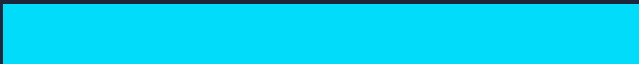


Student Support Bursary



Terms and Conditions

To be eligible for the Student Support Bursary, undergraduate students must meet the following conditions:

- Studying an **Undergraduate degree**
- Achieved a minimum of **80% attendance across all modules**
- Submitted **all assessments**. Where an Assessment Offence is proven, the relevant assessment will be treated as non-submission
- Students who are retaking or completing resist modules are not eligible for the Student Support Bursary

For the purposes of the bursary, attendance means being an active participant in lectures. Students who record their attendance on the system but do not participate in class will not be considered to have attended.

Student eligibility will be **assessed twice during the academic year**: at the end of the first trimester of study for that year and again at the end of the second trimester.

If you qualify for the Student Support Bursary following your first trimester, you must continue to meet the required attendance and assessment criteria during your second trimester in order to qualify for the second payment at the end of that trimester.

The Student Support Bursary is only available to **fee-paying students studying a minimum of 60 credits per trimester**.

Students taking resits who are not paying tuition fees are not eligible.

Payment

- Qualifying students will receive **£250 after assessment results are confirmed for the first trimester and a further £250 after results are confirmed for the second trimester.**
- You will be notified by **email** of the date on which you can expect payment to be made.
- If you qualify for the Student Support Bursary, you will be able to enter your bank details into a secure repository on the VLE. These details will be used by Finance to make the payment.
- You are solely responsible for ensuring that the bank details you provide are accurate. **UGM Manchester will not be liable for any loss resulting from incorrect payment details.**

Attendance Monitoring

- It is the student's responsibility to record their attendance in accordance with the correct attendance procedure. If you have any questions about the attendance procedure speak to the **iCentre**.
- You can monitor your in-class attendance through the **VLE**, which is updated daily.
- Attendance must be recorded within the following time periods:
 - **Morning lectures:** 9:45am–10:30am
 - **Afternoon lectures:** 1:45pm–2:30pm
 - **Evening lectures:** 5:45pm–6:30pm
- If you record your attendance outside of the relevant time period, you will be marked as absent.
- If you believe you are experiencing a technical issue when registering your in-class attendance through the VLE, please submit an attendance enquiry through the VLE for assistance:
- My Forms → Attendance Enquiry Form

Withdrawal from the Student Support Bursary

- UGM Manchester reserves the right to withdraw the bursary at any time if deemed necessary.
- If a student is found to have recorded their attendance without being physically present in class, the attendance record will be removed. If this happens more than once, the student will be ineligible for the bursary for that trimester.
- Similarly, if a student is found to be recording attendance on behalf of another student who is not physically present, they will also face consequences. Depending on the number of occasions on which this behaviour has occurred, this may include disqualification from the bursary for that trimester.
- **If a student has an outstanding balance with UGM Manchester, their Student Support Bursary payment will be held until the outstanding balance has been cleared.**