year and has provided support to just over 270 police officers and staff from 44 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 What Works website](#).

2. Who can apply for a College bursary?

- Police officers and police staff from forces in England and Wales¹ are eligible to apply for a College bursary. Applications will not be accepted unless you meet these criteria.
- We are 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 2021 to 31 August 2022, you cannot apply under the 2021 scheme and will need to wait to re-apply under next year's scheme.²
- College of Policing staff are not eligible to apply;³ officers and staff who are seconded to the College can apply through their home force.⁴
- We do not have a minimum educational qualification requirement for applicants.

¹ This includes Home Office forces, 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](#).

² The College intends to run the bursary scheme on an annual basis subject to securing funding.

³ College of Policing staff seeking funding for further study should consider the opportunities offered internally through the College's Educational Funding Policy.

⁴ If you are on a career break at point of application, you must be back in force by the 1 Sept 2021 to be eligible to apply.

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. 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 2021 to 31 August 2022. 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 2022/23, you can also apply for bursary funds towards continuing study undertaken between 1 September 2022 and 31 August 2023. However you must be studying towards the same qualification that you have applied for funding for in 2021/22. You cannot apply for a bursary towards a programme of study that **starts** after 31 March 2022.
- 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 funding.
- 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. A list of potential funding options can be found [here](#).

4. What can bursary money be used for?

- The bursary can be used to fund academic study at Level 6 and above.⁵ 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, MRes) or a doctorate (PhD). It cannot be used to fund study below undergraduate level, for example, Diplomas and Advanced Diplomas, Higher National 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.
- You should check to see if the course provider offers any credits for prior experience and learning. They may run their own Recognition of Prior Experience and Learning (RPL or RPEL) scheme, or they may be registered with the [College's RPL scheme](#).

⁵ See examples of qualifications at Level 6 and above here: <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels> .

- You are not expected to repay the awarded funding. Only in the circumstances specified later in this section and in Section 9 will we consider recouping funding.
- Your chosen programme of study must be relevant to your current role or future professional development. We 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 1 April 2022.
- 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.
- Bursaries can only be used to fund study provided by a recognised or listed⁶ academic provider based in the UK. Please note that bursaries **cannot** be used to fund study at 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. We will request details of any other scholarships, grants or additional sources of financial support received or applied for at the point of application. 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 2021 Bursary Scheme is from **Monday 8 March to midnight on Monday 29 March 2021**.
- 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

⁶ 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>

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 and confirmation of your tuition fees 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 2021/22, i.e. for study undertaken between 1 September 2021 and 31 August 2022. You are also able to apply for funding for continuing study in the academic year 2022/23.
- 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 31 March 2022.

6. How do I apply?

- To apply for a College bursary, you need to complete the application form which will be hosted on the bursary pages on the [College's What Works website](#) from the 8 March until 29 March. An application guidance document will be provided during this time to assist you with the application process.
- The application form must be returned to the [bursary scheme inbox](#) (bursaryscheme@college.pnn.police.uk) by **midnight on Monday 29 March 2021**. **Late applications will not be considered.** We request that you also return the completed equal opportunities monitoring form. This will be used for monitoring purposes and will not be considered during the assessment of your application.
- 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 and Development (L&D) lead (or equivalent) will be required to endorse your application. Further details regarding this are included in the application guidance document. It is advised that you approach your L&D lead by Monday 22 March,⁷ to process your application before submitting the form to us on 29 March.
- We have created the application form with the intention of making the content accessible to the widest range of people regardless of disability or impairment. To enquire about having the

⁷ 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.

document provided in an alternative format please email us at 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 external 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 who will agree the successful applicants.
- Due to the sustained high level of interest in the scheme, we will aim to ensure that awards reflect ranks and roles broadly in line with the makeup of the police service / applicants.
- 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 their outcome in early August 2021.
- Under this year's scheme, we expect to award bursaries to around 60 recipients.
- We are 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 through this process please complete the [College's Contactus form](#) to provide your feedback.

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 us and your force, and funding will be paid directly to your force. We will inform you of your force's College bursary contact who 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.
- 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 proof of registration and of tuition fees 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 . We will consider the alternative programme but reserve 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.⁸ If these are not met, for example, you fail to fulfil the mandatory course requirements or leave the course early, we 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 / 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 comply with the **College of Policing Professional Development Funding Policy** that states staff must stay in service for at least one year after completion of the course 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, which will involve liaising with your academic provider to ensure their invoices are sent directly to your force and not to the College of Policing,
- 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 **Policing and 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 us 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.

⁸ These will be set out in any contractual agreements between the recipient and the College and the recipient and their academic provider.

- Produce a presentation, briefing and/or poster of your research or learning that can be shared with us, 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](mailto:bursaryscheme@college.pnn.police.uk) (bursaryscheme@college.pnn.police.uk) and a member of our team will respond to you. Thank you for your interest.