Educator Bursary – Application Guidance

PGCert / Diploma (60 credits top up) in Medical Education

January 2027 Intake

NHSE EoE fund bursaries for postgraduate qualifications in medical education. These bursaries are open for applications in a competitive nature across NHSE EoE (please see essential and desirable characteristics and application forms for more information of your eligibility to apply).

In order to offer the bursaries in a fair and transparent manner we have adopted the following scoring and ranking systems.

Before you Apply

1. Ensure you read the following guidance document and the candidate specification and meet the eligibility criteria to apply for this bursary funding.
2. Ensure you have support from your DME/AD/HoS/TPD/Deputy Dean. A completed supporting statement must be submitted with your application form. Applications without a supporting statement will not be considered.
3. Ensure you have researched your chosen university course and understand and accept all conditions:
    - Course delivery; F2F, virtual or hybrid
    - Total course fee; Bursary funding is a maximum of £3,500. Funding can only be spent on tuition fees, other costs associated with completing the course will not be covered by the funding.
    - Application process: Bursary funding does not guarantee you have a space on the course. The HEI make final decision regarding course enrolment.
4. If applying for a PGDip, please contact your chosen university to confirm that they will honor the credits from your PGCert. **You should only apply for a PGDip if you have already completed a PGCert.**

Application process

1. Only applications submitted on the standard application proforma will be considered. Supplementary documents (i.e. CVs or references etc.) will not be considered.
2. Applications which exceed the word counts will not be considered.
3. Only applications that fulfil the essential criteria will be forwarded for scoring (all others will not be considered).
4. The scoring system recognises clarity of application, evidence of reflection, personal development as an educator and contribution to the education of workers in healthcare (doctors, dentists, nurses, pharmacists, and allied healthcare professionals).
5. Retrospective applications or applications submitted outside of application windows will not be considered.

6. Bursary funding cannot be deferred or used in another academic year to support delayed study; applications are considered for specific intakes only.

Supporting Statements

All applications must be supported by a supporting statement from your Director of Medical Education (DME), Training Programme Director (TPD), Associate Dean (AD), Head of School (HoS) or Deputy Dean.

Supporting statements must be completed to confirm the following:

- That you work in a substantive post or an established postgraduate educator role within the east of England
- That you have enough time in your job plan to complete the PGCert/PGDip
- That you are committed to postgraduate medical education and have support for your application

Applications without a suitable supporting statement will not be considered. **Please note that supporting statement must be submitted before applications deadline.**

Application Scoring

1. Applications will be scored independently by two separate individuals from a panel at NHSE EoE.
2. Marks will be allocated according to a pre-agreed scoring matrix.
3. Scores will be returned to an administrator who will calculate the total score.
4. In the case of a marked discrepancy between scores, individual cases will be re-marked, and any subsequent disputes will be adjudicated by a further panel member.
5. A pre-agreed threshold score will have been determined. This must be achieved to be awarded a bursary.
6. Bursaries will then be allocated as outlined in the 'ranking system explained' section below.

Financial costs to the individual applicant

The maximum amount of bursary is £3,500. Applicants should be aware that the cost of a PGCert/PGDip varies amongst the HEIs (universities) in the east of England and any short fall in funding will need to be met by the individual applicant.

Extra costs that the individual will be expected to meet include administration fees applied by HEIs and overseas student fees that may be applied. It is important that you research and are aware of these costs before ranking your university choices.

NHSE EoE make payments directly to the HEIs; payments to individuals are not permitted.

Please note that NHSE EoE does not have a budget to pay any travel or subsistence expenses arising from undertaking a PGCert/PGDip; therefore, no applications to NHSE EoE for travel or subsistence expenses in relation to this process will be considered.

NHSE EoE strongly advises applicants to check the potential costs over and above the total bursary amount of £3,500 before applying to any particular HEI.

Ranking System Explained

Bursary applications to East of England HEIs are preferred. The Higher Education Institutes (HEIs) for this application window (**January 2027**) are:

- Anglia Ruskin University
- University of Buckingham
- University of East Anglia
- University of Hertfordshire

Applicants should rank their preferences of these HEIs (if applying to our local HEIs). If an individual does not wish to consider one or more of the HEIs, for example because of the travel time/distance, they should not rank it.

Please note that course delivery varies between HEIs; some offer face-to-face teaching, while others provide online or hybrid options. We encourage applicants to check the HEI's website before submitting their applications.

If you are applying for a PGDip at a different HEI from where you completed your PGCert, please check whether your credits will be accepted. Please also note that not all HEIs offer PGDip-level courses; some may require you to apply for a master's programme (120 credits). If you enrol on a master's course because it is the only option available, funding will cover 60 credits only. Should you wish to continue the course beyond this, you would need to apply for further funding (60 credits) at the next intake.

Bursaries will be awarded in order based on each applicant's total application score, taking into account their ranking preference.

The bursaries will be distributed in an even manner across the region, the number of places at each HEI will depend on the number of bursaries NHSE EoE are able to fund in any given application window. Once the allocated number of bursaries in a given HEI have been filled, subsequent applicants who have put this HEI as their first preference and have an appointable score will be allocated a bursary in their next highest ranked HEI which has an unallocated bursary.

If an applicant has an appointable score and all the bursaries in the HEIs which they have preferenced have been allocated to higher scoring applicants, they will be placed on a waiting list.

Feedback

Generic feedback will be provided upon request only. Feedback requests should be sent to england.mededbursaries.eoe@nhs.net, using subject line 'feedback request'. Please allow our team a couple of weeks to collate and send individual feedback.

Appeal Process

Applicants who are unhappy with their bursary outcome can appeal against the panel's decision. Appeals should be sent to england.mededbursaries.eoe@nhs.net; using subject line 'appeal'. Appeals must clearly outline the reason(s) for the appeal and include any evidence to support the appeal.

All bursary appeals will be forwarded to Associate Dean for Faculty Development. Requestors will receive a written response to their appeal. In some cases, we may offer a virtual meeting with the Associate Dean, where the applicant will have an opportunity to discuss their case. Please note that the Faculty Account Manager will attend these meetings to take notes. Notes from the meetings will be shared with the applicant and kept as an audit.

Application Data

Applicants' data will be kept in line with GDPR.