

Guide to Applying for a Bursary 2022

Section 1 – Making a successful application

Well done for getting this far! If you want to have the best chance of being selected for a bursary, please read the following notes before you apply.

Who can apply?

This bursary is to support people who are studying. You must hold an offer to study a course at level 5 or higher – usually this will be a Higher National Diploma (HND) or an undergraduate degree.

You can apply in the year that you will start your course, or while you are in the first year of your studies. This means your course must have either started in 2021 or will start in 2022 – you must have at least 2 academic years of study remaining

Your household income must be less than £35,000 a year. You will not need to provide evidence of this when you apply. However, bursary awards will not be confirmed until you have sent us evidence of the value of your loan and or bursary award from Student Finance (or relevant body for Wales, Scotland or Northern Ireland).

This bursary is for UK ‘Home’ full-time students (as defined by Student Finance). Students classed as resident in EU Countries or overseas are not eligible for this scheme. If you are not sure whether this applies to you, please see the ‘additional notes’ in section 2 of this document.

You must apply for this bursary by the application deadline stated on the website.

Which bursary should I apply for?

The Royal Television Society has two main Bursary schemes – **The Television Production and Journalism Bursary** and the **Digital Innovation Bursary**. You can choose whether you would like your application to be considered for both bursaries or for just one of the two schemes.

If you are studying in Scotland, you can also ask for your application to be considered for a bursary sponsored by STV, who sponsor 8-10 bursaries a year.

If you are studying Journalism or hope to work in current affairs documentary production, you can also ask for your application to be considered for the **Steve Hewlett Scholarship**, which is given to the applicant who the decision-making panel believe will best continue Steve’s contribution to journalism.

More about each bursary scheme is set out at the end of these notes.

How do I apply?

You 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.

We also ask you for contact details for a referee who would support your application. This should be a school or college tutor or if you don't have either of these, 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.

All applications must be submitted online. If for any reason this is not possible, please contact us at Bursaries@rts.org.uk

Applications must be received by the deadline. 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

Sample of your work

If you ask us to consider your application for our **Television Production and Journalism Bursary** you must 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. A few things to remember:

- 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.

What do I get if I am successful?

Our scholars identify many advantages to receiving a bursary. Here are the main ones.

- Money - £1000 per year of your studies
- An Industry mentor in your second or third year
- Membership of the RTS – during your course and for one year afterwards

- Affiliate membership of the Union Club
- Support from our bursary team
- To call yourself an RTS Scholar
- If you are awarded a bursary under our Digital Innovation Bursary, you will participate in a 'Summer Tour' of the Industry. For all bursary students you will have lots of opportunities to network and meet people in the industry, and to learn about potential careers.
- Membership of a fast-growing network of RTS bursary scholars from across the UK

How does the RTS choose who gets a bursary?

We need you to tell us about yourself in the supporting statement. We will use the criteria listed below when making our decisions. Please make sure you read these and tell us about how you meet them in your application.

There are a limited number of bursaries available, and the decision of the panel is final.

Criteria

We will assess your application against our criteria for the Bursaries.

In your supporting statement, we would like you to:

- Tell us about your **interest in Television**. Why do you want to study the course you have chosen? What do you hope to do in the future?
- We want to know about your **ability to study**. Please put down any qualifications (e.g. A levels, BTEC etc you have gained – there is a place to do this on the form. If you do not have any qualifications, please tell us about any experience which demonstrates you are able to study.)
- If you have had to **overcome any other difficulties during your studies** – for example, if you have had to take time out due to illness or family circumstances, please let us know this as well.
- We want to fund people who want to **want to be a part of the RTS** – who have found out a bit about us and the opportunities this bursary brings – please tell us about your interest in the RTS
- We are interested in seeing work you have done previously, which demonstrates that you have the potential to succeed in the industry. Whilst this is compulsory for the Television Production bursary, it is not compulsory for the Digital Innovation Bursary. However, if you wish to submit a piece of work which you feel would support your application please do.

- There are many career options in the industry from scriptwriting to special effects, from sales and distribution to production management – we are interested in supporting people in a variety of careers, particularly where there is a shortage of people applying for roles. If you know what role you hope to have in the TV Industry in the future – please let us know.

What happens after I apply?

The Royal Television Society will assess your application against the 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. All students will be notified of the result of their application by 30 October 2022.

Please note, The Royal Television Society have a limited number of bursaries during the academic year 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

Link to the application form can be found [here](#).

For further information about the RTS please visit our [website](#). Good Luck!

Please note: Every effort is made to ensure that all details included in this Guide 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.

Section 2 - The RTS Bursary Schemes

The TV Production and Journalism Bursary

Candidates who are awarded one of these bursaries would be likely to have an interest/ability in one or more of these career areas:

- Creating content – Ideas and development, pre-production. This would include social media, podcasts or YouTube videos, for example, as well as more traditional film/Television content.
- Visuals – art department roles, design, costume, makeup, set design, props, scenery would also sit under this bursary.
- Location scouting or management, casting
- Direction/Production – development of the content into a final piece, film or TV programme, video or podcast. This includes management of the process, administration, budgeting, planning, etc
- Craft skills - camera operation, multi-camera work, sound, vision mixing etc
- Journalism – reporting, filming or editing news stories, investigative/research, documentary production
- Production Management – roles such as production secretary, management of the funds, health and safety, etc.
- Communications, press, social media, public relations.

Students applying for this bursary are likely to be studying one of the following courses:

- TV Production, Film and TV,
- Journalism, Digital Journalism,
- Creative Industries
- Courses which cover a specific aspect of production such as set design, costume, sound design, communications, events management
- Production management

We will consider applicants studying other courses if they show potential talent and are convincing in their applications about their commitment to a career in broadcast media.

The Digital Innovation Bursary

Technological skills are crucial for the television industry. This is generally an area of skill shortage and one where we are keen to attract more support bursaries. To be awarded a Digital Innovation Bursary, applicants would have an interest in/ demonstrate one or more of the following skills/interests:

- Hardware/software development, creative IT skills – problem solving, finding creative solutions, developing new products, innovation in delivery of video/audio content – streaming etc.
- Interest in working in project management, finance or sales and distribution roles, scheduling, logistics, planning.

- An interest in evolving areas of technology – for example; artificial intelligence, virtual reality, gaming, animation, robotics, addressable advertising, e-sports, motion graphics, CGI, post-production, VFX
- Use of new technologies for journalism, social media, advertising – for example, data visualisation or addressable advertising

Whilst we would not restrict applications to students studying specific subjects, we would be particularly interested in students studying:

- Maths; computer science; software development, engineering.
- Specific aspects of IT development such as virtual reality; artificial intelligence; robotics; VFX; gaming and Esports would also come under this bursary.

TV/film/media courses which have a specific IT or engineering focus – this includes the following courses, for example:

- University of Surrey – BSc (Hons) Film and Video Production Technology
- Ravensbourne University, London – BSc (Hons) Digital Television Technology
- University of Salford – BSc (Hons) Media Technology
- Solent University, Southampton – BSc (Hons) Live Event Technology
- Birmingham City University; – BSc (Hons) Digital Media Technology
- Liverpool John Moores University; BA (Hons) Media Production (this course is currently endorsed under ScreenSkills Select);
- Leeds Beckett University – BSc (Hons) Broadcast Media Technologies; and BSc (Hons) Creative Media Technology.

The STV Bursaries

STV sponsors up to 10 bursaries each year for students studying in Scotland.

These bursaries have an additional aspect which is that students develop a closer relationship with STV, who will endeavour to provide a mentor for each student and an opportunity for work experience or an internship.

Students studying in Scotland can also be considered for the bursaries available under each scheme which are not sponsored by STV

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.

The Steve Hewlett Award will be given to the student or students who in the opinion of the Committee show the most potential to succeed and who embody Steve's commitment and dedication to telling a story.

This award is worth an additional £1000 per year of study, taking the total amount to £2000 per year, and the awardee will also have the support and assistance from Steve's wife Rachel Crellin, his family and colleagues.

About Steve Hewlett

After graduating from Manchester University, Steve began his career as a freelance researcher working on BBC programmes Panorama and Nationwide. When Channel 4 was created in 1982 Steve joined its new alternative news show "The Friday Alternative". The programme tore up the rule book that bound conventional current affairs television. He then returned to the BBC where he directed many award-winning documentaries including "The Maze- Enemies Within" in 1990, made with unprecedented access to the maximum-security prison in Northern Ireland and "Remember Bloody Sunday" in 1992.

Steve went on to become editor of BBC documentary strand "Inside Story" before being appointed editor of Panorama, where in 1995 the programme received the highest TV ratings for a factual programme of all time with the interview with HRH Princess Diana. Over 22 million people tuned in.

After becoming head of factual programmes at Channel 4 and director of programmes at Carlton TV he began to carve out a role as one of the UK's leading media commentators with a column in the Guardian and the host of Radio 4's "The Media Show". With his own company Genie Pictures, he began to present documentaries including "Rupert Murdoch's Battle with Britain" and the Royal Family's relationship with the media "Reinventing the Royals".

After being diagnosed with cancer in 2016 Steve documented the impact of the disease through a series of candid interviews with Eddie Mair on Radio 4's PM programme. It connected with listeners in a way that no-one on the programme had expected and he continued to record these interviews until his death in February 2017.

Steve also chaired Sheffield Documentary Festival and was a visiting professor at Salford University.

Section 3 - Frequently Asked Questions

What do you mean by...

- Higher Education

This means an undergraduate degree course or equivalent course, Higher National Diploma level 5/6.

- First year student

This means you have started your undergraduate degree or Level 5/6 HND in 2021 and will be going into your second year of study in September 2022. You must have a minimum of 2 academic years study remaining.

- Home Student

A student can be classed as Home, EU or International based on a number of criteria. To be classed as a home student and therefore eligible for this bursary you need to meet the conditions set out below. Please note, you need to meet both status and residence conditions.

- 'Settled status/nationality'

This means you must be a national of the UK or have the right of permanent residence or indefinite leave to remain in the UK. I.e. you must not be subject, under immigration laws, to any restriction on the period for which you may stay in the UK. Students may also be the 'relevant family member' of a UK national (a relevant family member is generally a spouse or civil partner, a direct descendant, or a dependant).

- 'Ordinary residence'

This means that in addition, you must also have been ordinarily resident in the UK for the three years prior to the start date of the course for which you are applying, and that residence should not have been wholly or mainly for the purposes of receiving education. Being absent from the UK due to study abroad is usually considered a 'temporary absence' and does not affect 'ordinary residence' if the home/permanent address is within the UK.

- Household Income

One of the eligibility criteria for this bursary is that your gross household income (before tax) should be below £35,000. We will apply the same approach to household income as the Student Loans Company. Before we give you the bursary, we will ask you to provide evidence that the Student Loans Company, (or relevant organization for Scotland, Wales or Northern Ireland) has assessed your household income as below £35,000. This means you will need to apply for a means-tested maintenance loan or request an assessment by the Student Loans Company of your personal circumstances. As evidence of this, we may ask to see your student Finance award letter. The deadline for this will be 30 October we do not

receive it by this deadline, we reserve the right to withdraw any bursary offer. If for any reason this is not possible, please contact us at Bursaries@rts.org.uk to discuss your situation.

- 'Firm Choice'

This means that this is the offer you have accepted from a university as your first choice.

- Submitted Work

As part of the eligibility criteria for TV Production and Journalism applicants you are required to submit an example of work that can be viewed electronically. Digital Innovation applicants are not required to do so, but if you would like to please do. If your piece of work is a group effort, you must specify your role in the production process, for example, 'Director' or 'Camera Operator'. All work must be submitted electronically, ensuring that you use a common file format and checking that your link works before you attach it. Please also ensure that the work is not password protected, if it has to be protected, please ensure that you provide the password.

- Exam Results

As part of the eligibility criteria for this bursary we do ask you to submit evidence of your ability to study. As part of this evidence, we would like to know your latest exam results, such as GCSEs, as well as any predicted grades, if known, for A Levels or BTECs or other relevant qualification.

Whilst evidence of your academic achievement is important, you will not be excluded from the application process if you do not have higher education qualifications such as A Levels but have been accepted onto an eligible course.

What if...?

What if I don't take up my course place?

If you have not registered on your course within three weeks of the course start date, the bursary will be withdrawn and offered to another eligible student.

What if I withdraw from my course?

If you withdraw from your course, you will not be eligible to receive any remaining bursary payments. We will not usually reclaim any bursary funds already awarded. Before we make your bursary payment each year we will expect to receive a report and video diary, as explained in our terms and conditions and we will request confirmation from your University that you are still studying.

What about the money?

When will the bursary be paid?

The bursary will normally be paid during February in each academic year. For a scholar about to start a three-year course in September 2022, they would receive their bursary payments in February 2023, February 2024 and February 2025

What if I have a gap year or a placement year?

Bursary payments will only be made for three or four consecutive years of education where a student progresses from one year to the next. Where a course lasts for longer than this due to gap years or re-sits, or industry placements, bursary payments will be made in the year of study, not in those gap years or work experience years.

How will the bursary be paid?

The bursary will be paid by bank transfer/credit only.

What can I spend it on?

The bursary is to cover living costs and support your studies. There are no conditions about how you spend it. We do recommend you consider using part of the bursary to cover travel costs to events.

Applying for the bursary...

Help – I can't submit the form by the deadline...

Please do not leave your application to the last minute. We are unlikely to allow late submissions of applications. However, if you have a specific problem that means you cannot submit your application, please email bursaries@rts.org.uk and provide a telephone contact number.

Can I appeal if I am not happy with your decision?

The bursary is discretionary, and the decision of the Panel is final. We will contact some applicants who were unsuccessful for feedback on our application process. We welcome the comments of all applicants; any comments should be emailed to bursaries@rts.org.uk.

Can I apply next year if I am unsuccessful this year?

The scheme is open this year to students about to start their course or who are in their first year. We expect the same criteria to apply next year.

I am studying for a masters or other postgraduate degree – can I apply?

Our bursary scheme is only open to undergraduates or those studying a Level 5/6 HND – we do not have a scheme to support postgraduate students.

What if I am taking a gap year – when should I apply?

You should apply for the bursary in the year that you will be starting your course. If you have any further questions, please contact us at bursaries@rts.org.uk