



**The David Norman
Bursary Award**

2016

**Guide to
Undergraduate Applicants**

1. Introduction

Jersey Water wish to promote wider knowledge and understanding of water supply and the supporting disciplines by the provision of financial support to selected Jersey domiciled students embarking on a first undergraduate degree course in a relevant water related subject.

Jersey Water has established the 'David Norman Bursary Award' which will provide funding for one applicant per year, towards the cost of study for the duration of a degree course, subject to the rules of the scheme which are explained below.

2. Eligibility to Apply

The award is open to Jersey domiciled individuals who are enrolled on a first degree course (BSc, BEng, or BA) at a university, college or other similar institution to study a subject relevant to the supply of water.

Suitable subjects will be those that provide a degree qualification relevant to the supply of water and will include but is not limited to the following areas of study:

- Engineering (civil, mechanical, electrical, etc)
- Water resources, management and conservation
- Environmental sciences
- Chemistry

If in doubt as to the eligibility of a degree course subject, potential applicants should check with Jersey Water before applying.

Applicants must also meet the following criteria;

- Applicants must have been ordinarily resident in Jersey for the previous 5 years and must not have been absent from the island for a period exceeding 12 months in those 5 years, excluding periods spent in full time education.

Applicants must have been accepted, either firmly or provisionally, by a university or equivalent institution to undertake a full-time first degree course and must have attained any minimum entry requirements set as a condition of acceptance.

- The scheme is not open to students who have already commenced an undergraduate degree course and is not open to those seeking funding for post graduate study.

3. Application Procedures / Closing Date

- Application forms are only available on the Jersey Water website (www.jerseywater.je).
- Application forms should be accompanied by a brief letter from the applicant setting out why they believe that the bursary should be awarded to them.
- Applications should be posted to the **Human Resource Department at Jersey Water, Mulcaster House, Westmount Road, St Helier, JE1 1DG.**
- Applications must be received by **Thursday 07 April 2016**. Incomplete applications or applications received after that date will not be considered.
- Short listed applicants will be informed by **Thursday 21 April 2016** and will be required to attend an interview in **June 2016**.

- Applicants must provide Jersey Water with proof of acceptance from the relevant college, university or other institution for which they will be attending their degree course.

4. Value of Award

A bursary of £2,000 per year of study will be awarded to each successful candidate towards the costs of their maintenance, travel and tuition fees.

Any additional funding requirements will need to be met by the student from other sources.

5. Payments to the Student

Payments will be spread evenly over the academic year and made directly into the student's bank account at the beginning of each term.

After completion of each academic year Student's will be required to confirm their intention to continue the course and provide satisfactory annual reports/ examination passes before further payments are made.

Students must arrange to have a suitable bank account for payment handling.

6. Work Experience Programme

Jersey Water will seek to offer paid work experience to the recipients of the David Norman Bursary Award for up to four weeks per annum whilst still in full time education. This will allow the recipient to experience many of the diverse areas involved in the supply of water.

7. Terms & Conditions

- a) The Panel's decision is final and they will not enter into discussion as to why an application was or was not successful.
- b) Personal data from both successful and unsuccessful applicants will be held in Jersey Water databases for the purposes of administering the awards process.
- d) Only one application per person will be considered.
- e) Students who have either received funding from elsewhere or receive it whilst in receipt of Jersey Water's bursary should advise Jersey Water immediately.
- f) Jersey Water requires reference to its support to be made in the publication of any results for which a student is in receipt of the award.
- g) Awards must be taken up in the year in which they are allocated.
- h) In the event of unsatisfactory academic performance or conduct by the student, the award may be suspended or terminated. Jersey Water will decide what action should be taken in each case.
- i) The payment of the bursary may be terminated or be suspended by Jersey Water if the student:
 - Does not commence their degree course
 - Does not complete the course
 - Transfers off the agreed course on to any other course
 - Is absent from the course for prolonged or repeated period
 - Is expelled or removed from the course by the university or college

- Does not meet the minimum requirements laid down by the university or college for progressing to the following year of study
- j) If an award is suspended or terminated for any reason, payments will cease from the date of such discontinuation. In the event that the bursary is cancelled as a result of the student leaving the course, the grant for the term in question shall be repaid to the Company.
- k) Holidays must not be taken in term time. Students must provide an explanation or justification to Jersey Water if they are absent from their course during term time.
- l) Jersey Water will not normally extend the Bursary for study beyond three years. Consideration will, however, be given where there are extenuating circumstances.
- m) Students do not need to obtain prior authorisation from Jersey Water before undertaking work experience within another organisation; however, notification of the dates would be appreciated.
- n) Jersey Water reserves the right to amend at its discretion the conditions attached to this award, including the amount of the award, at any time and to terminate the payment of the award. The granting of the award does not confer any contractual right on the recipient to receive the sums awarded.
- o) Awards are made to students on the basis of the degree course they wish to undertake and the particular University or College that has offered them a place. Prior approval must be sought before any transfer between educational establishments is applied for, or takes place. Jersey Water will consider requests to transfer an award between educational establishments at its discretion, provided that:
 - notice is given well in advance;
 - justification is provided;
 - both institutions agree to the transfer;
 - the subject choice continues to meet the criteria

Jersey Water will not meet any additional costs associated with the transfer between educational establishments.