

## Trainee Bursary – Application Guidance

### PG Certificate/PG Diploma (60 credits top up) in Medical Education 2022-23

HEE EoE have funded bursaries for Post graduate qualifications in medical education. These bursaries are open for applications on a competitive nature across HEE EoE (please see attached 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.

#### **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 recognizes 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. The bursary cannot be deferred; applications are considered for specific intakes only.

#### **Application scoring**

1. Applications will be scored independently by two separate individuals from a panel at HEE 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 reached to be awarded a bursary.
6. Bursaries will then be allocated as outlined in ranking system explained section.

## Financial costs to the individual applicant

The maximum amount of bursary is £3,000. Applicants should be aware that the cost of a PGCert/PGDip varies amongst the HEIs in 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.

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

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

HEE EoE strongly advises applicants check the potential costs over and above the total bursary amount of £3,000 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 (**September/October 2022**) are:

- Anglia Ruskin University
- University of Buckingham
- University of Cambridge
- 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.

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 HEE 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 preferred have been allocated to higher scoring applicants, they will not be awarded a bursary.

## Feedback

Generic feedback will be provided to all applicants. Individual feedback will be provided on request. The feedback request needs to be sent to [MedEdBursaries.eoe@hee.nhs.uk](mailto:MedEdBursaries.eoe@hee.nhs.uk); please put in the 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 the bursary outcome can appeal against panel decision. The requests need to be sent to [MedEdBursaries.eoe@hee.nhs.uk](mailto:MedEdBursaries.eoe@hee.nhs.uk); please add in the subject line 'appeal'.

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

## Application data

Applicants data will be kept in line with GDPR.

## Bursary process - flowchart

