

Administrative Regulations

(Schedule to White Paper Cmnd.8846 as amended by the Commission in March 1958, March and October 1960, September 1966, November 1970, October 1972, March 1975, October 1976, November 1977, November 1978, January and November 1980, March 1981, October 1987, November 1990 and October 2002, June 2007, July 2011 and November 2019 with the approval of the Secretary of State for Foreign and Commonwealth Affairs.)

Grant-in-Aid

1. The funds necessary to finance the Marshall scholarship scheme will be provided by Grant-in-Aid carried on a vote under the administration of the Foreign & Commonwealth Office. Parliament will be asked to enact legislation approving the provision of the necessary monies annually.

The Commission

2. The Marshall Aid Commemoration Commission's function is as described in the Marshall Aid Commemoration Act 1953.
 - i) No officials will be members of the Commission, but meetings of the Commission will be attended by representatives of the Foreign & Commonwealth Office, or other Departments as the Secretary of State for Foreign & Commonwealth Affairs shall decide, sitting as observers.
 - ii) Commissioners will be appointed by the Secretary of State for Foreign & Commonwealth Affairs in line with public appointment rules and will be eligible for re-appointment.

Duties of Commissioners

3. The duties of the Commissioners will be as follows:
 - i. The Commissioners shall meet not less than three times yearly and will generally meet four times a year: in January to receive the Chairman's report in the final selection of candidates for the award of Marshall scholarships (subject to university placement) made in the United States by H.M. Ambassador in Washington's Advisory Council and to approve the annual report; in March or April, to approve the budget and the placing of Marshall scholars in their respective universities; in June to approve the accounts; and in October to consider the number of Marshall scholarships for the following year.
 - ii. The Commissioners shall, with the approval of the Secretary of State for Foreign and Commonwealth Affairs, appoint an Executive Secretary, who shall be responsible to them.
 - iii. The Commissioners shall approve the annual accounts and shall submit them to the Secretary of State for Foreign and Commonwealth Affairs, who shall transmit them to the Comptroller and Auditor General, who shall examine and certify

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them, and shall lay copies thereof, together with his own report thereon, before parliament.

- iv. The Commissioners shall submit an Annual Report, drafted by the Executive Secretary and the Secretariat, to the Secretary of State for Foreign and Commonwealth Affairs, who shall lay copies thereof before Parliament.

Duties of the Executive Secretary and the Secretariat

4. The day-to-day administration of the Marshall scholarships will be looked after by the Executive Secretary and the Secretariat, who will be appointed by the Commission. The duties of the Executive Secretary and the Secretariat will be as follows:
 - i. The Secretariat shall prepare regulations, application forms, etc.
 - ii. On being notified by the Commission of the names of the Marshall scholars provisionally selected, the Secretariat shall approach the British universities for their placing.
 - iii. The Secretariat shall notify the Commission on successfully concluding the placing of Marshall scholars.
 - iv. The Secretariat shall be responsible for the payment of the tuition fees of the Marshall scholars and their stipends and other allowances.
 - v. The Secretariat shall prepare annually in such form and manner as the Treasury may direct a statement of account of the monies voted by Parliament.
 - vi. The Secretariat shall prepare annually a Report on all aspects of their work in connection with Marshall scholarships.
 - vii. The Secretariat shall provide the necessary level of staffing as outlined in the contract, the expenses being met by the Commission from the funds allocated to them.
 - viii. The Executive Secretary shall attend the meetings of the Commission, as its Secretary.
 - ix. The Executive Secretary shall be given authority to convene extraordinary meetings of the Commission, should the occasion arise.

Membership and Duties of the Advisory Council

5. The membership of the Advisory Council shall comprise H.M. Ambassador in Washington, the Chairman of the Marshall Aid Commemoration Commission or his nominee, together with one other member of the Commission, the Chairmen of the eight Regional Committees, the President and the Executive Director of the Association of Marshall scholars, and such other people as may from time to time be invited to serve by H.M. Ambassador in Washington.
6. The Advisory Council shall meet once annually, usually in December, to confirm the selection of the Marshall scholars made by the eight Regional Committees and to consider and discuss policy related to the Marshall scholarships. At that annual meeting they shall also take note of the Annual Report most recently submitted by the Commission. Such secretarial assistance as the Advisory Council might need shall be provided by H.M. Embassy in Washington.

Regional Committees

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7. For purposes of selecting Marshall scholars, the United States will be divided into eight regions based on (1) the seven British Consulate General regions; and (2) Washington D.C. (each, a "Region").

The seven British Consulate General Regions are:

Atlanta
Boston
Chicago
Houston
Los Angeles
New York
San Francisco

For each Region, five persons will be invited by H.M. Ambassador in Washington to serve as a Regional Committee for the purpose of selecting Marshall scholars. Each Regional Committee will additionally include H.M. Consul General for the Region concerned, *ex officio*. For the Washington Region, the senior official responsible for Marshall scholarships at H.M. Embassy in Washington will take the place of H.M. Consul General. Regional Committees will be no larger than 6 members including the relevant H.M. Consul General (or senior official in the Washington Region). All Regional Committee members except H.M. Consul General (or senior official in the Washington Region) shall be United States citizens.

Regional Committee members and Chairmen will be appointed for four years by the relevant H.M. Consul General (or senior official in the Washington Region) for that Region on behalf of the Ambassador and approved by the Commission and H.M. Embassy in Washington, with the possibility of re-appointment for one further four year term.

H.M. Consul General (or senior official in the Washington Region) in the Region concerned will, *ex officio*, be responsible for calling the meetings of the Regional Committee, for furnishing necessary documentation to its members, and for providing the channel of communication between the Regional Committee and H.M. Ambassador in Washington.

Duties of Regional Committees

8. Regional Committees shall meet twice annually. In early November they should reduce the applications for their Region to a shortlist of not fewer than 15 and not more than 23 candidates. Later in November they should meet again to interview those on the shortlist and select therefrom their allocated number of candidates, as decided by the Commission, and three reserve candidates. The reserve candidates will be forwarded to the Commission for consideration by the At Large Committee, which is a sub Committee of the Commission and is appointed at the discretion of the Commission Chairman. The names of the Marshall scholars-elect will be forwarded to H.M. Ambassador in Washington for consideration by his Advisory Council. H.M. Consuls General at seven British Consulate General Regions and the Ambassador's representative in Washington, for the eighth Region, may, if necessary, call additional meetings of the Regional Committees; such secretarial assistance as the Regional Committees might need shall be provided by the Embassy or Consulate General concerned. A Regional Committee may authorise the payment to any candidate of such expenses incurred in travelling at its request to the interview from place of

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residence or study providing the charges are in line with the charging guidance provided by the Commission.

Selection of Candidates

9. In appointing Marshall scholars the selectors will look for distinction of intellect and character as evidenced both by their scholastic attainment and by their other activities and achievements. Preference will be given to candidates who combine high academic ability with the capacity to play an active part in the life of the United Kingdom university to which they go. Marshall scholars must meet the three criteria set by the Commission; Academic Excellence; Leadership Potential; and Ambassadorial Potential. A Marshall scholar, as the possessor of a keen intellect and a broad outlook, would be thought of as a person who would contribute to the aims which the late General Marshall had in mind when, speaking at Cambridge, Massachusetts, on the 5 June 1947, of economic assistance for Europe, he said, "An essential part of any successful action on the part of the United States is an understanding on the part of the people of America of the character of the problem and the remedies to be applied. Political passion and prejudice should have no part. With foresight and a willingness on the part of our people to face up to the vast responsibilities, which history has clearly placed upon our country, the difficulties....can, and will, be overcome."

Citizenship

10. Marshall scholarships shall be open to United States citizens only.

Number of Awards

11. Up to 50 awards shall be offered each year. Candidates shall be interviewed for Marshall scholarships by the Regional Committee of the Region to which they make their application. If a Regional Committee is not satisfied by the qualifications of the candidates it may recommend less than its allocation and any vacancy so arising shall be filled by the reserve list by decision of the At Large Committee. The Regional Committees will select the majority of the Marshall scholarships with a small additional number being upgraded by the At Large Committee from the reserves list.

Allowances and Grants

12. Marshall scholars shall receive allowances and grants under conditions and at amounts specified by the Commission, with the approval of H.M. Government, in the rules governing the competition for Marshall scholarships. In addition, tuition fees as approved by the Commission shall be paid direct to the appropriate university or college from Commission funds.

Tenure of Marshall Scholarships

13. Marshall scholars shall, unless they obtain specific exemption from the Commission, enter into residence at a British university in September or October of the year for which they are selected. Marshall scholars are required to enrol at their universities proceeding to a postgraduate degree. Marshall scholarships shall be tenable for two academic years (22 months) but may be renewed for a further period at the discretion of the Commission provided that in no case shall the total tenure exceed 36 months. As

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part of the total number of Marshall scholarships offered up to eight one year scholarships shall be offered. Dismissal from a university shall result in the immediate termination of the Marshall scholarship.

Qualifications

14. No age limit is set for applicants for Marshall scholarships but applicants shall, by the time of taking up residence in a British university, have obtained from some degree-granting university or college in the United States accredited by the appropriate United States Regional Board a first degree requiring at least three year's study. An applicant shall not normally be eligible for consideration unless they have graduated from their first undergraduate degree within 42 Months of taking up the award. A United States citizen already studying at a British university shall not be eligible for a Marshall scholarship for the purpose of continuing those studies in the United Kingdom.

Marriage and civil partnership

15. The Commission may, at its discretion, augment the emoluments of a recipient of a Marshall scholarship who is married or in a civil partnership at the date of application for the scholarship (a "Settling-In Allowance"). They may also provide a Settling-In Allowance to a Marshall scholar who marries or enters into a civil partnership after the date of application. In either case payment of the Settling-In Allowance is contingent on the spouses or civil partners residing together at the same address in the United Kingdom and the spouse / civil partner not receiving an equivalent scholarship or salary. The amount of Settling-In Allowance shall be as specified by the Commission, with approval of H.M. Government, in the rules governing the competition for Marshall scholarships.
16. Applicants will be required to state their marital status at the time of application and to notify any change in this immediately to the Regional centre to which they have applied. Following their selection for awards or once in the United Kingdom, Marshall scholars will be required to notify any change in their marital status immediately to the Executive Secretary.
17. Should one Marshall scholar marry or enter into a civil partnership with another no Settling-In Allowance will be payable under Regulation 15. Nor shall a Marshall scholar whose spouse or civil partner holds another scholarship of equivalent value to a Marshall scholarship or is in full-time employment be eligible for a Settling-In Allowance under that Regulation.

Passages

18. Fares for passage from their place of residence in the United States to their university in the United Kingdom for Marshall scholars and, where applicable, the spouse / civil partner and any children under the age of 18 of Marshall scholars, will be paid by the Commission as follows: economy class air fares in the United States; economy class transatlantic air fares; and standard class train fares in the United Kingdom. The Commission shall have authority to pay for a reasonable amount of unaccompanied baggage across the Atlantic. Subject to satisfactory completion of studies in the United Kingdom, similar fares will be paid for the return journey, provided travel is normally completed within the United Kingdom within the financial year in which the Marshall

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scholarship ceases. Marshall scholars are not debarred from travelling by other means, but the Commission shall be responsible for meeting only the actual cost of their journey to and from the United Kingdom, up to a maximum equivalent to the cost of the passages described above.

19. If a Marshall scholar is dismissed from his university, the Commission shall make available as soon as possible a passage to the United States for them and, if relevant, their spouse / civil partner / children under the age of 18 by the cheapest convenient means. The Commission shall have no further obligation towards the dismissed Marshall scholar, and the value of the passage will not be available in any other form.
20. The Secretariat will book passages in the United Kingdom, but Marshall scholars who for special reasons obtain his permission to make their own transatlantic travel arrangements, may do so provided they undertake to arrive in time for the beginning of their academic studies. After taking up residence in his university, such a scholar will be paid in sterling the cost of the passage, not exceeding the amount payable for a passage booked by the Executive Secretary.

Applications

21. Candidates shall submit their application to the appropriate Regional centre, in the form prescribed by the Commission, to be received by the first week in October of the year before the award is made. Applications which do not comply with these Regulations or are incomplete in any particular may be disregarded.
22. Candidates may apply either for the Region in which they have their ordinary private domicile, home, residence or place of employment, or for the Region in which they are studying at the time of the application. Any candidate making applications in more than one Region will automatically be disqualified. Applications shall not be accepted from candidates outside the United States unless they undertake to proceed at their own expense to the appropriate Regional centre in the United States for interview if placed on the shortlist of the Regional Committee.

Other Scholarships and Earned Income

23. Marshall scholarships may not be held concurrently with other scholarships or grants of a similar nature tenable in the United Kingdom. Candidates shall at the time of an application state whether they have applied, or whether they intend to apply, for any such award. A Marshall scholar may hold an external award not exceeding the value of £3,000 but in such case the Commission shall have discretion to abate the value of a Marshall scholarship. The Commission shall also have the discretion to abate the value of a Marshall scholarship in the case of a Marshall scholar receiving regular salary payments or other emoluments.

Reports

24. Directors of study / supervisors at the United Kingdom universities will be asked to make reports annually to the Commission on the conduct and academic progress of Marshall scholars; the Marshall scholars will also be asked to submit an annual statement.

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Amendments to Regulations

25. The Commission may, with the approval of the Secretary of State for Foreign and Commonwealth Affairs, make such alterations in the Administrative Regulations as they deem necessary. They may make and publish annually rules governing the competition for Marshall scholarships, provided that such rules do not conflict with these Administrative Regulations.
26. These regulations supersede any prior regulations and proposed arrangements related to the Marshall Aid Commemoration Commission as of 1 November 2019.