

## BOHS Postgraduate Bursary Scheme

1. The Bursary Scheme involves:
  - a. A payment will be made of a single award of up to £4000 towards academic fees;
  - b. The award payment will be made by BOHS directly to the University;
  - c. Bursary holders will be given free student membership of BOHS;
  - d. Up to five bursaries will be awarded annually at two awarding sessions, usually in January and June;
  - e. No more than three bursaries will be awarded at each awarding session;
  - f. A member of BOHS will mentor each bursary holder to provide ongoing support.
  
2. Who is eligible to apply?
  - a. The candidate must be either registered on, or have been offered a place on, a UK-based postgraduate programme that has been approved by the Faculty of Occupational Hygiene; successful candidates will receive the award only when they have taken up their offer of a place on the approved programme; the list of approved programmes is available from the BOHS website;
  - b. Unsuccessful candidates may, at the discretion of the selection panel, be allowed to reapply.
  
3. Closing dates for applications:
  - a. The closing date for applications will usually be 31<sup>st</sup> January and 30<sup>th</sup> June each year.
  
4. Selection procedure
  - a. The selection panel, set up by the Education Committee in consultation with the Faculty Board, will consist of:
    - i. one member from BOHS's Education Committee;
    - ii. one member from BOHS's Faculty Board;
    - iii. one lay BOHS member;The normal rules on conflict of interest will apply to the selection of panel members;
  - b. Candidates will be required to submit their CV and a short statement that addresses the issues set out within the selection criteria below;
  - c. Selection criteria:
    - i. The candidate shows a demonstrated commitment to occupational hygiene;
    - ii. The candidate shows that completion of a post-graduate occupational hygiene programme will be of benefit in developing their future in occupational hygiene;
    - iii. Preference will be given to self-funding candidates;
    - iv. Two satisfactory references, one of which should preferably be a member of Faculty, supporting the application are supplied;
  - d. The selection panel's decision will be final.

5. Requirements on bursary holders:

- a. Bursary holders are to submit a short annual progress report to the Chief Examiner; the Chief Examiner will report back to the Education Committee annually on the progress of the bursary holders;
- b. Bursary holders will be required to submit a poster or paper, based upon their research project, to the BOHS Conference Committee for consideration for inclusion within the BOHS Annual Conference programme; if their poster or paper is accepted onto the Conference programme, the Bursary holder will be expected to commit to attending the Conference, for which their travel and three nights' accommodation expenses will be paid;
- c. In exceptional circumstances these requirements may be waived by the Chief Examiner; if a waiver is given, the bursary holder will be required to complete an alternative task, such as a presentation at a regional conference.

6. Available documentation and guidance:

- a. Guidelines for candidates, including detailed information on what is to be included with the application and how to apply;
- b. An Application letter cover to accompany the application;
- c. Detailed selection criteria for the selection panel;
- d. The Bursary Undertaking document, which includes the list of requirements on bursary holders, to be signed by successful applicants;
- e. Guidance on what is required in the bursary holder's progress report;
- f. Guidelines for mentors and mentees (bursary holders).

Items a, b and f are available on the BOHS website; item c will be provided to members of the selection panel, and items d and e will be provided to successful applicants.