**University of Birmingham Start-Up Scholarship (“the Scholarship”)**

**Terms and Conditions**

1. **Eligibility**

The Scholarship is open to University of Birmingham students who are not in their first year of study and graduates who have graduated within five years of the application deadline to apply and, who either have an existing business or a new business idea and plan.

**2. Selection criteria and process**

2.1 There is a two-step competitive application process. The application process shall include:

1. completion of an online application form; and
2. applicants who have been successfully shortlisted from stage 1 above shall be invited to pitch their business idea and plan to a panel of the University’s choosing.
3. Students are only permitted to apply for the Scholarship once. However in exceptional circumstances, students may, are allowed by invitation only, to apply a second time if the University considers (at its discretion) that significant advancements have been made since their last application.  In this case students are permitted to have a total of two applications.

2.2 Throughout the selection process, applicants shall be competitively assessed. The eligibility shall be determined on but shall not be limited to:

1. the viability of the business plan proposed, with particular focus on a 12-month roadmap for the business;
2. the potential scalability and/or impact of the business; and
3. the personal attributes of the applicant to initiate, develop and adapt their business and business plan.

2.3 Although it is not a requirement to have a pre-existing business, applicants must demonstrate an appropriate organisation structure in order to secure the Scholarship. A prospective Scholar, upon receipt of a provisional Scholarship offer, shall be given the opportunity to set up an organisation as detailed in their business plan ahead of the Scholarship start date. Failure to do this may result in the provisional Scholarship offer being withdrawn.

2.4 The University shall reserve the right to reasonably reject applications based on (but not limited to) reputational and behavioural concerns of the applicant or a business plan that may bring the University into disrepute. The University is responsible to ensure all businesses are ethical, non-political and legal. There shall be no appeals process for the selection procedure and the decision of the University shall be final.

**3. Scholarship process**

3.1 Upon commencement of the Scholarship, the University shall assess the status of the Scholar and their organisation and their projected plans and mutually agree quarterly and annual objectives for the Scholar’s organisation.

3.2. The University shall assess progress of the Scholar’s objectives during their quarterly review meetings. Where the University considers that there is no or limited evidence of progression, the University reserves the right to reduce or withdraw the Scholarship.

3.3 Scholars will be required to present at biannual ‘demo and launch days’ to an audience of other entrepreneurs and University and external stakeholders.

3.4 The intention is for the Scholar to be primarily based within the Incubator in the Exchange, however it is acknowledged by the University that flexibility may be required in this regard. Scholars are required to undertake ‘incubator engagement’ at least 4 days per month. Incubator engagement entails meeting with University staff, mentors, other entrepreneurs and attending events acting as an ambassador for the Scholarship programme and the University. Incubator engagement will take place in person unless agreed otherwise.

3.5 At the end of the Scholarship, the University will conduct an exit interview with the Scholar, who will also be invited to participate in an annual University survey on the growth of their business.

**4. Additional responsibilities**

4.1 Scholars may be required to undertake additional responsibilities as directed by the University from time to time, which might include mentoring other start-ups, delivering knowledge-sharing activities such as student or community workshops and/or taking part in future selection panels for University entrepreneurial activity.

4.2 Scholars will be expected to share key progress and write an appreciation letter to the funders of the Scholarship.

4.3 Scholars will be required to undertake appropriate marketing and promotional activity for the Scholarship and the University, including activity such as writing blog posts, speaking at events, meeting stakeholders and undertaking promotional interviews.

4.4 Scholars shall not provide the University with any materially misleading or inaccurate information.

**5. Payment schedule**

5.1 Unless specified otherwise, the Scholarship shall commence in September in any given year and the intake of Scholars onto the Scholarship shall be determined by the University.

5.2 For the 2024/25 Scholarship programme, the value of the Scholarship shall be £15,000 (‘‘**Scholarship Funding’’**) and payments shall be released to Scholars in the following instalments:

1. £7,500, (50% of the full value of the Scholarship Funding) at the start of the Scholarship programme but no later than 30th September.
2. £3,750 (25% of the full value of the Scholarship Funding) after the Scholar’s six-month review meeting with the University, provided that the Scholar has made satisfactory progress in relation to implementing their business plan.
3. £3,750(25% of the full value of the Scholarship Funding) after the Scholar’s nine-month review meeting with the University, provided that the Scholar has made satisfactory progress in relation to implementing their business plan.

**6. Engagement and Termination**

6.1 Scholars are required to actively participate in the programme. This includes reasonable attendance at programme events and representation at external events. Where the University considers there is lack of engagement or no or limited evidence of progression, the University reserves the right to withhold, reduce or withdraw any funding.

6.2 The University may terminate the Scholarship and require the return of all or part of the Scholarship Funding in case of a breach of these terms and conditions, in circumstances where there is an extreme lack of engagement or professionalism, or where the Scholar or their business brings the University into disrepute.

6.3 In the event that the University terminates a Scholarship and/or requires the return of all or part of the Scholarship Funding then the Scholar shall promptly repay such amounts to the University within 10 working days.

**7. Governing Law and Jurisdiction**

These terms and conditions shall be governed by and construed in accordance with the law of England and the Scholar irrevocably submit to the exclusive jurisdiction of the English courts.