
RIBA Part 2 Bursary 2024

Information and Guidance Notes for Applicants

Background

The aim of the RIBA Part 2 Bursary scheme is to provide long-term financial support to Part 2 architecture students, who demonstrate talent and commitment to their studies and who might struggle to cover the costs of living and course-related expenditure.

Successful applicants studying full-time will receive £1,000 per term throughout the course of their Part 2 to a maximum of £6,000. Successful part-time applicants will receive the same maximum amount in payments proportionate to the length of studies.

In 2024, we have fifteen bursaries available.

These bursaries are made possible thanks to generous donations by Joanna Lewinski, Donald and Nancy Notley, the Rosenberg Memorial Fund, and the Walter Parker Trust, and individuals, corporate partners, and trusts and foundations to the RIBA Education Fund.

Eligibility criteria

To be eligible to apply for this bursary in the 2024 application cycle, applicants must be in the process of applying for a RIBA Part 2 course in the UK beginning in September 2024.

Applicants do not need to have a place confirmed at the time of applying but will need to list their first and second university choices in the application.

Proof of enrolment will be required before the bursary is paid to successful applicants.

Home, EU, and international students are eligible to apply.

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 assessors will use the following criteria to select the successful applicants:

- Evidence of their academic performance, commitment to studies, and potential contribution to the profession
- A demonstration of financial need
- A clear consideration of their future goals and aspirations as an architecture student, and how they hope to achieve them

Submitting an application

To apply for this scholarship, you will need to submit an online application via the Good Grants application platform: <https://riba.grantplatform.com>

You must complete all required sections of the online 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 demonstrable academic ability and merit.

Please see below further guidance on key sections of the application form:

- **Section 3: Household income assessment**
 - To help our assessors determine your household income and financial background, we have requested certain information regarding your history of income assessment, 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.
 - If your parent(s) or spouse/partner need to provide their annual income, they should provide their net income for both the current and forthcoming year.

- **Sections 5&6: Income and Expenditure for 2024/25**
 - If you are living with a partner, your income and expenditure listed should be for the whole household.
 - Rent/mortgage payments should be calculated for the 10-month academic year; if you intend to pay rent for a 12-month period please note this in the application form.
 - Do not include your accommodation deposit in this section. As it is money that you will receive back at the academic year, the assessors will not consider this as expenditure.
 - Only give your proportion of utility bills where you will be sharing your accommodation.
 - The assessors usually only accept travel costs for public transport to/from university, travel for project work and for UK students one return journey from your home each term. (For EU students, one trip home per year is accepted.) If your travel costs are high because your travel costs exceed this, you are required to explain this in the application form.
 - The assessors only take account of car or motorbike ownership costs in exceptional circumstances.
 - You should make it clear whether any specific one-off items of expenditure (such as field trips, course costs or equipment costs) have already been paid for or still need to be paid.
 - The assessors do not normally make any allowance for debt repayment or debt interest. If there are exceptional circumstances, such as a formal debt repayment arrangement with a lender, and you think they should consider these, you are asked to explain this in the application form.
 - If you have savings, you should include these in your income declaration. If you are not able to use these towards your costs, please specify your reasons in the personal statement.

Supporting documents

You are required to upload the following supporting documents in the online application form: Items 1, 2, 5, and 7 are required documentation and items 3, 4, 6, and 8 should be provided if applicable to you. Documents must be uploaded as either PDF or .doc files.

1. Five pages of design work in one PDF and at high resolution

2. A letter of endorsement written by your most recent Year/Studio Tutor, commenting on your academic performance to date and expectations for your Part 2 course.

3. A letter of endorsement written by your Professional Studies Advisor (PSA) or Practice Mentor/Employer, providing details of your performance and the kind of work you have been undertaking (optional - to be provided if applicable)
4. A letter from Student Finance (England/Wales/NI) or SAAS, or grant provider, confirming the total sum to be made available to you in the academic year 2024/2025 (if eligible, and this has been confirmed at time of application.) If ineligible for support, please provide a letter from Student Finance (England/Wales/NI) or SAAS confirming that this is the case (optional - to be provided if applicable)
5. Copies of the most recent bank statement for all accounts (including credit cards and savings accounts) held for the last full month, collated into one document.
6. Confirmation of any other confirmed funding, including bursaries, scholarships, and grants etc. (optional - to be provided if applicable)
7. Either a copy of your current tenancy agreement; or, if you own your accommodation, a copy of a recent mortgage statement showing monthly payments; or, if you are contributing towards rent on an informal basis, a letter from the mortgage holder/rent payer confirming the amount of rent and contributions to household costs that you will pay weekly or monthly in 2024/25.
8. If your parent(s) and/or spouse provided their income details in the 'Household income assessment' section, please provide a copy of their most recent payslip (optional - to be provided if applicable)

Guidance to referees

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

- **Year/Studio Tutor**
 - The applicant's academic performance and commitment to their studies
 - Their potential contribution to the profession
 - Reflections on how the applicant will adapt to Part 2 study
 - Any other reasons you may have for recommending this student for the Bursary
- **Professional Studies Advisor (PSA) or a Practice Mentor/Employer**
 - The applicant's performance in Practice and examples of the work they have been undertaking
 - Their potential contribution to the profession
 - Reflections on how the applicant will adapt to Part 2 study
 - Any other reasons you may have for recommending this student for the Bursary

Application process and deadline

Applications must be submitted via <https://riba.grantplatform.com> by the deadline of **15:00 (BST) Friday 3 May 2024**. You will **NOT** be able to submit an application after this time. You will receive an automatic email notification upon submission of your application.

Following the deadline, the application process will follow the timetable below:

Processing/assessment of applications	Throughout May 2024
Recipients notified:	June 2024

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

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 issues with the online application system, or any questions about your application, please email student.support@riba.org. Please note, this email address is monitored Monday-Friday, 09:00-17:00 (BST).