

Winning Students Network Application Form for Institutional Membership

Colleges and universities are required to fulfil the requirements listed below in order to become members of the *Winning Students* network.

Member Institutions will be responsible for supporting and managing *Winning Students* scholarships based at their institution. Member Institutions may also be responsible for providing services to *Winning Students* at nearby institutions. The required services and standards for delivery in this document are set relatively low in order to be inclusive to as many institutions as possible.

All applications will be initially assessed against the required standards. Standards 1-8 are compulsory for membership of the network. Colleges and universities that meet the criteria will become members of the *Winning Students* network. Those needing limited intervention to meet the criteria, will be required to work with *Winning Students* to further review their application to ensure all the necessary requirements are met. Subject to successful completion of this development period, a college or university will then be confirmed as a member institution of the *Winning Students* Network.

* indicates that further information is required. See notes section

Institutional and Educational Support

	Institutions supporting Winning Student scholars must have:	Yes/No	Additional Information/Notes
1*	Institution-wide commitment to provide flexible academic study (e.g. examination schedules/course assignment deadlines, flexible study options),		

Programme Management

	Institutions must provide the following management support:	Yes/No	Additional Information/Notes
2*	A member of staff to manage and administer the institution's <i>Winning Students</i> scholarships and to provide support to access academic flexibility.		Provide details of the member of staff and contact details:

Financial Management

	Institutions must provide the following financial management:	Yes/No	Additional Information/Notes
3*	Appropriate financial systems in place to process <i>Winning Students</i> scholarships.		Provide details of the member of staff and contact details:



Marketing and Promotion

	Institutions supporting Winning Student scholars must:	Yes/No	Additional Information/Notes
4	A commitment to promoting <i>Winning Students</i> through appropriate media and marketing methods.		

General Infrastructure

	Institutions must have the following general infrastructure:	Yes/No	Additional Information/Notes
5	An institution-wide child protection policy		
6	All relevant institutional and external staff have enhanced disclosures from Disclosure Scotland		
7	First Aid (at recognised minimum HSE level) available on sites where <i>Winning Students</i> scholars train/receive services		

Formal Partnership Agreement

	Institutions supporting <i>Winning Students</i> scholars must:	Yes/No	Additional Information/Notes
8	A member institution must enter a partnership agreement with SUSE, which sets out responsibility of each party.		

Notes

1: A copy of the academic flexibility policy is required or at the very least a letter from Principal / University secretary stating that academic flexibility will be provided to *Winning Students* Scholars. This commitment to provide flexible study opportunities will be written into the formal agreement between the Institution and SUSE.

2 and 3: Must provided details of Qualifications (either a brief CV or provide copies of relevant certificates),

College or University: _____

Completed by: _____

E-mail: _____

Date: _____

