

UK Registrars Group Bursary Scheme Guidelines



The UKRG is committed to providing a forum for communication between members and facilitating their professional development. To assist with this we offer bursaries to help members attend events. We hope that you take advantage of this scheme during your membership and have provided some further guidance below.

UKRG events (including AGM)

There are normally 4 events per year and the Committee will seek to provide a limited number of bursaries to assist members with the cost of attendance. The committee will announce how many bursaries are available and details of how to apply in the ebulletin that promotes the event.

Overseas events (including European and International registrarial conferences)

There are a limited number of bursaries available for each European Registrars Conference. Funds can be applied for to attend other international registrarial conferences.

Conditions for UK and International Bursaries:

- 1) Members are permitted to make one application for a UK bursary every financial year (1 September to 31 August). If the number of bursaries is undersubscribed, a member may be able to receive a second bursary within the same financial year at the committee's discretion.
- 2) Members are eligible to apply for a bursary to attend an international registrarial event even if they have received a UK bursary within the same financial year.
- 3) If the number of applications exceeds the number of bursaries available, names will be drawn out of a hat.
- 4) For all bursaries the UKRG ask that successful members produce a blog for the UKRG blog about one of the talks, which will be allocated by the Web Editor. **This should be submitted as soon as possible after the event and within two weeks.**

- 5) For bursaries over £150, such as those for events outside of the UK, the committee may reimburse some costs prior to the event. Further details will be published when the bursary is advertised.
- 6) Bursaries may be used toward travel, accommodation or subsistence. For events outside of the UK, other than the European and US registrar conferences, the registrarial relevance of an event will be approved by the UKRG Committee. Applications to the Committee should be made with reasonable notice. If a Member wishes to apply for a bursary to attend an international event they should be able to demonstrate how their attendance can also benefit Members and approval will be subject to the availability of funds. The bursary may be extended to all members and limited places funded by an application and draw method.
- 7) Supporter and Online members are not eligible to apply for bursaries; Members from outside of UK are not eligible for to apply for international bursaries

How to apply:

- 1) Please email a completed bursary application form (available from the UKRG website Policies page) to the UKRG Secretary, Joyce Lau at secretary@ukregistrarsgroup.org. Joyce will confirm receipt of your application via email.
- 2) The Secretary will contact the successful applicants via email by the date stated and attach an expenses claim form. The Web Editor will contact successful applicants with details of the blog post required.
- 3) Please keep all receipts and submit with the expenses claim form to the Treasurer, Jenny Foot, at treasurer@ukregistrarsgroup.org **within one month following the event.**

If you have any questions about the bursary please contact our Secretary, Joyce Lau at secretary@ukregistrarsgroup.org