### FREQUENTLY ASKED QUESTIONS

**I need some financial assistance urgently; Can the Trust help?**

No. Trustees meet once per year to agree awards for the following academic year. In year applications, that require immediate response, cannot be considered. Awards are then paid in three equal instalments throughout the next academic year once continuing satisfactory attendance on the course has been confirmed each term by the institution. Detailed criteria have to be met for an applicant to be eligible (see Am I eligible?)

**When do applications open?**

The application form and guidance is placed on the web site in the summer, and certainly by the beginning of the academic year in September, preceding the academic year when awards will be paid. Applications can be made at any time right through to the closing date for that year which is clearly stated on the web site, the information for applicants and on the application form – and at the bottom of this FAQ document.

**How do I apply?**

All the information required is on the web site in sufficient time for you to make an application. If you need a hard copy please write enclosing a stamped addressed envelope and ask for a printed copy:

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

**How many awards are made each year?**

It varies but the highest number of awards made has been 15, normally fewer than 10. It’s very competitive; applications number more than five times the number of awards made each year and for each application there are more than 12 enquiries. In order to keep costs down the Trust has limited administration support please read information carefully and only enquire if you really cannot find the answer to your question!

**What is the maximum amount that may be awarded?**

Maximum £3,000. The value and method of payment will be determined in each case by the Trustees at their annual meeting.

**When does the award get paid?**

In three stages around the start of each term in the academic year following the year in which the award was made i.e. award made in 2015 – award paid during 2015/16. We will send a form to you for your institution to confirm that you are enrolled and attending. Either you or your institution returns it to us and when responses have been received from all of those receiving an award the term’s payment will be made direct to your bank account.

**Who does the Trust make awards to?**

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'. The purpose of the training has to be in order to pursue a career in a field/area/profession where women are underrepresented. (Other eligibility criteria apply see Am I Eligible?)

**Am I eligible?**

There are a few of these; primarily you have to be a British national and female and the purpose of the training has to be in order to pursue a career in a field/area/profession where women are underrepresented.
### Am I eligible? - I am not British
You must be a British national. If an award is made you will be asked to provide evidence of your British nationality. The most accepted evidence of British nationality is a British passport.

### Am I eligible? – I am not a student at Royal Holloway
At this time the Hilda Martindale Trust is administered by the Council of Royal Holloway, University of London, you do not have to be a student here to apply.

### Am I eligible? I am a first year undergraduate
No, the Trustees will not make awards to first year undergraduates and priority is given to undergraduates in their final year of study.

### Am I eligible? I have graduated and want to complete an MSC/MA/PhD in an area in an area which is under represented by women
Yes, but the primary reason has to be that the training is required in order to pursue a career in a field/area/profession where you can demonstrate to the Trustees satisfaction that women are underrepresented. For example science, technology, engineering, architecture, some branches of medicine such as surgery, at a UK institution approved by the Trustees.

### Am I eligible?– The course is not in the UK
No, the course must be at a UK institution.

### Do you consider that women are underrepresented in XXX profession?
There are so many possibilities but generally women are underrepresented in science, technology, engineering and architecture. The applicant should always make the case in the application to demonstrate that women are underrepresented in the field or profession.

Psychology, medical, dental, or veterinary students will only be considered if they are pursuing an area within that field where it can be demonstrated that women are underrepresented.

### Am I eligible? - Psychology, medical studies, dental and veterinary studies
Trustees do not accept that these 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 that demonstrates a firm intention to pursue their career in that specialist area.

### Am I eligible? – Access courses, what is an Access course?
No, awards are not made for Access courses which are entry routes into higher education (HE) specifically designed for mature students (those aged 19+). These courses lead to a nationally recognised Access Certificate award, and are designed to help people develop the necessary confidence and knowledge for getting onto a degree or diploma course.

### Am I eligible – short courses, what do you mean?
No, awards are made and paid for an academic year and the course should last for an academic year.

### Am I eligible –the course I want to attend is abroad?
No, The course must be in the United Kingdom at a UK institution.

### Am I eligible –for an award for elective studies?
No.

### Am I eligible –for an award for intercalated BSc years during a UK medical, dental, veterinary, or nursing course?
No.
### Am I eligible? – for an award for wholly academic courses; academic research

Where the course is based on academic research or aimed at a career in academia an award would not be made. The Trustees will not make awards to those holding grants from Research Councils, British Academy, and other public sources and, should an award be made, PGR/PhD applicants 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.

### I am eligible/will be applying for/ have received a grant from a public source – is this ok?

No, 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.

### Am I eligible? – for an award for a special projects in the UK or abroad

No, awards are made and paid for an academic year, the course should last for an academic year and it must be in the UK at a UK institution.

### If I am eligible for a postgraduate loan – may I still apply to the Hilda Martindale Trust?

Candidates eligible for postgraduate loans are expected to have explored this option and notify the Trust if they are in receipt of a loan.

### My application was not successful this year – may I apply again?

Yes, of course, but we cannot provide any feedback from the Trustees on this years’ application. Do not just resend last year’s application as the form and guidance may have changed. You should check the website for the guidance and application form for the correct year.

### I received an award but need more help next year – may I reapply?

No, awards are made for one year only and beneficiaries may not reapply.

### When is the closing date?

Generally around the beginning of February for awards to be made in the next academic year. The exact date each year is on the website. Late applications will not be accepted, retrospective awards cannot be made.

### What references are required?

Applications should be returned enclosing a written reference from the first referee named on the application form. The application form ask for details of a second referee who may be contacted by the Trust to provide an additional reference directly to us.

### First reference – what’s this about?

The person you put down as your first referee needs to provide a written reference that you then submit with the application form.

The first referee should be Principal, or Head of Department, or Personal Tutor of the educational institution most recently attended. If the training for which assistance is being sought has already started, this institution should provide your first reference.

### Second reference - what's this about?

The name of the second referee you put on the application form. We then ask the referee to provide a reference directly for the Trustees. This could be a recent employer, HR Department for example. Make sure the address/email is correct.
May I send my application by email or does it need to be posted?
Email is fine, all applications will be acknowledged. For postal applications if an email address is provided we will acknowledge receipt by email. If an acknowledgement by post is required please send a stamped addressed envelope with your application form. Any unused stamps are sent to a charity.

If I an award is made when will I hear?
Just as soon as we can let you know. 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.

If I don't receive an award can I appeal?
The Trustees’ decision is final and the Trust does not operate an appeals process. In order to keep costs down the Trust has limited administration support and so, apologies but, no feedback can be provided.

If I don't receive an award can you tell me why?
Sorry, no. In order to keep costs down the Trust has limited administration support and so, apologies, no feedback can be provided.

You really haven't answered my question – how do I get an answer?
Email us: hildamartindaletrust@rhul.ac.uk

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