

DOROTHY MILLER BURSARY

1. **Purpose.** Dorothy Miller's estate provides funding for St Andrews BSc (Hons) Medical students to conduct an observership in East Africa. The express purpose of the bursary is; '*...to help students travel to and live in East Africa in order to pursue global health interests and projects.*' The University offers other travel bursaries¹, however the Miller Bursary is only open to medical students.
2. **Conditions.** The conditions of the Bursary are:
 - a. The bursary will support travel and accommodation costs for students embarking on a summer project in East Africa of at least 4 weeks' duration.
 - b. The project / observership will run in the summer between 2nd and 3rd years of the BSc (Hons) Medicine, accordingly only 2nd year students may apply.
 - c. The bursary will be awarded to a maximum of 3 students in 2020.
 - d. The maximum grant will be £1200 per student. The applicant is expected to raise additional funds to compliment the bursary award. Students who can demonstrate financial hardship may apply to the School of Medicine for additional support.
3. **The application.** The student's applications must show:
 - a. A clear commitment to global health and their chosen project / host institution. Students are expected to make contact with African partners via School of Medicine staff with relevant experience². Applications must also have the support of a named supervisor who is a member of staff at the School of Medicine and who has first-hand experience of medicine or development in Africa.
 - b. Other funding sources that are being considered or have been awarded.
4. **Conditions of an award.** Successful awards will be conditional on:
 - a. Successful academic performance; to ensure that bursary-related travel does not disrupt core studies, any student who has not completed any component of Semester 1 will be ineligible. Bursaries will be awarded during Semester 2 but any awardee who does not complete any component of Semester 2 will be required to meet with the Director of Teaching to discuss the likely impact of an overseas summer activity before departure.
 - b. Completion of a School of Medicine Risk Assessment and a pre-departure Occupational Health appointment. The Risk Assessment must be countersigned by the supervisor, submitted at least one month before departure and followed during the Observership.
 - c. Adherence to any conditions set by School of Medicine or African project staff. Students must not directly participate in provision of clinical care, either in a hospital setting or in the community.
 - d. The project receiving ethics approval (if required) during the planning stage.
 - e. Production of a report for the Miller family and an information session for School staff and students, one component of which will be to advertise the bursary to next year's cohort.

¹ see: <http://www.st-andrews.ac.uk/students/money/bursariesandscholarships/travelscholarships/>

² Relevant staff members include Prof Gillespie, Dr O Hare, Dr Sloan, Dr Blaikie, Dr Hughes

5. **Process:**

- a. **Advert.** An advert (via Datawarehouse messaging) sent to all 2nd year students
- b. **Application.** Applications should use the form attached to this document and must be submitted by 31st January 2020. Applications will be evaluated on the basis of: demonstrable student commitment to Global Health; aptitude for travel and the challenge of cultural exchange; understanding of their chosen project; and engagement with their supervisor to develop the ideas contained within the project.
- c. **Shortlist.** A panel will shortlist in February.
- d. **Interview.** Shortlisted applicants will be interviewed before the mid semester break by an interview panel comprising School of Medicine staff members with experience of global health and work in Africa. The interview will also include a student led discussion with previous recipients of Dorothy Miller bursaries.
- e. **Award.** An award letter will be produced which stipulates; the conditions of the award, the expected output of observerships, any ethical considerations, and any travel caveats.

6. **Finance:**

- a. Once an award letter is produced the student may claim actual flight costs up to the amount intimated in the award letter. This is payable once flights are booked.
- b. Claims for accommodation and in-country subsistence up to the balance of the amount listed in the award letter are payable on return and must be submitted within 3 months of travel as per University policy.
- c. The award letter may be used as a reference for further funding applications.

7. **Insurance.** University travel insurance will cover students as observerships are 'official' university trips. Students will be required to engage with the Safety Office by emailing insurance@st-andrews.ac.uk to check their coverage for the journey, their health, their activity in country and extra-curricular activities.

8. **Reporting.** Students who benefit from the award are to produce a report by the end of September. The report should include; the name of recipient, the aims of the observership, a reflection on the Observership and a statement of thanks to the donors. The text should not exceed 2 sides of paper but a photo annex may be suitable. The reports should be submitted in pdf format and emailed to medicine@st-andrews.ac.uk for the attention of Dr Sloan. The reports will be sent by the School to the donors by the end of October each year. Students should also expect to deliver a 10 minute verbal brief at the annual Miller event.

9. **Certificate and Transcript entry.** Recipients of the award will receive a certificate and a transcript entry.

10. **Guidance notes:**

- a. Students returning from an Observership are expected to establish and maintain an information hub for the benefit of future applicants. This portal should be formally handed over in April of each year when the new awards are made.
- b. Students should note that students from other medical schools in Africa may be on formal electives. Miller Observerships must not imply or infer that they are on electives in order to gain access to health care establishments.

APPLICATION FORM

Applicants should cut and paste these headings into a Word Document, complete the content and submit a signed and then scanned copy by email to medicine@st-andrews.ac.uk or handed into the Teaching Support Office for the attention of Dr Sloan by the last day in January.

The application should conform to the max word count stipulated in sections 4, 5 and 6 and the whole application should not exceed 2 sides of A4 when printed at Arial size 12 font, single spaced

Headings:

1. Applicants full name, matriculation number, email address (University and personal):
2. Name of project supervisor (must be a member of staff at the School of Medicine with first-hand experience of medicine or development in Africa):
3. The proposed project purpose and aims (max 400 words) :
4. The expected educational value and outcome(s) (max 400 words):
5. Proposed project outline; dates, times, activities, locations etc (max 400 words):
6. Predicted costs:
 - a. Flights:
 - b. In country travel:
 - c. Accommodation and subsistence:
 - d. Any project costs:
7. Funding sources in addition to the Miller Bursary:
8. Grant requested:
9. Students signature and date:
10. Supervisors signature and date