

CENTRE FOR CATHOLIC STUDIES (CCS)

DEPARTMENT OF THEOLOGY AND RELIGION

DURHAM UNIVERSITY

**Application to the CCS Bursary Fund for award of a bursary for the**

**PG Certificate, PG Diploma, or the MA in Catholic Theology by Distance Learning**

**at Durham University, 2024-25**

🗌

Please read the **Information and Notes for Applicants to the CCS Bursary Fund for the MA in Catholic Theology by Distance Learning in the Department of Theology and Religion at Durham University, 2024-25** prior to completing this application form.

All applicants must complete Sections 1 to 5 of this form. Applicants should return the completed form to the CCS Senior Administrator (theresa.phillips@durham.ac.uk) with a covering letter (see below), and evidence of their household income (see Section 4 below) **by Sunday 7 July 2024.**

**Before** submitting this bursary application form**,** applicants must complete a standard DU application for postgraduate admission online. Applicants must have been formally offered a place on the PG Certificate, PG Diploma, or the MA in Catholic Theology by Distance Learning before their application to the CCS Bursary Fund can be considered. The recommended deadline for completing the online programme application with all supporting documents is **Sunday 16 June 2024.** (For details see [Application Process - Durham University](https://www.durham.ac.uk/departments/academic/theology-religion/postgraduate-study/application-process/))

Your covering letter should include: details of your proposed course of study (e.g., anticipated modules and envisaged dissertation topic for MA students); details of how your proposed course of study fits into the story of your academic career; and how you plan subsequently to use your studies in relation to Catholic theological education and/or research, and/or wider service in church/society.

Please note that the University may need to seek further evidence to substantiate any claims made on this application form.

**SECTION 1 - YOUR DETAILS** PLEASE USE BLOCK LETTERS

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME: |  | DATE OF BIRTH: |  |
| FORENAME(S): |  | | |
| HOME ADDRESS: |  | | |
| E-MAIL: |  | | |
| TELEPHONE: |  | | |
| Durham University Student ID: | (*You will find this 9 digit number on your formal offer letter. If you have not received your formal offer at the time of submitting this application, please forward your DU student ID to the CCS Administrator as soon as you receive it.)* | | |

The CCS would find it helpful if you could indicate, by ticking in the table below, where you heard about the CCS Bursary Fund.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department mailing |  | Email from the CCS |  |  |
| Newspaper advertisement |  | CCS website |  |  |
| Social media: Facebook/Twitter |  | Tutor/friend |  |  |
| Other (*please give details*) |  | | | |

**SECTION 2 - YOUR STUDIES**

**2.1 Details of your course at Durham University**

|  |  |  |
| --- | --- | --- |
| Programme of Study:  *Please delete as applicable* | **MA in Catholic Theology by Distance Learning (V8K807)**  **PG Diploma in Catholic Theology by Distance Learning (V8K812)**  **PG Certificate in Catholic Theology by Distance Learning (V8K814)** | |
| Date of entry: |  | Full-time or Part-time - *Please delete as applicable* |
| Home / Overseas student – *Please delete as applicable* | | |

**2.2 Details of current degree(s)**

Please give subject and class of any degree currently in process (give university and year) AND please give marks already awarded for years/courses already completed.

**2.3 Details of previous degree(s)**

Please give subject and class of degrees already obtained (give university and year) AND please give marks awarded for each course completed in each year of study (continue on additional sheets if necessary).

**2.4 Please detail why you are choosing to undertake the PG Certificate, PG Diploma or MA in Catholic Theology by Distance Learning.**

**SECTION 3 – REFERENCES**

**It is the applicant’s responsibility to contact a suitable referee and ensure their reference/statement is sent to the CCS Senior Administrator** [**theresa.phillips@durham.ac.uk**](mailto:theresa.phillips@durham.ac.uk) **to be received before the application closing date shown on the front of this form.**

Please ask your referee to comment on the following:

1. Your intellectual qualities;

2. Your strengths and weaknesses in general;

3. Your suitability for the course of study proposed;

4. Your need for a bursary (alongside academic excellence and potential, consideration is given to personal financial circumstances).

Please give the name of the referee you have approached here: …………………………………………………..

**SECTION 4 - FINANCIAL STATEMENT (ALL parts MUST be completed by ALL applicants)**

THIS INFORMATION WILL BE KEPT ENTIRELY CONFIDENTIAL AND USED ONLY IN RELATION TO DETERMINING THESE AWARDS.

4.1 Evidence of household Income

Please submit with your application form either:

1. a copy of your most recent Student England letter confirming the financial breakdown of your maintenance grant/loan; or
2. A copy of your most recent P60, confirming your household income.

International students should submit equivalent official documents to show evidence of household income. Where relevant, all evidence should include a verified English translation.

Ctd. overleaf

**4.2 Expected income and expenditure for 2024-25**

*All headings relate to total per annum amounts.*

Expected income for 2024-25:

|  |  |  |
| --- | --- | --- |
| *Source of income* | | *Amounts* |
| Have you applied for any other scholarships or grants?  *Please give details below and provide updates via the CCS Senior Administrator after submitting your application* | |  |
| Name/s | Date results will be known |
|  |  |  |
|  |  |  |
|  |  |  |
| Will you be eligible for a maintenance loan from the Student Loan Company (or equivalent if an international applicant)?  *Please give the expected amount of the loan* | |  |
| Please give the amount of any savings | |  |
| Please give details of any other personal income (including expected earnings) for 2024/25 | |  |
| Will you receive any other support (e.g., from parents/spouse)?  *Please give estimated amount* | |  |
| **TOTAL EXPECTED INCOME FOR 2024-25** | |  |

Expected Expenditure for 2024-25:

*Please give here your expected monthly expenditure for 2024-25 include for example: rent, subsistence/living costs, council tax, other significant expenditure.*

Other information

Do you have any dependants?

*Please give number and relationship*

Please give any other information which may be relevant to your application

*(e.g., significant expenses, existing debts from previous degrees)*

**SECTION 5 – DECLARATION (to be completed by ALL applicants)**

*Submitting false information or omitting relevant information on this application will be considered a major offence in terms of University discipline.*

I confirm that the information supplied is correct to the best of my knowledge.

|  |  |
| --- | --- |
| Applicant’s signature: |  |
| Date: |  |

**Sections 6 and 7 below to be completed by the Centre for Catholic Studies.**

## SECTION 6 – COMMENTS BY THE CCS SCHOLARSHIPS COMMITTEE OF THE DEPARTMENT OF THEOLOGY AND RELIGION

**SECTION 7 - RECOMMENDATION OF THE CCS SCHOLARSHIPS COMMITTEE OF THE DEPARTMENT OF THEOLOGY AND RELIGION**

Recommended for a CCS Bursary Fund award YES / NO (please delete)

|  |  |  |
| --- | --- | --- |
| If  **YES,** | Value of Award: | **……………………** |

Signature of the Director of the Centre for Catholic Studies: Date:

Signature of the Department’s Director of Research: Date: