

## Guidance Notes - TV Production and Journalism Bursary

### About the Bursary:

The Royal Television Society wants to help talented young people from lower income backgrounds realise their potential and get a foothold in the television industry.

This prestigious award also offers a real opportunity to gain insight into the Industry and build a network of key contacts. As a bursary recipient you receive £1000 per year of study, membership of the Royal Television Society and affiliate membership of the h Club while studying, one year's free membership of the Royal Television Society when you graduate and in the second or third year of your course we will aim to set up a mentoring opportunity with one of our many industry mentors.

We want to support students from low income backgrounds who show potential, drive and commitment to a career in television or broadcasting. The television industry is a fast moving and varied one, we are keen to receive applications from students wishing to pursue careers in all areas of the industry from camera operators, sound recordists, script-writers to news reporters and potential directors.

These awards are discretionary. The Royal Television Society's Education Panel will decide the awards based on their judgement of the students who will most benefit from this support.

They will use the criteria listed below when making their decisions. **Please make sure you read these and use them when making your application.** There are a limited number of bursaries available and the decision of the panel is final.

### Who Can Apply?

To be eligible for this award you need to meet all the criteria listed below. If you are not sure what we mean, please see our [Frequently Asked Questions](#) for further information.

- We will award 25-35 bursaries this year to students who have a place to study on an **undergraduate degree or equivalent course (e.g. Level 5/6 HND)** in Television Production, Journalism or related skills – for example, post-production, animation, digital media.
- The RTS bursary is for people who are studying for their first degree. If you already have a degree you will not be eligible for this bursary.
- You can apply if your course starts in September 2020 or you are in your first year and your course started in September 2019
- You must have accepted an offer as your 'firm choice' to or be in your first year of study on a full-time on a relevant course.
- To be eligible for a bursary your household income must be less than £25,000 a year, meaning you should be entitled to the full amount of student loan. You will not need to

provide evidence of this at the point of application. However, bursary awards will not be confirmed until you have sent us evidence of the value of your student loan entitlement from Student Finance (or relevant body for Wales, Scotland or Northern Ireland).

- This bursary is for UK 'Home' full-time undergraduate students (as defined by Student Finance. Student from other EU Countries and from overseas are not eligible for this scheme. For more details please see our FAQs.
- You must apply for this bursary by the application deadline of 30 June 2020.

### How Do I Apply?

You will need to complete the [application form](#) on the Royal Television Society website and include your UCAS personal statement. You can save the form and complete it later – you do not need to finish it in one go.

You **must** also include a link to an example of your work or attach a file.

We also ask you for contact details for a referee who would support your application. This should be a school or college tutor or someone you have worked for. **Family members are not acceptable.** You will need to get the referee's agreement to put their details on this form.

Please note, all applications must be submitted electronically. If for any reason this is not possible please contact us at [bursaries@rts.org.uk](mailto:bursaries@rts.org.uk)

Applications must be received by midday on 30 June 2019. Any applications received after this deadline will not be eligible for this award. Please do not leave your application until the last minute, as IT systems are likely to be busy and it may take some time to upload your application.

### Consent to Retention and Use of Personal Data

The Royal Television Society will retain your name and contact details, which we will use to stay in contact with you during your studies and after graduation. We will also wish to publicise the names, home towns and courses studied of successful applicants. As part of your application you must give your consent to the retention by Royal Television Society of your application and personal details and their use for this purpose.

### Short-listing Criteria

On the application form we ask you to write a statement explaining why you want to study the course you have applied for, why the Royal Television Society should invest in you and the difference this bursary would make – please be aware that this Bursary is offered by The Royal Television Society and not the university you have applied to. **Please read the criteria below and use these as a guide to writing your paragraph.**

We will shortlist eligible applications against these criteria, based on the information provided in your form, and any additional evidence submitted or gained through interview or from your referee.

## **Criteria**

- **Enthusiasm for Television and Related Experience**

*Why you are applying for this Bursary – your enthusiasm for Television and anything you have done to gain experience relevant to your degree or future career.*

We are interested in your passion and enthusiasm for television and broadcast media. Please tell us why you want to study your chosen course, your career aspirations and any evidence you can give us of your enthusiasm for the subject. This may include any related experience you have – for example, at school, a youth club - or any individual or group work you have done which demonstrates your commitment to a career in television. For example, this could be back-stage crew work, script writing or use of multi-media technology.

- **Ability to Study**

*Why we should invest in you – your track record of study and relevant skills*

Please tell us about any ways in which you have demonstrated your ability to study. Please include details of your GCSE, BTEC or similar grades, predicted A Level/HND grades, success in school or external prizes or competitions or feedback on a specific piece of work you are proud of. We are also looking for evidence of good communication skills and you should, therefore, ensure your application is fluent, well-structured and accurate.

If you have had to overcome any difficulties in your studies – for example, if you have had to take time out due to illness or family circumstances, if you are a carer or have a disability which has affected your studies or you have overcome any personal difficulties please let us know.

- **Motivation**

*What difference the bursary would make to you and why you want to be part of the RTS.*

It is important to us that the bursary and the opportunities provided through membership of the RTS are well used. Please tell us the difference the £1000 a year will make to you and what you aim to do with it. This can be anything from buying a new camera or laptop, or to fund your travel expenses to workshops or courses. The bursary brings with it significant opportunities as a result of your membership of the RTS. You should look at the RTS website, find out what we do and how you may be able to get involved. Please tell us about how you would make the most of being a member of the RTS to help you whilst at university and further into the future.

- **Additional evidence**

*The quality of your work*

We require you to submit an example of your work that can be viewed electronically. This may be a piece of coursework you are particularly proud of, a short film or video you have made or something else you have done.

We are keen to see examples which showcase your creative skills.

If the work is a group effort, please ensure you specify your role in the production.

If it is possible to view it on a website or YouTube, please include the web address.

If you are attaching a file, please use a common file format and ensure your link works before you submit your form and please ensure that it is not password protected. If for some reason it is essential to have a password, please ensure that you have given us the password on the form.

Please do not send us any hard copy DVDs or other evidence, as we are not able to return these and wish to receive all materials electronically.

- **Geographic Spread**

*A UK-wide scheme*

We will also seek to achieve a spread of awards across a range of different Universities and geographies of the UK. We will try to avoid making a high number of awards at any one University. You don't need to tell us anything about this in your statement, but we may use this criterion to make final decisions between applicants.

### **What Happens Next?**

The Royal Television Society will assess your application against the eligibility and short-listing criteria above. We may contact your referee for further information at this stage. We may also contact you to arrange a short telephone interview.

The top applications, as determined by our panel, will be awarded the bursaries, subject to meeting the conditions of any University offers and providing evidence that you meet the income threshold evidenced by the value of your Student Finance award.

We will also create a reserve list. Where students from the shortlist do not meet the conditions for the offer of a bursary, these will be offered to students from the reserve list.

If you are on the shortlist for a bursary we will contact you about providing confirmation of your place and Student Finance award during August. Please note: we will expect you to provide both of these by 30 September 2020, at the latest. If these are not provided, we may withdraw the offer of a bursary.

We will inform all applicants of the outcome of their bursary application by 30 September 2020. Successful applicants will receive the first instalment of their bursary payments in February 2021.

Please note, The Royal Television Society have a limited number of bursaries during the academic year 2020/21, therefore, meeting the eligibility criteria and applying for a bursary does not guarantee that your application will be successful. If you have any questions regarding these guidance notes, please contact us at [bursaries@rts.org.uk](mailto:bursaries@rts.org.uk)

### **The Steve Hewlett Award**

Steve Hewlett was a documentary film maker, programme editor, television executive, media commentator, newspaper columnist, television presenter and Radio 4 broadcaster. He was above all, a journalist: a forensic, passionate, fearless story-teller with a talent for communicating the most complex of stories in the most accessible way possible.

Steve Hewlett scholarships will be awarded to one or two outstanding applicants who have an interest in current affairs.



The award is worth an additional £1000 per annum. We may hold additional telephone or skype interviews for those who are being considered for a Steve Hewlett Scholarship. You can find out more about Steve and the Steve Hewlett Memorial Fund here: <https://rts.org.uk/education-and-training-pages/steve-hewlett-scholarship>

**Every effort is made to ensure that all details included in these Guidance Notes are correct at the time of writing. They are intended to act as an information source for potential bursary applicants and in no way should they be considered to be legally binding or guarantee an award of a bursary. The Royal Television Society will not be deemed to be in breach of any Terms and Conditions due to changes to eligibility criteria beyond their reasonable control. It should be noted that these Guidance Notes will be regularly reviewed and may be subject to change from time to time. The decision of the award panel is final, and there is no appeal against the decision of the panel on the award of bursaries. We regret that we are unlikely to be able to provide individual feedback, as we anticipate receiving many applications for these award**