

# Part-time Study Bursary

## Guidance and further information

### The Bursary

IPEM will provide funds to help support a student who wishes to undertake a postgraduate research degree (e.g., DPhil, PhD, MRes) in an IPEM related field of interest, studying part-time at a United Kingdom university or appropriate research institute. The funding is intended to cover the fees only, up to £5,000 per year for a maximum of 5 years of support for each individual. No research costs or living expenses are included.

The bursary may be used to support a candidate planning to undertake a research degree independently of their work; to investigate a research question that has arisen through their work; or help suitable candidates convert a planned research project into an academic qualification (however, in this case degree requirements of novelty and independent work but still be met).

This bursary is intended to encourage and support research and innovation ethos in the workplace through academic, personal and professional development. To discuss individual circumstances or for any other enquiries, please contact [catriona@ipem.ac.uk](mailto:catriona@ipem.ac.uk). This will not affect the status of your application. We also welcome enquiries from prospective supervisors or employers.

### Eligibility

1. The part-time study bursary is open to early career professionals (generally those within 15 years of first degree) who are working in an IPEM relevant field.
2. The bursary is open to scientists, engineers, technologists, and any other professionals who meet the application criteria.
3. The part-time study bursary is open to IPEM members (UK and overseas) regardless of age, grade of membership, discipline or employment who have been an IPEM member for at least 1 year at the time of application.
4. Members must be able to demonstrate a capability to undertake and benefit from research training through to completion to the standard necessary to qualify for a postgraduate research degree.
5. The host institution must be able to demonstrate a capability to support and supervise research training through to completion to the standard necessary to qualify for a postgraduate research degree.

### Offer of the bursary

6. A letter from the institution at which the applicant wishes to study confirming acceptance subject to fees and support for the project is required prior to funding being released.
7. Candidates who are offered funding must either decline or accept the offer within 28 days of the date of the letter of offer.
8. In accepting an offer of a bursary, the student undertakes to abide by the terms and conditions of the bursary.

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9. In accepting an offer of a bursary, the student undertakes to provide to IPEM such information as it may require concerning changes in academic circumstances which may affect the progress.
10. It is a condition of the bursary that IPEM accepts no liability for the manner in which the work in connection with the bursary is undertaken and the recipient of the bursary will be responsible in all aspects for the work, including fieldwork, and the consequences of it.
11. It is a condition of the bursary that a student remains on the course/programme of study, and at the same institution, in respect of which the bursary was sought and was offered. Any proposal by a student to change study or registration must be approved in advance by the relevant IPEM council (STERIC). Failure to seek prior approval may necessitate the recovery of sums already paid in relation to the bursary.
12. Except in exceptional circumstances the bursary will be transferred directly to the relevant institution.

## Hosting support

13. It is IPEM's expectation that the host academic appoints an appropriate member of staff to act as Supervisor for bursary holder. Supervisors are required to keep the student's progress under review to ensure that the training will be successfully completed within the period and, where applicable, written up and submitted as a thesis.

## Reporting expectation and funding continuation

14. A light touch annual review process requiring the student to provide STERIC with evidence of satisfactory annual progress decisions from the awarding institution would be used to confirm funding from one year to the next over the course of the award.
15. The successful candidate is expected to present the results of their work at the annual IPEM scientific meeting (or equivalent as agreed by STERIC).
16. The successful candidate is expected to acknowledge financial support in any presentation of their work where affiliations would normally be disclosed. Templates and guidance can be provided by the national office.
17. The office may request permission to use the successful candidate's name and/or photograph, and details of their project, in promotional and marketing materials.

## Exploitation of results

18. All those engaged in research supported by a bursary should ensure that any intellectual property arising during course of work funded by the bursary is considered for exploitation. IPEM have no claim to intellectual property generated arising from work supported by the bursary. However, IPEM should be acknowledged in any output or published work. Logos, templates and guidance on presentation will be provided by the national office.

## How to apply

19. In a year when a call is announced, a submission deadline will be given, usually 31<sup>st</sup> March. We aim to fund one part-time study bursary each year, subject to funding being available. All applicants will be informed of the outcome of their application no later than 31<sup>st</sup> May.
20. Candidates must complete the application form and attach:
  - A covering letter describing the reason for study, the proposed contribution from IPEM to cover fees, and detail of additional funding obtained or applied for.
  - A full CV.

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- A project description.
- A short CV and letter of support from the applicants proposed supervisor(s) at the institution at which the applicant wishes to study.
- A letter from the applicant's line manager confirming support for the application and the project.
- A work plan outlining how employment and study will be combined.

## Assessment

21. Applications will be assessed by the Science, Technology & Engineering Research and Innovation Council (STERIC) based on the criteria below. Only one bursary will be funded each year.
22. The decision of the STERIC is final and there is no mechanism for appeal.
23. The STERIC will not enter into any correspondence or discussions with applicants whose application has been unsuccessful.

## Assessment procedure:

- Depending on the number of applications, the STERIC may divide applications amongst the group. For a small number of applications the group may decide that all applications are reviewed by all group members.
- Each assessor will review independently and form their own opinion.
- **Each assessor will assess each application against the following criteria:**
  - a) appropriate subject for IPEM to support.
  - b) scientific merit.
  - c) likely contribution to improving health through physics and engineering in medicine.
  - d) ability of the candidate and supervising team to undertake the work.
- The Chair of the Science, Technology & Engineering Research and Innovation Council coordinates the scores and ranks the proposals.
- The Science, Technology & Engineering Research and Innovation Council discusses the scores and ranking, discusses any areas of disagreement and decides which bursary to fund. If necessary, a vote will be taken, with the Chair having a casting vote.
- The name of the student receiving the part-time study bursary will be announced in the Newsletter and on the website once all the applicants have been informed. Unsuccessful applicants will be notified by e-mail.