



OLD CENTRALIANS' TRUST

The Charitable Trust of the City and Guilds College Association (Formerly "Old Centralians")

THE CITY & GUILDS COLLEGE ASSOCIATION 'STUDENT ACTIVITY AWARD' SCHEME – ADMINISTERED & FUNDED BY THE OLD CENTRALIANS' TRUST

1. INTRODUCTION:

- 1.1 The Student Activity Awards (first awarded in 1994 as Accommodation Bursaries but given their present name in December 2005), were originally offered by the Old Centralians' Trust in support of the City and Guilds College Association (CGCA) Bursary Appeal of December 1993, and are subject to the general rules set out below. It is anticipated that the Awards in their current form will remain available for a period of not less than five years commencing with the academic year 2006/2007.
- 1.2 Each Student Activity Award is valued at £700 per annum (2008 level).
- 1.3 The Awards will be granted by the Old Centralians' Trust on the recommendation of the Senior Tutor, Head of Department and the Dean of the Faculty of Engineering, following an annual application, selection and nomination process as described in these rules. Payment of each award is, however, contingent on the student concerned successfully progressing to the next year of their course.
- 1.4 Cheques for each award winner will be made available via the City & Guilds College Association Office at the commencement of the new academic year, viz. in October of the year of award (See 8.2 below).

2. PURPOSE OF THE AWARDS:

Undergraduates continue to find it costly to participate fully in the sporting and social activities of the College, owing to the high cost of travel and of accommodation situated within easy reach of the College and its sporting and leisure facilities.

This scheme is targeted at students who, based on their proven record of activity, are judged the most likely to participate in and contribute most to the sporting, social and leisure side of student life in the College. The conferring of a Student Activity Award is intended to assist such students either to meet additional travel expenses resulting from their high level of involvement, or to obtain accommodation within closer reach of the College which they might otherwise find too expensive.

3. SCOPE AND AVAILABILITY:

3.1 The current allocation of Student Activity Awards is as follows:

Dept of Aeronautics	Two Awards of £700 each
Dept of Bioengineering	†Two Awards of £700 each
Dept of Civil & Environmental Engineering	Two Awards of £700 each
Dept of Chemical Engineering and Technology	*Two Awards of £700 each
Dept of Computing & Control	Two Awards of £700 each
Dept of Electrical and Electronic Engineering	Two Awards of £700 each
Dept of Mechanical Engineering	Two Awards of £700 each
Additionally, from 2008-09 onwards:	
Dept of Earth Science & Engineering	Two Awards of £700 each
Dept of Materials	Two Awards of £700 each

* One award in Civil & Environmental Engineering is known as the Sowden Award, endowed in memory of Mr John P Sowden, FCGI, FIC, President of the City & Guilds College Association in 1978-79.

† One award in Bioengineering is associated with the name of the late Eur Ing Brian Locke, FCGI, a former President and Honorary Secretary of the CGCA.

- 3.2 Each award is tenable for one academic year; it is intended that the names of winners should be announced in May for the following academic year.

At the discretion of the Old Centralians' Trust, the amount of the award may be paid either as a lump sum at the commencement of the academic year, or in instalments at the beginning of each term.

- 3.3 Unless otherwise specified by the terms set by the Sponsor of a Student Activity Award, the funds will be allocated to students of either sex and of any nationality.
- 3.4 Student Activity Awards are not normally tenable by students residing at their family home address.
- 3.5 The Student Activity Award may only be awarded to assist the student in securing suitable living accommodation or in meeting expenses incurred in taking an active part in college affairs, and may not be used to offset any shortfall in resources related to fees. Students experiencing financial problems that have arisen through no fault of their own may apply to the Old Centralians' Trust on a 'Hardship' application form, provided they have appropriate Departmental support.
- 3.6 Whilst a Department may nominate the same student for more than one year, any award made would be drawn from the annual allocation for the Department concerned.
- 3.7 At a suitable time in advance of the commencement of the next Academic Year, each Department should consult with the Old Centralians' Trust to confirm that the Awards continue to be available for the succeeding year. Once this has been ascertained, the selection process may proceed.

4. APPLICATIONS AND CLOSING DATE:

The Old Centralians' Trust attaches great importance to the sporting, social and extra-curricular ethos of College life. Thus a suitable candidate would be a student who is, or is endeavouring to be, widely involved, and whose participation in College life would be assisted by a grant enabling him or her to travel more extensively or to reside more conveniently to the College. In making a selection, consideration shall be given to all of the following criteria:

- 4.1 Evidence of extra-curricular involvement in college clubs and societies or in the practice of engineering.
- 4.2 Outstanding sporting or social activities
- 4.3 Exceptional reasons which are acceptable to the Old Centralians' Trust.
- 4.4 Academic merit.

Note: Activities qualifying under 4.1, 4.2 and 4.3 will normally carry more weight than academic factors.

Students who wish to be considered for a Student Activity Award must have at least one further year of their course to run. Those who meet this requirement, and who believe they also meet the above criteria, should apply to their senior Tutor in writing, **before the last day of the Spring Term**, for the opportunity to be considered for an award tenable in the following academic year. Applicants should provide a concise statement of their current involvement in sport or college/student affairs, indicating what they expect to be doing in the same or other areas during the subsequent

academic year, and explain why they feel they should be eligible for award of an 'SAA'. Nominations for the awards will be selected from the applicants by the Senior Tutor, in consultation with colleagues and with the Head of Department.

By setting the closing date for applications at the end of the Spring Term, it should be possible for the selection and nomination process to be completed by early in the Summer Term. This will allow those students who are to receive awards to be notified in good time, before examinations commence, and ideally before they finalise accommodation arrangements for the following academic year.

In all normal circumstances, the number of nominations from any Department will not exceed the number of Awards available for that Department.

The Senior Tutor or Head of Department may seek information from other members of staff, or from the President of the City and Guilds College Union, in order to confirm the eligibility of any candidate for a Student Activity Award.

5. SELECTION BY DEPARTMENTS:

To ensure that all applications have been received, the selection process should not begin until just after the end of the Spring Term. Each Department is then requested to select from the applications received the name or names of those students judged to most fully meet the criteria set out in Clause 4 above (see also paragraph 3.1 above for the number of awards available in each Department).

The selection process should normally be carried out by the Senior Tutor, in consultation with colleagues and with the Head of Department. Nominations from Departments should be made in accordance with Section 6 of these Rules.

6. NOMINATION TO OLD CENTRALIANS' TRUST:

6.1 Each Senior Tutor should submit his Department's nominations, comprising recommended names and copies of the personal statements provided by the recommended applicants, concurrently to the Dean of the Faculty of Engineering and to the Old Centralians' Trust (see below).

At this stage **no** information should be made to any student as to whether or not their particular name or any names have been nominated to the Old Centralians' Trust.

6.2 The copies for the Old Centralians' Trust should be forwarded both to the Chairman and to the Honorary Secretary of the Old Centralians' Trust Fund Board, either directly or via the City & Guilds College Association office on Level 2 of the Faculty Building.

(E-mail addresses: Dean – j.kramer@imperial.ac.uk

Chairman – chris19@clgml.plus.com

Hon Secretary – b.spooner@vengi.demon.co.uk

CGCA Office - cgca@imperial.ac.uk)

6.3 Consultations will take place between the Trust and the Dean of Engineering (who is an ex-officio member of the Trust Board), to confirm the Dean's approval of each nomination. A final decision as to confirmation of the awards will then be taken by the Trust Fund Board.

6.4 Confirmation of award will normally be given within four weeks of receipt of ratified nominations.

7. COMMENT ON NOMINATION PROCESS:

Since one of the objects of the Student Activity Awards is to allow students to secure appropriate accommodation well in advance of the succeeding academic year, it is of great importance that all nominations are approved by the Dean of Engineering and submitted to the Old Centralians' Trust in a timely manner. The Trust Fund Board has determined that in order to notify students during the early part of the Summer Term, it would be preferable that nominations should ideally be passed to the Trust by the end of the Spring Term in any year. This should allow the successful students to be notified in good time.

In the event that nominations are not made in adequate time, there will be no award; any carrying over of untenanted awards to the following year will be at the sole discretion of the Old Centralians' Trust Fund Board.

8. NOTIFICATION AND PAYMENT:

- 8.1 Successful candidates will be notified during the Summer Term, so that they may take account of the award when planning their accommodation for the succeeding academic year.
- 8.2 Cheques will normally be sent out at the commencement of the next Academic Year, and will be available for collection from the City & Guilds College Association Office (Level 2, Faculty Building, Tel 41184).
- 8.3 Students who are awarded CGCA/OC Trust Student Activity Awards and who are not already members of the City & Guilds College Association, will be strongly encouraged to join the Association.

C Lumb, ACGI
Chairman - Old Centralians' Trust Fund Board
c/o City & Guilds College Association
Level 2, Faculty Building
Imperial College
LONDON
SW7 2AZ

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