College of Science and Engineering

CARNEGIE & COLLEGE VACATION SCHOLARSHIPS

Minutes of a meeting held on Monday 20th March 2006 at 10.00 a.m.
in the Hodgson Room, Weir Building, The Kings Buildings

Present: Nigel Seaton (Convener)
         John Chick
         Tony Gilbert
         Anita Jones
         Kate Heal

In Attendance: Linda Burns

1. MINUTES OF MEETING HELD ON 8TH MARCH 2005

1.1 The Minutes were noted and approved as a correct record.

2. MATTERS ARISING FROM THE MINUTES

2.1 The Convener asked for clarification of the minute point 2.2 “it was agreed that a report should be sent in future to Committee members to inform them of any decisions regarding applications”. It was explained that the Committee were to be informed of the outcome of Carnegie’s decision and of any withdrawal of applications. This had not been carried out this year but would be made part of the procedure for 2007.

ACTION: CO

2.2 It was noted that at point 3.2 of the previous minutes, a nomination had been received from a student out-with the University of Edinburgh. It was pointed out that an application had again been received from a non University of Edinburgh student.

2.3 It was thought that the Guidance notes for the Carnegie and Vacation Scholarships should be re-worded to clarify that this Scholarship was only open to matriculated students of the University of Edinburgh. The Convener agreed to contact Carnegie to confirm that this was in line with their own procedures.

ACTION: NS

2.4 The issue of Freedom of Information was raised in the previous minutes. The Convener advised that while the minutes of the Carnegie & College Vacation Committee should be treated as “open” any personal information should be entered into a separate Appendix and held “closed” in line with College Office Minutes procedure.

3. APPLICATIONS FOR CARNEGIE & COLLEGE VACATION SCHOLARSHIPS 2006

3.1 There was thought to be a general lack of information on the applications received from students regarding the nature of the proposed programme of study. This lack of detail was felt to make it very difficult to assess applications.

3.2 It was proposed that the guidance notes should be amended asking for a description of around half an A4 page. Included in this description should be a statement regarding how the project will be of direct benefit to the student and how it will relate to their programme of study. The committee also felt it was important that this statement be written by the student as much as possible in “layman” terms. The Convener agreed to make draft revisions to the wording of the web-site and contact members for their input.

ACTION: NS
3.2 **Carnegie Vacation Scholarships**

A total of ten students were eligible for the Carnegie Vacation Scholarship and the committee nominated the students in priority order as shown in the appendix, with one student as reserve, pending an outcome of the Expeditions Committee.

3.3 Eight candidates were unsuccessful in their application for a Carnegie Vacation Scholarship, these are listed in the appendix.

The College Office would write to the unsuccessful students.

3.4 **College Vacation Scholarships**

A total of 13 students were eligible for the College Vacation Scholarship. As last year seven College Vacation Scholarships were awarded, the Convener proposed that he approached the College to obtain funding for six Scholarships. The Committee supported him and put forward six candidates in priority order as shown in the appendix. (Approval was obtained after the meeting for six College Vacation Scholarships).

It was noted that the Committee did not propose to put forward any of the Carnegie candidates for the College Vacation Scholarships. The College therefore need not wait until the outcome of the Carnegie Vacation Scholarship was known before contacting students.

4. **STUDENT REPORTS RECEIVED**

4.1 Reports from all 2005 had been received and where possible added to the web site.

4.2 It was noted that some reports had been received in formats unsuitable for mounting on the web. It was agreed that students should be asked to submit their reports in either pdf or Word format only.

**ACTION : CO**

5. **ANY OTHER BUSINESS**

5.1 There was no other business.

6. **DATE OF NEXT MEETING**

6.1 To be confirmed