
RIBA John and David Hubert Bursary 2024

Information and Guidance Notes for Applicants

Background

The aim of the RIBA John and David Hubert Bursary is to provide financial support to students enrolled in a professional qualification in Architecture validated by the RIBA as either a Part 1 or a Part 2 course in the UK, who are in situations of forced displacement.

The bursary intends to assist, first and foremost, Architecture students who have been forcibly displaced, and with any of the following immigration statuses:

- Asylum seeker
- Refugee
- Humanitarian protection
- Limited Leave to Remain
- Discretionary Leave to Remain
- Indefinite Leave to Remain
- Section 67 Leave
- Calais Leave

As well as meeting the above criteria, applicants will be assessed on their demonstration of financial need and commitment to their studies.

Bursaries will be allocated from the RIBA John and David Hubert Fund.

Bursary

Successful applicants will receive £3,000 per academic year for the remainder of their Part 1 or Part 2 course.

The maximum bursary amount awarded to any one applicant will not exceed £6,000.

Eligibility criteria

As well as holding one of the above official immigration statuses, applicants must meet the following criteria:

- Be enrolled in the first or second year of a RIBA Part 1 course in the UK
Or
- Be enrolled in the first year of a RIBA Part 2 course in the UK
Or
- Be in the process of applying for, or have a place confirmed on, a RIBA Part 2 course in the UK beginning in September 2024

Applicants currently in the third year of a four-year Part 1 course, and applicants studying a Part 1 or Part 2 course part-time with at least one full academic year of study remaining, may also apply.

Before funds are issued to successful applicants, they will need to provide proof of successful completion of the current year of their Part 1 or Part 2, or proof of enrolment if they are applying as a prospective Part 2 student.

Selection criteria

Applications will be assessed by members of the RIBA Education Development Group. This is an expert working group tasked with overseeing the allocation of grants, awards, and bursaries from the RIBA Education Trust Funds, in accordance with the objectives attached to each fund, and as delegated by the RIBA Education and Learning Committee.

The assessment panel will use the following criteria to select the successful candidate:

- Evidence of immigration status
- Evidence of academic potential and merit
- Evidence of financial need and consideration of the barriers the student has had to overcome to continue their education
- Consideration of their future goals and aspirations as an Architecture graduate, and how they hope to achieve them

Application form

You must complete all sections of the application form, which has been designed to ensure the assessment panel have all necessary and relevant information to assess the applications. The assessment panel will base its decision on household income and financial need, as well as a consideration of the barriers you have had to overcome to continue your education, and demonstrable academic ability and merit.

Therefore, please ensure:

- That you submit all supporting documents that are applicable to you, as listed in the supporting documentation checklist below
- That the financial information you provide is as accurate as possible

Assessment of household income: To help our assessors determine your household income and financial background, we have requested certain information regarding the annual income of your parent(s) or spouse/partner (if applicable), details of any dependants (if applicable), and your financial resources for the 2024/25 academic year.

Section 8a: If your parent(s) or spouse/partner need to complete this section, they should provide their net income for both the current and forthcoming year. They will also need to provide a copy of their most recent payslip as a supporting document.

Application process and deadline

Applications and all supporting documents must be submitted via the [Good Grants platform](#). The deadline for receipt of applications is **3pm Friday 3 May 2024**.

If you require help with completing your application, please emails at student.funding@riba.org.

The application process will follow the timetable below:

Deadline for receipt of applications:	3pm Friday 3 May 2024
Processing of applications	Throughout May 2024
Recipient notified:	June 2024

The first instalment of funding will be available in October 2024, providing the recipient has confirmed proof of enrolment.

In June 2025 we will ask that the recipient(s) submit a letter from their nominated Year/Studio tutor confirming their progress throughout the academic year since receiving the bursary.

Supporting documentation

As part of your application, you will be asked to submit evidence of your date of birth (e.g., copy of driving licence or passport) and proof of immigration status, e.g., a Home Office document or a letter from a solicitor confirming your current immigration status.

You are required to write a personal statement of no more than 400 words that tells us, in your own words, why you would be a suitable candidate for the RIBA John and David Hubert Bursary.

Please consider the following questions when structuring your statement:

- Your goals and aspirations
- How the bursary will help you to achieve your ambitions
- Any barriers that you have faced to continuing your education (please note, you do not need to disclose any personal details about your asylum claim)
- Your personal accomplishments to date
- What you hope to achieve after completing your studies
- What kind of professional you wish to be and your impact on the future of the profession

If you would prefer to submit your statement as an audio recording rather than in writing, we would be happy to accept this. Please ensure the audio recording is no longer than 5 minutes in length.

A letter of support from either your Part 1 Year/Studio tutor (in case of Part 1 applicants), or from your Part 1 Tutor, a Professional Studies Advisor (PSA) or a Practice Mentor/Employer (in case of a Part 2 applicant) must be uploaded in Section 10.

Guidance to referees (Year/Studio Tutor or Professional Studies Advisor (PSA) or a Practice Mentor/Employer)

It would be useful for referees to comment on the following in their letters:

- the applicant's academic performance and achievements to date
- the commitment they have demonstrated to their studies
- their potential contribution to the profession
- knowledge of any barriers the student has faced during their architectural education to date, including financial
- any other reasons they may have for recommending the applicant for the bursary

Optional: although not essential, applicants are welcome to include a letter from a representative of an education or welfare organisation, a social worker, or community group leader, to further support their application (up to one A4 page, provided in a separate Word or PDF document)

Please ensure you have uploaded the following supporting documents 1, 2 and 5 with the application; applications received without this documentation will not be accepted:

1. Up to five pages of design work (in a PDF at high resolution)

2. A copy of the most recent statement from each bank current and savings account that you hold
3. A letter from Student Finance (England/Wales/NI) or SAAS, or grant provider, confirming the total sum made available to you in the current academic year 2023/24 (if eligible/applicable) and academic year 2024/2025 (if eligible, and this has been confirmed at time of application)
4. Confirmation of any other confirmed funding e.g., bursaries, scholarships, and grants for 2023/24 and 2024/25 (if applicable)
5. Tenancy/mortgage agreements confirming your current share (if you have confirmation of your tenancy for 2024/25, please include this agreement)
6. If your parent(s) and/or spouse provided their income details in Section 8a, please provide a copy of their most recent payslip

Confidentiality

All information provided in the applications will be treated in the strictest confidence, in line with the RIBA Privacy Policy: [architecture.com/about/privacy-policy](https://www.architecture.com/about/privacy-policy)

Contact

If you have any questions or need assistance completing this form, please contact us at student.funding@riba.org.