

# Snowdon Master's Scholarships

## Guidance on Submitting an Application 2023

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## Guidance on filling in the Snowdon Trust Master’s Scholarship Application

Please ensure you have read the Scholarship overview document, eligibility criteria and terms and conditions before you begin.

To access the application portal, click on the link on our [“how to apply” page](#). You will be taken to the Snowdon Trust portal hosted by Benefactor Cloud.

The first time you arrive at the portal, you will need to REGISTER. You will be asked to submit your email address and create a password. You will be sent a verification link to the email address you provided. Once you have clicked on the verification link in your email, you will then be able to access the APPLY function within the portal.

You can start a new application by clicking on APPLY, then “Start an application”. Once you have started your application, you may exit the portal and return to edit it later. You will be sent an automated email confirming your application reference number when you first save or exit your application. Please check your email junk-folder and spam-folder in case you cannot see your email confirmation in your inbox.

Once you click the final “submit” button or our **application deadline has been reached on Friday 31<sup>st</sup> March 2023 at 12:00 GMT**, you can no longer edit your application. You will receive an email confirming that you have submitted your application.

If the application portal is not accessible to you, please contact [info@snowdontrust.org](mailto:info@snowdontrust.org) to discuss alternative ways to submit your application.

You can expect to hear from us on 5<sup>th</sup> May 2023 whether you have made it onto our longlist or not. Please be patient as we will inform all applicants as soon as possible.

### Filling in our application form

This is an optional guide. You may not need to read through all of this document, but should you have any questions, this document will explain each section of the application form, and give you suggestions on what you can include in your answer. Section D – The Four Pillars also covers alternative modes of submitting your answers.

## Section A - Applicant details

Please confirm that your personal details in section 1 are accurate. They are auto populated based on the answers you gave when registering to use the portal.

### 1. Applicant details:

- First name
- Surname > same as family name or last name.
- Country of main residence > country where you usually live.
- Nationality > if you cannot find your nationality in the drop-down menu, please write your nationality into the “Nationality – other” textbox.
- Telephone number > the telephone number or mobile phone number that we can use to contact you via phone. Please just type 123 if you do not use a phone.
- Address line 1 - 3 > three boxes for you to provide us with your street address. In many cases filling your house number or name and your street name in Address line 1 will be sufficient, and you can leave the remaining Address line boxes empty. If you live in halls of residence or an apartment complex, you may need the additional Address lines to fit all the details in.
- Town
- County/ Region
- Country
- Postcode > postal code for your area.

### 2. Applicant type:

Please select the category that best describes you from the dropdown menu:

- Student: in undergraduate education and looking to progress onto a master’s course
- Professional: in the workplace, but looking to upskill.
- Career change: in the workplace or a career gap, but looking to move into a different area.
- Other > if none of the above options describe your circumstances, then please select this option and use the textbox titled “Applicant type – other” to give details.

## Section B - Course information

Please provide details of the course that you are applying to. If you are applying to more than one course or institution, please only list your preferred choice. You can notify us of any changes in course choice up until 1st May 2023.

### 3. University and course details.

Please fill in:

- University of choice > the university that you are applying to. The university must be a registered UK institution.
- Course of choice > the course that you are applying to study. If you are applying to more than one course, please write only your preferred choice of course. If you apply for several courses and accept an offer from a different (eligible) course than the one you listed here, you can notify us of any changes until 1st May 2023.
- Do you have a confirmed offer from your university of choice? > Please note: all candidates must have been offered a place, and confirmed their place, at their chosen university by May 2023 to progress in the scholarship selection process. Your course must begin after the Master's Scholarship has been awarded (i.e. from July 2023 on) and before we award next years' scholarships (i.e. before June 2024). We cannot offer you a scholarship if you have already started your course.
- Length of your course > if you cannot find the length of your course in the drop-down menu, please write it in the textbox.
- Intensity of your course > if you cannot find the option which describes the intensity of your course in the drop-down menu, please write it in the textbox.
- Mode that your course will be taught in > if you cannot find the option which describes the mode that your course will be taught in, please write it in the textbox.

## Section C - Background information

Please complete your education and employment details in the tables below. You can add a row by clicking on the + button on the right side above the table.

### 4. Please provide details of your education by clicking the + sign on the right.

For example, your Undergraduate Degree and any other relevant qualifications such as College/Secondary/High school/Professional qualifications.

- Add a new row to the table by clicking on the + button. Then complete the details:
- Start Date and End Date: the dates when you started and ended your course (day, month, year, in format DD/MM/YY e.g. 5 September 2021 = 05/10/21). Alternatively you can use the calendar icon to open a calendar and scroll through to select your date.
- Results: the result or award that you achieved when you completed or graduated from the course e.g. 1<sup>st</sup> Class Hons, 2:1, Distinction, Pass.
- Course: the name or title of the course.
- Institution: the name of the institution or university or school where you studied the course.
- Then click SAVE.
- You may add another row (qualification) by clicking on the same + button at the top of the table. Repeat until you have added all the qualifications you wish to list.

**5. Please provide details of your current and relevant previous employment or voluntary roles by clicking on the + sign on the right:**

- Add a new row to the table by clicking on the + button. Then complete the details:
- Start Date and End Date: the dates when you started and ended your employment or voluntary position (day, month, year, in format DD/MM/YY e.g. 5 September 2021 = 05/10/21). Alternatively you can use the calendar icon to open a calendar and scroll through to select your date.
- Job title: your job title during your employment or voluntary position.
- Organisation: the name of the organisation you worked or volunteered for.
- Role description: provide a brief description of your role, what did you do.
- Then click SAVE.
- You may add another row (work experience) by clicking on the same + button at the top of the table. Repeat until you have added all the work experiences you wish to list.

**6. Please tell us how you would describe your condition, long-term illness, learning difference, or combination of these (based on UCAS 2023 categories).**

If you need to select more than one option, or your option is not listed, please use the text box "Disability category – other" to provide details.

Select an option from the dropdown menu:

- A learning difference (e.g. dyslexia, dyspraxia, or AD(H)D)
- A visual impairment uncorrected by glasses (e.g. blindness or partial sight)
- A hearing impairment (e.g. D/deafness or partial hearing)
- A physical impairment or challenges with mobility (e.g. climbing stairs or uneven surfaces), or dexterity (e.g. using a keyboard or laboratory equipment)
- A mental health condition, challenge or disorder (e.g. anxiety or depression). Please note, selecting this option alone does not meet with the eligibility criteria.
- A social, behavioural or communication impairment (e.g. an autistic spectrum condition or Tourette's Syndrome)
- A long-term illness or health condition which may involve pain or cause fatigue, loss of concentration or breathing difficulties – including any effects from taking associated medication.
- A condition or impairment not listed above (please give details in the box)
- Two or more impairments or conditions (please give details in the box)
- None
- Prefer not to say

## 7. Disability Barriers

We understand that Disabled People face many barriers, inflicted by society, including attitudinal, physical, social, emotional and many more. Please tell us about your experiences, both positive and negative, that have influenced your life, studies, and career aspirations:

- Text box with a word limit of 600 words.

## Section D - The Four Pillars

### Overview

The master's scholarship is a springboard to propel you closer to achieving your aspirations. In this section we want to get to know you. We would like to understand your life journey until now. What qualities have brought you to this stage in your life. What have you achieved that you are proud of. How have you overcome challenges. What skills do you have that will help you pursue your goals. Why will investing in you be a good decision. How will this scholarship make a difference to you. How will you be able to influence change in the future.

The four questions in this section give you the opportunity to tell us about yourself. Please read the guidance below to help you understand what is required in each answer and to avoid repeating your answers. You may submit your answers either by text or by providing a link to a video or audio clip with your answers.

### 8. Please indicate here if you are submitting text or a video/audio clip?

➤ Select an option from the dropdown menu:

- Text in application form
- Audio
- Video

If you are submitting by video or audio, copy the link into the box "Link to video/ audio".

### How to submit your answer

You can answer by submitting your answer either as text in the application form, or by sharing with us a link to a video or audio clip where you answer the Four Pillars in order.

To submit your answer as text, use the text box after each question. It will have a maximum word limit. You may want to consider preparing your answer in a text editing programme such as Word or Google Docs and then copying and pasting your answer into the text box.

If you prefer to answer these questions using video or audio, please prepare one clip in which you answer all four questions in order. The video or audio clip should not be longer than 6 minutes.

You should upload the file and copy the link into the box on the application form. Please ensure that you set the privacy options so that it will be available to anyone who has the link. We will not share the link with anyone who is not involved in the selection process. Please make sure the post remains live until the application process closes in July 2023. Posting a clip on some common platforms is explained below, but you can use any platform available to you.

### **Uploading a video to YouTube**

Record your video using your chosen app or software on your phone or computer. To upload this to YouTube, you will need a YouTube account. You can either log in with your existing account, register for a new account or sign in using your Google account, if you have one. Once you are logged in, if you are on a computer, click the 'create' icon on the top right of the screen, which should look like an old-fashioned camera with a plus sign on it, then select 'upload video'. You can either drag your video file into the box or click on 'select files' and select your video file.

If you are uploading your video on the YouTube app on a smartphone, click on the plus sign at the bottom of the screen, and select 'upload a video', and choose your video.

Before submitting your video, make sure you set it as 'unlisted' under the 'visibility' section, so that it will only be available to anyone who has the link.

You can now submit your video by clicking on 'save'. Copy the video link into the text box on the Snowdon Masters Scholarship application form, and make sure the video remains on YouTube while the application process is taking place.

### **Uploading a video to Vimeo**

On Vimeo, you can either upload a recorded video from your phone or computer or record your screen and webcam.

Either log in with your existing Vimeo account, register for a new account or sign in using your Facebook, Google or Apple account, if you have these.

Once you are logged in, click on 'new video'. If you want to upload your video, select 'upload' and either drag and drop the file or click on 'or choose files' and select the file.

If you want to record your screen or webcam, click on 'screen recording' and then 'start screen recording'. You can choose between recording your screen, your webcam, or both, and click on 'start recording'.

Before submitting your video, make sure you set it as 'public' in the 'privacy' section so that it will be available to anyone who has the link. Copy the video link into the text box on the Snowdon Masters Scholarship application form, and make sure the video remains on Vimeo while the application process is taking place.

### **Share a private audio clip with Reverb**

Go to <https://reverb.chat/uses/private-audio-sharing/> and click on 'create audio'. Click on the record button and start speaking. When you're finished, end the recording and click on 'save'. You can then create an account if you would like to, or simply copy the audio link and paste it into the text box on the Snowdon Masters Scholarship application form, and make sure the audio remains on Reverb while the application process is taking place.

### **How to answer the questions**

This guidance will help you identify what types of answers we are searching for in each of The Four Pillars.

#### **9a. The Four Pillars - Impact**

How would receiving the Snowdon Trust Master's scholarship help you reach your goals personally and professionally? Maximum text 1,000 words.

- Please explain why you have chosen your selected course of study. How will studying this course support your future ambitions?
- How will winning this scholarship make a difference to your current and future opportunities?
- What barriers have you faced or are facing as a Disabled Student? How will this scholarship help you remove those barriers?

#### **9b. The Four Pillars - Achievement**

Tell us about your achievements which are relevant to the field of your study. Which achievement are you most proud of and why? Maximum text 1,000 words.

- We want to know what you have already achieved in your field of study. Things that you have worked hard at, that show your determination and that are reasons to celebrate.
- The following list is not exhaustive but gives you an idea of the things we would like to know about if they are applicable to your field. Tell us:
  - about your academic achievements e.g., exceptional results, awards, papers, presentations
  - about your artistic achievements e.g., exhibitions, performances, awards, tours



- about your application of study e.g., engagement in your subject area, work experience and volunteering in your subject area, talks, blogs, memberships, roles with responsibilities
- about your dedication to your field e.g., personal development, non-traditional pathways, complimentary activities, engagement including events, volunteering, societies and groups
- if you are a role model in your field e.g., patron to a society, ambassador for a cause, received a certificate of recognition, awards, presentations, exhibitions
- if you are a pioneer in your field e.g., awards, presentations, exhibitions, titles
- Please select your favourite achievement and explain why this achievement means the most to you.

### **9c. The Four Pillars - Potential**

In what ways do you have the potential to become an exceptional leader, or a role model, or a pioneer, in your area of expertise? How do you intend to you use your skills to make a difference in society? Maximum text 1,000 words.

- We want to understand your potential and ambition to make the world a better place.
- What qualities make someone an exceptional leader, a role model, or a pioneer?
- What qualities do you have that can make you an exceptional leader, a role model, or a pioneer? How can you use your qualities and skills to drive change?
- Can you give us examples of how you have demonstrated these qualities and skills e.g., in roles of university responsibilities, in the workplace, championing Disability
- How do you plan to drive change? E.g., challenging status quo, taking initiative or involvement in campaigns, advocacy, volunteering, subject specific leadership, mentoring or excellence within your chosen field, your potential to be a prominent achiever, inspiring others with achievements

### **9d. The Four Pillars - Commitment**

How do you see yourself engaging with and contributing to the Disabled Leaders Network? How would you help develop the Disabled Leaders Network to increase its reach and impact? Maximum text 500 words.

- How could your skills, qualifications and experience bring benefit to others – individuals, groups, or society at large?
- Do you have any experience of being part of an advocacy group? What was your role? How did you contribute to changes e.g. at an organisational or community level?
- What potential do you think the Disabled Leaders Network has to drive change?
- How do you think the Disabled Leaders Network could achieve maximum impact?

## **Section E - Closing questions and reference**

## 10. Academic reference details

Please provide the name and contact details of a person who will agree to provide an academic reference for you from your previous or current place of study. An academic referee should be able to comment on your academic capacity to undertake postgraduate studies.

If you have not studied within the past three years, you may provide contact details for a professional reference from your workplace instead. If you are providing a professional reference, the referee could be e.g. your employer, colleague, coach, mentor, or someone who will be able to provide comment on your professional skills, work ethic and strengths. They should not be a close friend or family member.

References will be requested from shortlisted candidates only. We will notify you when we contact your referee.

➤ Fill in the details for:

- Referee First Name
- Referee Surname
- Referee Email
- Referee Phone Number
- Referee's relationship to you: please describe your relationship to the referee, in what context do they know you, e.g. your tutor at university or your course leader at the course you attended.

## 11. Any other information

Do you have any other information you would like to provide to support your application?

- Text box with maximum 500 words.

## Section F - Diversity monitoring (optional section)

The Snowdon Trust is committed to ensuring diversity within the application pool and process. The capturing of demographic information can provide insights into the current diversity and identify areas where there are gaps.

## 12. Diversity monitoring questions

This section is optional, please only answer the questions you feel happy to. If you decided to not answer these questions, it will not affect the success of your application.

What gender do you identify as? Please select the most appropriate option for you from the dropdown menu or select the option “Prefer to self-describe” and use the text box to describe.

Age: Please select the most appropriate option for you from the dropdown menu.

### **12a. Please describe your ethnic background:**

- Ethnic group: please select an option from the dropdown menu or the last option “Any other ethnic group” and you can use the text box to describe.

### **13. Disability monitoring:**

Can use your answer to question 6: “Please tell us how you would describe your physical and/or mental health condition, long-term illness, learning difference, or combination of these” for disability monitoring purposes?

- Select yes/ no answer.

## **Section G - Contact preferences**

If you are successful in receiving a Snowdon Trust Master’s Scholarship, we will normally communicate with you by email. However, if other methods are more accessible to you, please indicate below.

### **14. Contact preference**

- Please select the most appropriate option for you from the drop-down menu. Please select “Other method: please describe” and use the textbox provided to describe.

Is there anything else we need to know about prior to contacting you (regarding your preferences for communicating)? Text box available for your description.

The Snowdon Trust would love to keep in contact with you to update you on relevant projects, event and opportunities.

- Select option yes/ no

## **Section: Review and submit**

Please read the Snowdon Trust Master’s Scholarship Terms and Conditions and Privacy Policy.

Once you click the submit button, you may no longer edit your application.

You will have a status from the application portal highlighting if you have completed all mandatory fields.

If you have completed all mandatory section in your application, it will read “All mandatory fields are completed.” You can then proceed to press the SUBMIT button.

If some fields are missing data, you will have a notice:

! Please complete all mandatory fields.

Below this statement you will see a summary of your application form.

Each section which is satisfactorily completed will have a little shield icon next to it.

Fields that have not been completed will have the text “Required” in red underneath the field name. You will need to click on the EDIT button at the top of that section to return to that section in your application form to edit your answers.

Once you have completed all mandatory fields in your application form, you will have a message saying “All mandatory fields are completed.” You can then proceed to press the SUBMIT button.

A submitted form will have the status “Read-only. This form has been submitted.”

Once you have submitted your application, you will receive an email confirming your submission. We will inform you around the first week of May 2023 whether your application has been longlisted or not. Please do not ask us for a status update before the first week of May 2023, as we will not be able to update you any sooner. If you do not receive an email confirming your submission, please check your junk and spam email folders before contacting us.