INFORMATION FOR APPLICANTS

Awards for the academic year 2017/18

1. The Hilda Martindale Educational Trust was established through the generosity of the late Miss Hilda Martindale CBE, (1875-1952), with the object of helping 'Women of the British Isles whose intention it is to fit themselves for some profession or career likely to be of use or value to the community'.

2. The Trust is administered by the Council of Royal Holloway, University of London. The Council appoints the Exhibition Trustees who are responsible for making awards under the Trust.

3. Awards do not normally exceed £3,000. The closing date for applications for the academic year 2017/18 is midnight on Wednesday 8 February 2017.

ELIGIBILITY CRITERIA

4. The Trust is only able to support British women taking a course or training to follow a profession/career in areas where women are underrepresented.

5. Applicants must be a British national. Confirmation of an award being made will be conditional upon satisfactory proof of British Nationality.

6. The Trustees will not make awards to first year undergraduates and priority is given to undergraduates in their final year of study.

7. The Trustees offer a limited number of awards towards the costs of any graduate training in (MSc/MA and PhD) in an area which is under represented by women (for example science, technology, engineering, architecture, some branches of medicine such as surgery, leadership roles in all fields) at a UK institution approved by the Trustees.

8. Trustees do not accept that psychology, medicine, dental or veterinary studies are fields in which women are underrepresented. Applicants must provide some evidence of the area that they intend to specialise in after qualifying and Trustees expect to see evidence in the personal statement of some practical experience in that area that demonstrates a firm intention to pursue their career in that specialist area.

9. Intending applicants should note that awards are not made for the following:
   - short courses; access courses; courses attended abroad; elective studies
   - intercalated BSc years during a UK medical, dental, veterinary, or nursing course
   - wholly academic courses; academic research
   - special projects in the UK or abroad

10. The Trustees will not make awards to those holding grants from Research Councils, British Academy, and other public sources. PGR/PhD applicants to whom Hilda Martindale awards are granted will be asked to confirm in writing at the time of accepting the award that they have not received an award from the Research Council and that they would advise the Trust should that change.

Closing date for applications Wednesday 8 February 2017, midnight.
11. Candidates eligible for postgraduate loans are expected to have explored this option.

12. Awards are made for one year only and beneficiaries may not reapply. Awards do not normally exceed £3,000. The value and method of payment will be determined in each case by the Trustees.

13. Courses/training must be a full academic year in length and preferably start in September/October of the relevant academic year.

14. Applications should be returned, together with:
   - the reference from the first referee named on the application form
   - the personal statement, and
   - Complete applications must be received before the deadline. The Trust will contact the second referee to provide the reference direct to us.

15. Retrospective awards are not made and late applications will not be considered.

16. The Trustees normally meet once per year to make awards soon after the closing date for applications. Successful applicants will be notified of the result of their application as soon as possible after the meeting.

17. The Trustees’ decision is final and the Trust does not operate an appeals process.

18. All electronic applications will be acknowledged. If confirmation is required for a postal application please include a self-addressed postcard with your application or, if possible, an email address.

**GUIDANCE FOR MAKING AN APPLICATION**

The closing date for applications for the academic year 2017/18 is midnight on Wednesday 8 February 2017

19. Return complete applications or for further enquiries contact hildamartindaletrust@rhul.ac.uk or by writing to

   Secretary to the Hilda Martindale Trust
   Royal Holloway
   Egham
   Surrey
   TW20 0EX

20. The Trustees are only able to offer a small number of awards each year. Do not apply if you, or the course you propose to take, do not fit the criteria. If you consider that you and your course do meet the criteria, ensure that you follow the guidelines provided and make a full, clear and well-presented application for consideration by the Trustees. Incomplete applications will not be accepted.

21. If you meet all the other criteria for eligibility the application form must be fully completed and you are required to make a statement (part A):
• The statement should start with a clear account of what you are doing at present and give your reasons for choosing the career for which the course or training is being, or is going to be, undertaken.

• You should ensure that you explain clearly how women are underrepresented in your chosen area or profession, using statistics and other relevant data where appropriate to support your case. If, for example, you are studying medicine you would need to explain and show data to demonstrate that the particular field you wish to follow in the profession is under represented by women; i.e. if you wish to follow General Practice the Trust would not be able to make an award as this area of medicine is not under represented by women. Other areas such as anaesthesia and surgery may qualify; you would still have to make your case to show under representation. The same application guidance applies to other fields of study or/and professions.

22. Applications should be returned, together with the reference from the first referee named on the application form and personal statement, by the closing date. The Trust will request the second reference.

Web site https://www.royalholloway.ac.uk/aboutus/governancematters/thehildamartindeletrust.aspx

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