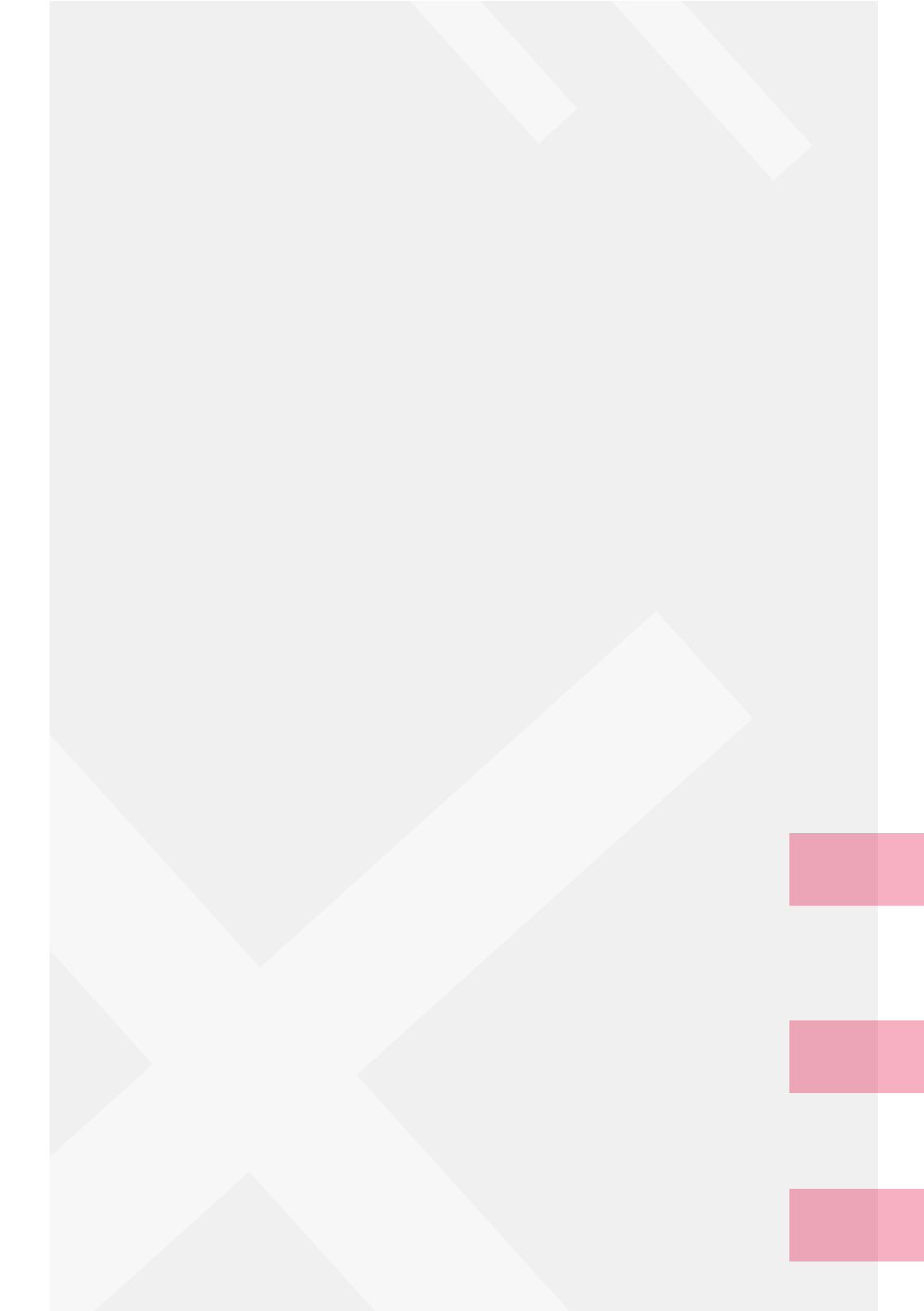




Marshall
Scholarships

Marshall Scholarship Handbook
2024-25



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Foreword

All of us at the MACC offer our warmest congratulations to you on your Marshall Scholarship and welcome you to the UK. We hope that your studies will be successful and that you will enjoy your time in the UK to the fullest.

To assist you, we have compiled this Handbook which includes some general information, explains how the scheme works and reminds you of the rules relating to being a Scholar. We hope you will find it useful.

We do our best to keep it updated and user friendly but we are always open to suggestion on how it can be improved.

John Raine

Chair

Marshall Aid Commemoration Commission

September 2024

The Marshall Aid Commemoration Commission

As at 1 September 2024

Chair

Mr John Raine CMG OBE

Members

Ms Anjulika Ajufo
Dr Andrew Bell
Prof Richard Black
Prof Frances Brodsky
Mr Adrian Greer
Prof Chris Millward
Prof Adam Smith
Prof Leslie Vinjamuri
Lady Sarah Wolffe

Alumni Observers

Prof Jon Erichsen
Dr Benjamin Heineike

Chief Executive Officer

Dr Emily Charnock

Manager

Ms Haley Addison

Executive Secretary

TBC

Programme Officers

Ms Stephanie Berke
Ms Ons Ziadia

Scholarships Assistant

Ms Anna Gane

Administration

Roles and Responsibilities

The Marshall Aid Commemoration Commission

The Commission is a Non-Departmental Public Body (NDPB) of the British Government.

“A non-departmental public body (NDPB) is a “body which has a role in the processes of national government, but is not a government department or part of one, and which accordingly operates to a greater or lesser extent at arm’s length from ministers”. <https://www.gov.uk/guidance/public-bodies-reform#ndpbs-executive-agencies-and-non-ministerial-departments>

The Commission is the body that is responsible for the running of the Marshall Scholarship Programme. Set up by an Act of Parliament in 1953 the Commission consists of 10 publicly appointed Commissioners. When the Commission is referred to in any literature it means the entire administration of the Marshall Scholarship Programme.

The Marshall Aid Commemoration Commission Act and Administrative Regulations can be found here:

<https://www.marshallscholarship.org/media/1248/1953actofparliamentwithadminregs.pdf>

<https://www.marshallscholarship.org/media/2085/2019-administrative-regulations-macc-final.pdf>

Marshall Commissioners

There are 10 publicly appointed Commissioners including the Chair of the Commission. They are all appointed through the Government Public Appointments process <https://publicappointments.cabinetoffice.gov.uk/about-appointments/>. They are all part time and unpaid, their appointments are initially for three years with a possible reappointment of three years. Commissioners are responsible for the oversight of the programme.

Commissioners are responsible for overseeing the Secretariat, and the processes and policies of the Commission. They are also responsible for accounts and the Grant-in-Aid that the Commission receives to run the Scholarship.

Commissioners are not responsible for the day to day running of the Scholarship this is delegated to the Secretariat.

Secretariat

The Secretariat is made up of the CEO, Marshall Manager, Programme Officers and Scholarship Assistant.

The Secretariat is responsible for the day-to-day running of the Scholarship programme. This includes day to day interaction with the Scholars, placement, payments, event organisation as well as overseeing the application process and producing the budget and accounts and all of the policies and reports to support the Commission as an NDPB.

The Secretariat is responsible for implementing the Scholarship rules and ensuring the Scholars comply with them.

The Secretariat is referred to as the Marshall Office in this document.

Alumni Observers

The Alumni Observers to the Commission are members of the Marshall alumni community based in the UK. The position is part time and unpaid. Two observers are appointed by the Commission to attend Commission meetings.

The alumni observers' role is to attend Commission meetings and give a Scholar's perspective as well as liaising with the Scholars and the AMS.

Association of Marshall Scholars (AMS)

The AMS is a completely separate entity to the Commission. The AMS is a membership association for Marshall Scholarship alumni. They are a registered 501(c)(3) in the US and have their own board and management. The AMS works closely with the Commission to enhance the Scholarship programme. Their website can be found here: <https://marshallscholars.org/>

UK Universities

Your university is responsible for all aspects of your student life in the UK. Scholars must contact their university in the first instance for all guidance and support.

The Marshall Office can signpost you to the appropriate service at your university if you are unable to identify it.

The regulations in this handbook apply to holders of Marshall Scholarships. They supersede those in previous editions and are applicable to all Scholars from the time of publication. All Scholars should therefore read this handbook, however long they may have held their Scholarships. Regulations may be changed without notice during the term of a Marshall Scholarship.

The handbook provides general guidelines only and is not exhaustive. Scholars and their supervisors are always asked to check with the Marshall Office after consulting the handbook, about specific issues. Your Notification of Award will detail any conditions applicable specifically in your case.

For all matters, you should refer to:

Marshall Aid Commemoration Commission

C/o British Council

1 Redman Place,

Stratford,

London E20 1JQ

E-mail: prog.admin@marshallscholarship.org

Web: www.marshallscholarship.org

Travel to the United Kingdom

Travel Arrangements

- 1 Scholars will travel to the UK individually or in a group. Proposed travel dates will be sent to Scholars as soon as these have been arranged. Scholars should be aware that travel dates are subject to change and must be prepared to travel earlier or later than the initial proposed date.
- 2 Fares for Marshall Scholars will be paid from their place of residence in the United States to their university in the United Kingdom. The fares will cover economy class air travel in the United States, economy class transatlantic air fares and standard class train fares in the United Kingdom. No other expenses of travel can be met. Scholars are not debarred from travelling by other means or at other rates to take up their award, but no reimbursement can exceed the actual amount expended, nor the equivalent of the cost of the passages described above, whichever is the lesser value.
- 3 Scholars are expected to ensure that their passports will be valid for the duration of the time they will be in the UK. Any costs associated with renewing passports before or during the award will be at the expense of the Scholar.

Travel Expenses

- 4 The Commission recommends taking out adequate travel insurance whilst in transit from home in the United States to destination in the United Kingdom. However, the cost of any insurance coverage will be the Scholars' responsibility, and the Commission will not be involved in any way.
- 5 The allowance on transatlantic flights is two pieces of checked baggage. The maximum weight and dimensions will be outlined by the airline. Additional baggage and excess baggage charges will be the responsibility of the Scholar.

Scholars should make independent arrangements for transportation of baggage to Britain should they need more than the allocated allowance. Scholars will receive a shipping allowance of \$450/£325 upon arrival to the UK. Scholars are advised not to bring more than two suitcases on their flight to the UK as they will be responsible for transportation of the luggage to their UK university.

- 6 The Commission cannot accept responsibility for any issues on the journey or for the loss of luggage, wherever or however these may occur. You are therefore advised to insure, at your own expense, both your luggage and that of any dependants.

Dependants' Fares

- 7 The Commission has discretion to pay the fares of the dependants of Scholars once visas are approved and to offer the same shipping allowance as the Scholar allowance on a reimbursable basis against costs expended.

Documentation: Entry Clearance and Biometric Residence Permits

- 8 All US citizens entering the UK as students who wish to stay for six months or longer need to apply for Entry Clearance, as do their dependants. This means that all Marshall Scholars must apply for Entry Clearance before they arrive in the UK.

Scholars will be provided with full and detailed instructions on how to complete the application for Entry Clearance and should wait to receive these, along with official documents from the Marshall Office and the CAS from their UK university, before making an application. Your UK university will be the sponsor of your visa and the university immigration team will be able to provide advice and guidance on any queries you have relating to your visa.

- 9 Scholars do not need to pay an application fee for this Entry Clearance. The Commission will cover visa application and immigration health surcharge fees. Further information about applying for the student visa will be provided by the Immigration Team. Travel and any other visa-related costs, such as shipping, will not usually be covered by the Commission.

If you are on a two-year award, you will need to ensure that your visa/BRP will be valid until you receive your CAS from your second-year university and re-apply for your visa. As your university is the sponsor of your visa, please contact them if you have any concerns about your dates. It is your responsibility to check the expiry dates of your BRP/visa and apply for an extension of stay if necessary.

Arrival Expenses

- 10 Scholars should carry with them sufficient funds to meet the expenses arising immediately before and on arrival (a sum of £200 should be sufficient). Scholars will have received instructions on how to set up a UK bank account prior to arrival in the UK. Before arrival the Marshall Office will notify Scholars of the funding amount of the quarterly stipend and allowances that will be provided as the first payment. If you have provided your UK bank details before the advised deadline, funds will be deposited into your account in time for your arrival in the UK.

Arrival

- 11 Scholars who are travelling to London as part of the Welcome Orientation will be met at Heathrow. Scholars are responsible for booking their own travel, using public transportation, directly to their place of residence after the London Orientation and will receive £50/\$65 in their arrival stipend to cover this cost.

Culture Shock

- 12 As with any move to a new country, Scholars may experience culture shock. The UK, whilst may appear familiar in some ways, has many differences to the US. As part of your time in the UK you will learn all about these differences, and we hope you are open to embracing them. Guidance on dealing with culture shock can be found here: [https:// www.ukcisa.org.uk/information--advice/preparation-and-arrival/facing-culture-shock](https://www.ukcisa.org.uk/information--advice/preparation-and-arrival/facing-culture-shock)

Banking

- 13 Marshall Scholars will receive detailed information on how to open a UK bank account prior to arrival in the UK. A UK bank account with a UK sort code must be opened. It is the expectation that this will be up and running to allow stipend and allowances to be deposited in time for your arrival in the UK. Scholars will be expected to follow instructions in a timely manner to facilitate this process. Failure to do so may result in a delay to the receipt of funds at the beginning of your award

If you face any difficulties with this process, please let us know. It is very important that you inform the team about any changes to your bank account details. If you decide to change your bank account, you must provide the new details as soon as possible. You must keep your old account open until your stipend is credited to your new account.

If you do not keep your old account open, there may be a delay in receiving any allowances paid during this period.

Accommodation

- 14 Before your arrival in the United Kingdom, you should seek advice about accommodation from the accommodation or housing team at your university or institution. The Marshall Commission advises all Scholars to consider university/college housing whenever this is available, especially in your first year. Your university should provide you with information on university housing and deadlines for securing a place.

At collegiate universities such as Oxford and Cambridge, it is customary for the colleges to offer accommodation at least for a student's first year. In London it cannot be assumed that there will be sufficient places for all those seeking university accommodation although the larger colleges or 'schools' which have their own halls of residence do their best to satisfy the demand for a student's first year in residence. If your institution cannot offer you university accommodation, they should be able to provide you with information about finding permanent private accommodation after you reach the United Kingdom. Please do reach out to the Marshall Office if you have any questions during this process. If you accept university residential accommodation (e.g. college hall of residence or hostel), you will normally be required to remain there for one academic year.

- 15
 - (a) Couples accommodation is not easy to find in the United Kingdom and universities are not always able to provide university housing for couples and married partners. A university will, however, usually help in the finding of accommodation and Scholars requiring couples' accommodation should email their university immediately following completion of placement procedures.
 - (b) In a number of universities, it is very difficult to find child care facilities. If you think you may need them, it is important for you to ask your UK university as early as possible whether any facilities are available. It is important to remember that child allowances are paid only from the date of arrival in the United Kingdom of the Scholar's children.
- 16 Before taking accommodation at any distance from your place of study, you should make sure that it is within any limits set by your university. You should also consult the Marshall Office before taking accommodation that is far from your place of study.

- 17 Scholars should be aware, that private landlords are required to check their tenants' immigration status before granting a tenancy agreement to ensure that the tenant has the 'right to rent'. This means that it may be difficult for a Scholar to secure private accommodation in the UK in advance of their arrival. Scholars should be careful about signing lease agreements before arriving in the UK unless you or a representative have been to view the property. If you do wish to live in private accommodation, you may need to consider booking temporary accommodation for your arrival, while you view potential properties.

If a Scholar secures accommodation in the private sector after their arrival in the UK, the Marshall Office can provide a letter of reference for private accommodation should you require it. The Commission cannot sign a Deed/Letter of Guarantee on a Scholar's behalf.

This applies equally to Scholars who are moving to a new course of study in the second year of their tenure who will need to have applied for and been granted a new visa for their new course of study before securing private accommodation.

- 18 You should immediately notify the Marshall Office of any change of address, whether temporary or permanent.

Deposits

- 19 At some universities/colleges a non-returnable deposit must be paid before you arrive in the UK to reserve accommodation. In the first instance, the payment of such a deposit should be made by the Scholar. In the event that you cannot make this payment/such a payment would place you in severe financial difficulty, the Commission can pay this on your behalf and the amount will be deducted from your first stipend payment.
- 20 At some universities/colleges and in renting private accommodation, a returnable deposit is requested and must be paid before you enter the accommodation. This is held until your departure as security against debts. Upon request, this deposit can be paid on your behalf by the Commission and will be claimed back upon your departure. You will be asked to sign an agreement with the Commission confirming your responsibility to ensure that the full sum of the deposit loaned is returned at the end of your tenancy, or at the end of your Scholarship, whichever is sooner. Failure to ensure that accommodation deposits are returned to the Commission will result in homeward fares being withheld. If Scholars leave the UK without returning deposits or other money owed, the Commission reserves the right to request the funds be paid.

The Commission cannot act as a housing guarantor for Scholars.

Studies

Courses of Study

- 21 **One Year Marshall Scholarships** – A one-year Marshall Scholarship is tenable for one academic year (i.e. 12 months). It is a condition of the award that Marshall Scholars must proceed to a degree that can be completed within the tenure of their award. **The one-year Marshall Scholarships cannot be extended beyond the 12 month tenure.**

Scholars awarded a one-year Marshall Scholarship are expected to remain in the UK for 12 months. If you have a commitment to return to the US earlier than this in order to start a PhD, MD or JD degree, permission must first be sought from the Commission through the Marshall Office. A minimum of 10 months in the UK may be allowed under these circumstances.

Two Year Marshall Scholarships – A two-year Marshall scholarship is tenable for two academic years. To meet the conditions of your two-year Marshall scholarship, you must successfully complete your first year before you can continue to the second year of your award. It is a condition of the award that Marshall Scholars must proceed to a degree that can be completed within the tenure of their award. Under the terms of the two-year award, you are required to undertake a second degree or to continue to the second year of your current degree.

It is a requirement of the Marshall application process to select Year 1 first and second choice programmes and Year 2 first and second choice programmes. These choices should complement each other and inform the proposed academic plan outlined in the application and are evaluated as part of the selection process. The expectation is that these courses, both for Year 1 and Year 2, are well-researched and selected with the intention to pursue them if offered an award. Therefore, it is an expectation that all two-year Scholars will apply for the year 2 first and second choices listed on their Marshall application.

Scholars on a two-year scholarship will be required to set-up a meeting with the Marshall team to discuss their second-year plans. . Scholars who wish to request a change to their Year 2 choices for exceptional reasons will be required to submit a proposal to the Commission for approval. The approval of proposals is at the Commission's discretion. The Commission will not approve changes where tuition fees for the new course would be in excess of those associated with their original course choice.

The proposal should list the original year two first and second choices and the proposed universities and courses. Scholars should have a compelling reason to request a change to their intended choices and should demonstrate and clearly

identify why and how the proposed course(s) are more suitable than their original courses. As a reminder, if Scholars intend to request to change a Year 2 first course choice to one at the University of Oxford, University of Cambridge, LSE, KCL or Imperial or UCL, the second choice cannot be at these universities. Further guidance on the advising and proposal process will be sent to Scholars during the first semester of the first year.

Whilst Scholars may request to apply for a DPhil or PhD in their second year (pending the Commission's approval), it is not possible to apply for a two-year master's degree starting in the second year. Scholars who propose applying for a DPhil or PhD should note that Marshall funding is not guaranteed for a third year, and they will be required by the Commission to demonstrate how the remaining two years of the DPhil/PhD programme would be funded.

In their second year, Scholars are allowed to submit applications to both their approved first and second choices at the same time in case they are unsuccessful in their first choice. If a Scholar receives an offer to both courses, they will be required to accept the offer from their first choice. It is the Scholar's responsibility to check whether they meet any eligibility requirements and to be aware of course application deadlines. Scholars will not be allowed to proceed on the award with an offer from a university/ course that has not been previously approved by the Commission..

- 22 If you believe you are unable, for any reason, to continue with your approved course of study, you must inform the Marshall Office as soon as possible. If you are considering changing the registration status on your current course (i.e. leave of absence, extension), you should write a proposal to the Marshall team for review by the Chair of the Education Committee, before completing any necessary steps at your university. Your proposal should outline the status change, the reasons for the change, and any steps required by your university. You should not assume that such permission will automatically be granted by the Commission. If approved by the Commission and your university, you will be responsible for meeting any criteria set by your university and keeping the Marshall team up-to-date.
- 23 You must observe the regulations, policies and procedures of the university or institution at which you attend.
- 24 Your university is responsible for all aspects of your student life in the UK. Scholars should contact their university in the first instance for guidance and support. The Marshall Office can signpost you to the appropriate service at your university if you are unable to identify it.

Reports on Progress

- 25 You will be required to submit an annual statement on your work at the end of each academic year. Failure to submit your report may result in your next stipend payment being delayed. Your supervisor or tutor will also be required to report on your progress each year. The Marshall team will contact your supervisor to provide the report.

Extensions of Scholarships

- 26 Two-year Marshall Scholarships may be extended by the Commission, at its discretion, though not beyond the end of a third academic year. Third-year extensions are granted by the Commission on a limited basis, for doctoral study and, subject to the availability of funds. The Commission cannot fund new degrees started in the third year. Eligible Scholars will be invited to apply for third year funding in the Autumn of their second year. In addition, funding agreements have been made with various partners. For further information on these arrangements please contact the Marshall Office. Where funded third-year extension is granted, the Commission will pay the cost of the visa and Immigration Health Surcharge for one-year for any necessary visa extension.

Duration and Termination of Award

- 27 Your Scholarship will commence on the date stated on your Notification of Award or on the date, if later, of your arrival in the UK. It will continue for the initial period specified on your Notification of Award or until the date, if earlier, when you complete or discontinue your studies. Your Scholarship may be terminated at any time for reasons of unsatisfactory conduct, progress or attendance, or if your registration is suspended or terminated by your university for any reason, (refer to the Marshall Commission's disciplinary process, available on the website here:

<https://www.marshallscholarship.org/the-commission/policies-and-open-data>). In cases of ill health the Commission may defer or withdraw the Scholarship if the Scholar is unable to continue with their studies in the UK.

If for any reason you are worried about progressing during your award, you can talk to your university, or to the Marshall Office at any time. Please make sure you are aware of your university's policies on applying for mitigating circumstances as extensions on coursework may not be granted. There are conditions that must be met for two-year Scholars to progress to the second year of their award, including successful completion of their first year course (if on a one-year programme), submission of their annual report and signing any required document such as the Notification of Award letter.

Code of Conduct

28 As a Marshall Scholar, you are an ambassador for both the Marshall Commission and the United States of America, and your actions and remarks will have an impact on the reputation of both. You are therefore expected to adhere to high standards of conduct and behaviour and to show respect to others and your surroundings at all times.

The Marshall Commission aims to enable a free exchange of ideas during all its activities in order to achieve the maximum potential impact for all participants. Recognising the diversity of backgrounds, experiences, and perspectives among our award holders, Scholars are reminded to always be respectful to others. All communication should be appropriate for an audience including people of many different backgrounds; harassment and sexist, racist, or exclusionary comments or jokes are not appropriate nor is discrimination either direct or indirect.

The same considerations apply to social media and electronic communications and the provisions of this Code and the Disciplinary Policy apply as they would to speaking in public or writing something for publication, either officially or in a personal capacity. When engaging with social media you should at all times respect confidentiality, financial, legal and personal information. Social media and electronic communications, whether public or private, addressed to a group or an individual, should never be used for harassment, bullying, defamation, or any behaviour that makes another individual feel threatened or uncomfortable. Please see the Social Media Policy outlined in the Social Media section below and on the website.

The Marshall Commission is committed to safeguarding and promoting the welfare of Marshall Scholars, and to protecting all those with whom the Commission comes into contact. The Commission requires Commissioners, Secretariat staff, and Scholars and Fellows to fulfil their role and responsibilities in a manner consistent with requirements for safeguarding. The Commission's Safeguarding Policy can be found on our website.

Scholars are expected to fulfil all requirements asked of them as award-holders and to return all completed documentation in a timely manner. Scholars are expected to treat any staff engaged within the Secretariat, or within any other organisation contracted to provide services to the Commission, with courtesy and respect. It is expected that such staff will show you the same consideration in return.

The Commission operates a zero-tolerance attitude to fraud and will investigate all instances of actual, attempted and suspected fraud, bribery or corruption committed by Scholars and Fellows related to their award under the Commission's Anti-Fraud Policy.

Disciplinary Policy and Procedures

- 29 The Commission's Disciplinary Policy and Procedures can be found here: <https://www.marshallscholarship.org/the-commission/policies-and-open-data>

This Policy and accompanying procedure explains the actions that will be taken when the Marshall Commission becomes aware of potential misconduct by a Scholar or Fellow.

Safeguarding Policy

- 30 The Commission's Safeguarding Policy can be found here: <https://www.marshallscholarship.org/the-commission/policies-and-open-data>

The Marshall Commission aims to promote the personal and academic fulfilment of our Scholars and Fellows. We believe that everyone who comes into contact with the Commission itself and our Scholars/Fellows, regardless of age, gender identity, nationality, disability, sexual orientation or ethnic origin, has the right to be protected from all forms of harm, harassment, abuse, neglect and exploitation.

The Marshall Commission does not tolerate abuse and exploitation and expects that everyone associated with the Commission will maintain an appropriate level of awareness of what is required in terms of behaviour and the reporting of concerns.

For any issue that arises within or in connection with the university at which the Scholar is studying then the first point of contact should be through the relevant university channels. Each university has its own established methods such as phonelines, complaints email addresses, safeguarding officers or safeguarding focal points.

For safeguarding issues that concern contact with other Scholars, the first point of contact should be to one of the two Marshall Commission Safeguarding Champions.

For safeguarding issues that relate to behaviour by any Commissioner, or by Commission appointees, including Secretariat Staff, the first point of contact should be to the Marshall Commissioner with Safeguarding Responsibility or to the Chair of the Marshall Commission

Diversity and Inclusion

31 The Commission's Diversity and Inclusion Policy can be found here: <https://www.marshallscholarship.org/the-commission/policies-and-open-data>

Scholars will support diversity and inclusion in their interactions with one another and with the Commission. Scholars will draw attention to cases in which they see other Scholars or those involved in the Marshall Commission not meeting the standards laid out in this policy.

Scholars will all live up to the standards you sign up to in the Marshall Code of Conduct:

- You will take concrete steps to make Marshall spaces more inclusive, and support and validate the experiences of all Scholars in an equitable and fair manner and will work deliberately to foster an environment where all Scholars feel safe, comfortable and supported;
- You will participate in a professional anti-bias and equality training programme at the start of your Marshall experience.

Breaching this policy may result in action being taken under the Disciplinary Policy.

Social Media

32 Social Media is a public forum and the same considerations apply as would to speaking in public or writing for publication. The following Terms of Use apply.

You should not publish content that may be seen as abusive, obscene, indecent, or offensive. This includes:

- Publishing offensive or derogatory content relating to sex, gender, race, nationality, disability, sexual orientation, religion/beliefs, age, or any other such trait
- Publishing content that is insulting, hateful, defamatory, threatening, discriminatory, or pornographic
- Behaving in a bullying, intimidating, or harassing manner towards other users, organisations, or page administrators
- Contains, or alludes to, unlawful material
- Encourages anyone to act in contravention of the terms of their award
- Constitutes spam or promotes or advertises products that have little relevance to the spirit and purpose of the group
- Associates the Marshall Commission, the AMS, the FCDO, or the British or US Embassy, or universities with personal views or comments

The Marshall Commission will determine whether content contravenes any of the above terms.

Content that contravenes any of the above terms will be removed by the Marshall Commission from spaces that the Commission administers.

The Commission will not edit any of your comments. If you post content that contravenes these guidelines, and we have to remove it, the Marshall Office will contact you to explain why. Transgressors may face disciplinary action, which could range from an official warning to the revocation of your award.

You should always be aware of maintaining security and take the necessary precautions when using social media and messaging platforms. Be mindful that any content which is posted on such platforms – even within closed spaces – may make it into the public domain.

The Marshall Commission will regularly and spontaneously share our favourite and relevant content from awardees' Twitter and Instagram feeds.

Whilst you are encouraged to add Marshall to your online bios and profiles, you are not permitted to create a public Marshall group, page, profile, or website on any online platform. This extends to the use of the word 'Marshall' or its derivatives in the name of any group, page, profile, domain, etc., and use of the logo. If you wish to use the Marshall name or branding in any other manner, please contact the Marshall Office first for permission.

If you take it upon yourself to administer an unofficial online group containing members of the Marshall community, you also assume responsibility for ensuring that the spirit of the Marshall programme is upheld in those spaces.

The Commission may at any time, and without notice to you, revise this policy.

Residence

- 33 Scholars are required to enrol at a British university for the full tenure of their award as full-time students proceeding to a higher degree. As a Marshall Scholarship is intended to give the holder an opportunity to see as much as possible of the United Kingdom, meet its people and observe its institutions, you should be prepared to spend a reasonable proportion of your vacation time in the UK. Courses or research involving lengthy periods, more than 90 days, outside the United Kingdom will not be approved.

One Year Marshall Scholarships – All visits overseas (for academic or non-academic reasons), including to the United States, are subject to approval by the Marshall Commission and may not exceed 30 days in an academic year.

If permission is given by the Commission to exceed this limit, Scholars will be subject to a loss of stipend for that period. NB Scholars on one-year Scholarships should not be applying for graduate programmes in the US during their tenure as a Marshall Scholar.

Two Year Marshall Scholarships – Non-academic visits outside the UK are subject to approval by the Marshall Commission and should not exceed 30 days in an academic year.

The Commission will not normally give permission to exceed this limit, but if they do, Scholars will be subject to loss of stipend during this period.

The 30-day allowance is from 1 October to 30 September each year.

Scholars who have a strong academic reason for overseas travel for research will be allowed to spend up to 90 days per academic year outside the UK. Anything beyond this will not be approved. This type of visit is subject to approval by the Marshall Commission. Scholars must send an academic proposal and letter of support from their tutor/supervisor to the Marshall Office for consideration by the Commission.

All Scholars, on one-year or two-year Marshall Scholarships, should notify the Marshall Office if you intend to be outside the country, making sure that you leave contact details on the form provided by the Marshall Office. Failure to declare travel will result in Scholars being referred to the Commission for disciplinary action.

Allowances

Employment

- 34 Marshall Scholars can be in part-time, paid employment while in the UK but this is subject to Home Office regulations, University/College regulations, and individual Scholars' overall commitment to their studies in the UK and conditions of award. Scholars should remember that their academic studies should be given priority. The current Home Office Regulations state that you must not work for more than 20 hours per week during term-time or 40 hours per week during vacation. You should check with your university to determine what they consider to be term time. The only exception to this being where the placement is a necessary part of your studies, and you have the permission of your UK university/college and the Marshall Commission.

Other Awards

- 35 Additional funding up to £10,000 can be accepted on approval by the Commission. This funding cannot include other UK government funding sources. Scholars are responsible for securing additional funding opportunities; the Commission is not able to offer support. If you have questions about the eligibility of another award, please contact the Marshall Office.

If you will be in receipt of additional funding, please email the Marshall Office with the details of the provider and amount before the start of your award as this will be sent to the Commission for approval. If you secure additional funding during your award, you must notify the Marshall Office as soon as possible.

Maintenance Allowance

- 36 Your monthly maintenance allowance (called a stipend) will be higher where the place of study is within the London metropolitan area. The stipend is calculate to cover your own basic expenses only, such as accommodation, meals (including those on journeys in the United Kingdom) and personal expenses: the stipend rates are reviewed and set by the FCDO each year and are the same across all HMG-funded scholarship schemes.
- 37 Your stipend will be deposited into your UK bank account once this has been opened. All subsequent payments will be made by bank transfer directly into your bank account. The maintenance allowance ceases on the termination date of your Scholarship or the date on which you leave the United Kingdom, whichever is earlier.

When a Scholar is moving for a new course in their second year and is moving into or out of the London Metropolitan area, the stipend rate will be adjusted from 1 October.

A list of the rates of allowances is given on a fee sheet provided at the beginning of your award

If you are approved to undertake a leave of absence, these figures will be adjusted. If you arrive partway through a month, the figures will be adjusted as appropriate.

Military Scholars

38 As agreed by the Military in the US, Marshall Scholars who are members of the US military and in receipt of a salary receive 50% of the maintenance allowance throughout their tenure as a Marshall Scholar.

Dependants

39 The Commission recognises UKVI's definition of dependants as outlined in their guidance for student visas found on the <https://www.gov.uk/student-visa/family-members> website. Scholars will need to provide evidence to UKVI of their relationship with their dependant when applying for the student visa and meet the criteria provided by UKVI. Scholars will need to provide the Commission with confirmation that the dependant visa has been approved before any arrangements for dependants will be made. Any visa-related costs for dependants are not covered by the Commission.

40 The Commission does not offer an additional allowance or stipend for the partners of Scholars. A settling in allowance will be offered for up to three months at the beginning of a Scholar's tenure providing the partner has not already found employment.

If a dependant visa is not required due to the dependant being a UK citizen or similar, the Commission may request further information in order to claim the settling in allowance.

The settling in allowance is only payable at the beginning of a Scholarship.

No additional allowances are paid to Scholars who marry another Marshall Scholar or marry whilst they are living in the UK.

Air Fares

- 41 The Commission will meet the cost of the incoming air fare from the United States to the UK at the beginning of the Scholar's tenure. It will also meet the cost of the homeward air fare from the UK to the Scholar's hometown at the end of their tenure on the condition that the Scholar has successfully completed a course of study and has fulfilled all other requirements. The homeward fare must be claimed within the same financial year as the end of Scholarship tenure (see End of Award section for more details). For two-year Scholars the Commission will also offer a Mid-Term Visit Fare(see Mid-Term fare section below).

Child Allowance

- 42 For a Scholar who is accompanied by children, child allowance is paid for the first, second and third child under the age of sixteen years provided that they are residing with their parent in the UK for a continuous period of at least three months. In all cases proof of the child's status in the UK as a dependant (through visa/BRP) must be provided before allowances can be paid.

It is important that you immediately notify the Marshall Office of any change in the number of your children who qualify for this allowance. The allowance represents only a small part of the cost of maintaining children in the United Kingdom.

Dates of Payment

- 43 The allowances mentioned in the preceding paragraphs will normally be paid into your bank account. The payments will be received as follows:

1st year

October 3 months stipend + one-off allowances

January 3 months stipend

April 3 months stipend

July 3 months stipend

(For one-year Scholars: July stipend to end of tenure or departure from UK whichever is earlier)

2nd year

October 3 months stipend + any relevant allowances

January 3 months stipend

April 3 months stipend

July stipend to end of tenure or departure from UK whichever is earlier (see section on Homeward Travel below)

Books and Equipment Allowance

- 44 You will receive a grant towards the cost of books and equipment for the first year of your tenure. This will be added to your first stipend payment.

Travel Allowance

- 45 Scholars are expected to reside near to their university avoiding lengthy or costly travel. As with all other travel, Scholars are expected to use public transportation unless otherwise agreed.

Scholars will receive their Travel Allowance upon arrival along with their first stipend payments. It will usually be cost efficient for Scholars to buy an annual pass for their region as there are considerable savings to be made over monthly passes.

Scholars are responsible for liaising with their universities to receive any documentation required for accessing student travel cards as soon as they are able. The Marshall Office cannot reimburse for any photocards required for student travel.

Claimable allowances

A multipurpose claim form for all claimable grants and allowances will be sent to you after your arrival in the UK. It should be noted that all claims must be accompanied with receipts, **the Commission does not accept bank statements or credit card receipts as evidence for claims.**

Claims should be received within three months of the costs being incurred. Claims received outside this timeframe will only be paid at the Commission's discretion. All travel should be made using public transportation unless pre-approved by the Marshall Office. Claims received for travel not made using transportation may not be reimbursed unless pre-approved.

When possible, please provide the completed form and attached receipts as one PDF.

Study Travel Grant

- 46 A Scholar may apply for a grant to help meet the cost of expenses incurred during conference attendance or study visits related to their course of study, either in the UK or overseas. The sum available is listed on the fee sheet (received at the beginning of the award) and is for two-years. No claim for expenses beyond this amount will be entertained.

Applications for approval of a study travel grant should be submitted on a copy of the form provided by the Commission. The form must be countersigned by your supervisor for UK travel, and accompanied by a letter of support from your supervisor, outlining how the travel is related to your course for overseas travel.

Receipts should be submitted along with the form. The Commission will assess and authorise the sum payable, and will keep a record of your expenditure over the duration of your award. It is not payable automatically, and all applications should be made promptly and during the tenure of the Scholarship.

Scholars may not request grants for study travel in respect of journeys to be undertaken following the expiry of the award.

Travel Claims

- 47 Scholars are entitled to claim for a yearly membership of a Public Bike Hire Scheme located in the city in which they live if such a scheme is available as part of your city's public transportation offering. If annual membership is not available, quarterly or monthly memberships can be reimbursed. Where available, Scholars must purchase student memberships. This must be pre-approved and claimed on a form provided by the Commission, and receipts must be provided. Bike hire offered by private bike companies cannot be reimbursed. The Commission cannot reimburse for the costs of purchasing a bike. However, many universities have bike resale schemes where students can purchase and sell secondhand bikes at a low cost. This may be an option to consider, as you will be able to factor into your budget the resale income at the end of your course.

Scholars are also entitled to claim a 16-25 or 26-30 railcard or coach card and membership of the Youth Hostel Association. This must be claimed on a form provided by the Commission, and receipts must be provided.

Scholars are entitled to claim for travel to MACC-sponsored events (orientation, devolved government trip and the farewell dinner). Scholars will be notified by the Marshall team which events qualify for reimbursement.

Marshall Plus Allowance

48 Each October Scholars will receive information about Marshall Plus funding with examples of UK-based professional and social membership organisations which they may be interested in joining. Scholars may claim reimbursement of the cost of joining one or more of these organisations otherwise approved by the Commission, up to a maximum of £150 per year. The allowance should not be used for one-off events, activities or classes. Scholars will not be reimbursed for membership fees to organisations which have not been previously approved by the Marshall Commission and are reminded to ensure that student membership is applied for wherever available. On a case by case basis, the MACC may consider applications for approval of these funds to be used for networking activities where Scholars can demonstrate they will take place on an ongoing basis with the same organization or group.

Scholars are entitled to claim affiliation fees and membership fees for university or local sports clubs up to a maximum of £50 as part of the overall allowance of £150. Costs relating to gym memberships and exercise classes cannot be claimed.

Scholars may also claim reimbursement of the cost of attending / travelling to events run by an organisation that they have become a member of through the Marshall Plus Scheme. These costs must also be claimed from the total sum of £150 allocated to each Scholar. This excludes sports events and social events.

Annual membership fees must be claimed three months before the end of the Scholars tenure to enable the Scholar to maximise the benefit of such memberships. Applications for yearly memberships or season tickets to cultural attractions will normally only be granted where a genuine desire can be demonstrated to visit more than once and as such it is envisioned that these attractions will be based close to the Scholar's place of study.

Please note that membership fees for the Oxford and Cambridge Unions cannot be reimbursed under Marshall Plus.

Approval of Tuition Fees

49 Approved fees will normally include fees for tuition, examination and use of a laboratory. Scholars are responsible for paying the subscriptions to any university or college clubs, including the Oxford and Cambridge Union Societies. Additional fees for accommodation, battels, dining expenses or other maintenance costs are also the responsibility of the Scholar.

50 Accounts for approved fees will be sent by the university or college to the Marshall Commission and will be payable upon Scholar arrival in the UK. If you receive a request for these fees yourself, you should forward originals of the invoice to the Marshall Office.

Change of Place of Study

- 51 If you are changing universities and moving to another city in your second year, you may claim the cost of one journey to your new institution and the cost of removal of your heavy luggage (not furniture) up to £200. The Commission will only reimburse the most economical method of transportation, which is usually using a shipping service such as 'Send My Bag' or 'Seven Seas Worldwide' or by train.

The hire of a vehicle or van will only be considered if the Scholar can demonstrate that it is the most economical method, or where more than one Scholar is moving from the same city. Additional costs including insurance and petrol would not be covered by the Commission. Relocation expenses will only be reimbursed once a scholar has had their quote approved and must be made in advance of booking.

To make the claim, you will need to complete the relevant form and provide receipts. This allowance cannot be applied to moves within the same city.

The Commission cannot pay for storing your possessions. Failure to get the quote approved by the Marshall Office may result in the full amount not being reimbursed.

Renewal of Entry Clearance

- 52 All Scholars who change their degrees during their tenure will be required to apply for a new student visa for any further UK degrees.

For Scholars undertaking new degrees in their second year of tenure, whether it be at the same institution as they spent their first year, or a new institution, applications must be submitted prior to the start of the Scholar's new course of study.

Scholars making applications from within the UK should be aware that they may not be permitted to leave the UK until they receive their new Biometric Residence Permit. This may take up to 8 weeks from the date of submission.

The Commission will cover the costs of the UK student visa applications made from within the UK on behalf of Scholars who submit their applications via the Marshall Office. In addition, the Commission will cover the cost of the annual Immigration Health Surcharge which is paid upfront at the point of application. However, if required, Scholars should inform the Marshall immigration officer before submitting to ensure they are eligible for reimbursement of the costs. If the validity of a Scholar's visa extends beyond their tenure as a Marshall Scholar, the Commission will only pay the annual Immigration Health Surcharge for the number of years remaining within the Scholar's tenure.

Applications can also be made from the US. There is currently no charge for Marshall Scholars applying for Entry Clearance from their home country, but Scholars will need to include a prepaid waybill and shipping envelope with their application documents for the return of their passports.

More information about re-applying for your visa will be sent by the Marshall Office. As your university is the sponsor of your visa, you will need to confirm with the immigration team whether you can apply from within the UK. You should inform the Marshall Office whether you intend to apply within the UK or the US.

The cost of Entry Clearance and visa renewal applications for Scholar dependants must be met by the Scholar directly.

Tax

53 Under the US Tax Reform Act (1986), American citizens in receipt of a scholarship/fellowship such as a Marshall Scholarship are required to pay tax on that part of the award which cannot be considered as 'direct educational costs'. For Marshall Scholars, this means that they must pay tax on the stipend, and the fares to/from the United States. There is no liability for tax on the tuition fee element and book grant element of the Scholarship.

The statement above is the most current information from the IRS, although you might wish to talk to the IRS yourself. The Commission will provide you with a statement of funds should it be required. The Marshall Office cannot provide tax advice.

Travel Allowances

UK Travel Allowance

54 The Commission will provide all Scholars with a UK travel allowance that will cover daily travel costs, including any associated photocard or travelcard costs if applicable, and supplement other travel within the UK. The allowance will be benchmarked against the TFL student travel monthly rate for Zones 1-3 for 12 months. The UK travel allowance will be provided as a one-off lump sum as part of the first quarterly stipend payment. The allowance for 2024-25 is **£1617.60**.

Scholars may use their own discretion on how to spend their UK travel allowance – receipts will not be required. Scholars living in London who wish to purchase a TFL student travel card should note that the annual rate will be cheaper than buying a monthly rate. If buying the monthly card, rates will increase in March/April each year.

Please note that the UK Travel Allowance was formally known as the Daily Travel Allowance.

Mid-Term Visit Fare

- 55 Effective from April 2023, Two-year Scholars will receive the Mid-Term Visit allowance to replace the claimable Mid-Term visit fare.

Two-year Scholars will receive £850 as part of their April quarterly stipend which can be used toward a flight to return to the US. It is encouraged that flights be used between June of the first year and January of the second year.

Scholars may use their own discretion on how to spend their mid-term visit fare – receipts will not be required.

Scholars must notify the Marshall team when they will be outside of the UK and should log their dates on the travel spreadsheet. This travel will count as part of the number of personal days outside the UK.

Academic Allowance (Thesis Grant)

Thesis Grant

- 56 The academic allowance (thesis grant) can be used towards costs related to Scholars' courses. The thesis grant was originally intended to help with such costs as binding, specific software or equipment needed for the course etc. These funds can also be used to cover costs related to repairing or replacing broken equipment such as a laptop.

The thesis grant amount is reviewed and set by the FCDO each year and will be the same across all HMG-funded scholarship schemes. It will be distributed as part of the January quarterly stipend and will cover the duration of the award (i.e. there will not be an additional grant for two-year Scholars). Scholars may use their own discretion on how to spend their Thesis Grant – receipts will not be required.

Events and offices

Events

57 The Commission will host several events each year for Marshall Scholars as part of their award. There will normally be a reception in London during Welcome Orientation to welcome the incoming class of Scholars, and a dinner in May to honour the Scholars completing their awards. In addition, there will typically be a devolved government trip during the Easter break.

Scholars can also plan talks and visits as part of the Marshall Plus Programme through the Scholar Experience Committee.

Scholars are encouraged to make arrangements to attend all Commission-sponsored events as these are opportunities to engage with other Scholars and Commissioners. If Scholars RSVP to attend an event, they should notify the Marshall Commission as soon as possible if they are no longer able to attend. Failure to notify may result in financial penalty.

Marshall Connect

58 The Marshall Connect scheme is an opportunity for connection for Marshall Scholars to be paired with a member of the Civil Service Fast Stream Programme. The Fast Stream is one the UK's leading graduate employers. Each year it attracts highly talented British graduates from a wide range of backgrounds to develop public service careers in a variety of disciplines.

This programme is intended to enhance the experience of Scholars while studying in the UK. Individual pairings are formed so that each Scholar has a British "buddy". All first year Scholars are expected to participate in the programme and will be matched with a member of the Civil Service Fast Stream.

Class Secretary

59 The Commission and the alumni organisation, Association of Marshall Scholars (AMS), requires each class of Scholars to elect a Class Secretary and Class Communication Secretary. Elections will be held in the October of the Class' arriving year. The Class Secretary will be responsible for keeping in touch with the class (by email), planning the budget for money provided by the AMS for Scholar events, working with other Class officers to organise the events and liaising with the AMS. The Commission may also consult the Secretary from time to time to help with surveys or outreach. The name of the Class Secretary will also be forwarded to the AMS and will continue to be the main contact for the class as Scholars transition into alumni.

60 The Communication Secretary will be responsible for highlighting current Scholar achievements and events through a regular news bulletin and via the Association of Marshall Scholars (AMS) social media. The Communications Secretary will serve as the Class's primary liaison to the AMS and assist the Class Secretary in soliciting feedback and reporting to the Marshall Commission.

Scholar Experience Committee

61 The Commission annually invites nominations for a set number of Scholars to serve as Scholar representatives on the Scholar Experience Committee. Elections will be held by email during the first term. This Committee will feed back to the Commission their discussions on the overall Scholar experience whilst in the UK.

Speaker for the Annual Dinner

62 It is traditional at the Departing Scholars Dinner for the Chair of the Commission to propose a toast to the Scholars who are completing their tenure in the UK. A chosen Scholar, from the departing class, then responds. Nominations, and if necessary, elections, will be taken ahead of the Dinner each year.

Health and Wellbeing

National Health Service

63 Before you come to the UK, please ensure that you familiarise yourself with the UK's National Health Service (NHS) as it will be quite different to the healthcare system in the US. The NHS is the UK's publicly funded health care system. As part of the visa process, the Commission pays the Immigration Health Surcharge on your behalf, which allows you to have access to the NHS.

Before Arrival

64 If you currently take medication prescribed by a physician, you should be aware that your medication may not be available in the UK, or unavailable in the same dosage that you are used to. The same or similar medication that you use may be available under a different name or brand. You can find out more about medication which is prescribed by the NHS on their website. Before travelling to the UK, you should ask your physician in the US to explore whether your ongoing prescriptions will be available.

65 Please note that the doctor may prescribe a different medication and that you may experience a delay in receiving your prescription if you are referred to a specialist. Although GPs can prescribe most medication, some medication such as that prescribed for ADHD, multiple sclerosis and other conditions can only be prescribed by a specialist, and although your GP can refer you for an appointment, you may still need to wait many months before you can see a specialist.

Additionally, there may be waiting lists to access specialist medical services, including some mental health services and gender clinics.

66 The NHS may require additional assessments to prescribe some medication for anxiety and depression. There can be significant delays in getting these assessments, so if you need this medication, you should ensure you can receive your prescription from the US to take with you if needed.

67 You may be able to bring your medication with you, but you should ensure that you bring a letter of explanation from your doctor. There is more information on the gov.uk website about bringing medication into the UK. If you have pre-existing medication condition, please ensure that you bring a summary of your medical records with you, including diagnosis and treatment. If you're currently having treatment, it's helpful to ask your doctor to write a letter which summarises your medical history.

- 68 Please note that the Commission cannot provide any advice on medication, you must speak to a healthcare professional for tailored support. The Commission does not provide any grants or additional funding to cover medical costs or costs for other adjustments that you have during your award.
- 69 Your scholarship does not include any form of medical or travel insurance and we are not able to cover the costs of private medical treatment or the purchase of medication. We recommend that you consider purchasing your own private medical insurance for your time in the UK if necessary or continue access to your US health insurance if possible. The Commission does not have an in-house counselling service or a doctor who can offer consultations, but the Marshall team can signpost you to appropriate NHS services if required.
- 70 The NHS does not cover certain medical care. There are some conditions and treatments which are not covered, including:
- treatments for which there is no scientific evidence for any benefits
 - cosmetic procedures
 - treatments for mild conditions which will resolve on their own
 - interventions which do more harm than good
- 71 Some treatments or services that you are accustomed to requesting in the US may not be accessible to everyone upon request under the NHS. For example, physicals or NHS Health Checks. Please visit the NHS website to find out more about NHS services.

After Arrival

- 72 One of the first things you should do after arriving to the UK is to register with a doctor or general practitioner (GP). Some British universities may have their own doctor surgeries. Please follow the advice given by your university and ensure you choose an NHS doctor.
- 73 You may need to show proof of your student status and address, along with your Immigration Health Surcharge number. Your immigration health surcharge number will have been sent to you by email when you made your Student visa application or can be found on your completed application.
- 74 Finding a GP to register with will depend on where you live in the UK and there are further details in the links below:
- England - <https://www.nhs.uk/service-search/find-a-GP>
 - Northern Ireland - <https://www.nidirect.gov.uk/services/gp-practices>

- Scotland - <https://www.nhsinform.scot/scotlands-service-directory>
- Wales - <https://111.wales.nhs.uk/LocalServices/?s=GPSurgeries>

- 75 Not all treatments are free of charge, for instance you will have to pay for some dental and optical treatment, plus prescription charges if you live in England (currently £9.90 per item). We don't provide any additional funds for this, and you're expected to use your monthly stipend to cover these costs.
- 76 The Commission will reimburse Scholars for their flu shot (up to £21.95) if it is received in the UK. This should be claimed using the relevant form and providing receipts.

Mental Health

- 77 The primary source for mental health support for Scholars will be their university and the NHS. The Commission can signpost Scholars to these resources. The Commission also provides access to WorkPlace Options for all Scholars. This service provides a 24/7 helpline and access to short-term counselling support and other wellbeing resources. Scholars will be sent details on how to access these at the beginning of their Scholarship.
- 78 Emotional Support Animals are not legally recognised in UK which means, whilst a Scholar could bring an animal as a pet, there aren't any special dispensations for flights or accommodation. You may find it difficult to find housing that will allow animals.

Disability provision

- 79 All Scholars will be asked to complete a health and disability form. Scholars who disclose a disability or health condition may be eligible to receive additional disability funding to support their living costs in the UK. This funding includes provision for personal care and is in addition to the academic reasonable adjustments that universities will assess and provide. If permission is given, the forms of Scholars who indicate that they have a disability or health condition will be assessed by Disability Rights UK (DRUK) to determine if a disability allowance is recommended.
- 80 If you have a disability or a condition which means that you need further support, university disability offices are a great source of advice and support. Depending on your circumstances, you may get additional time for exams or assignments, or other reasonable adjustments. We suggest that you contact your university's Student Support and Disability Services as soon as possible to discuss what support or adjustments you might need.

- 81 Under the Equality Act 2010, higher education institutions must not discriminate against people with disabilities, and they have a responsibility to put in place reasonable adjustments. Universities may require additional information as part of their own processes and procedures.

Please find more information in the Commission's Disability Statement found on the Marshall website.

Notification of Illness

- 82 Please notify the Marshall team as soon as possible if you have an extended or serious illness which might impact on your studies or residence in the UK.

Compassionate Leave from the UK

- 83 In exceptional circumstances, the Marshall Commission has the discretion to approve up to 10 days of compassionate leave in addition to the total number of days allowance for travel outside of the UK for personal reasons.
- 84 The Commission can, at its discretion, meet the cost of compassionate airfares. Scholars should discuss their individual situation with the Marshall Office who will consult with the Commission about meeting the costs of the compassionate fare.

Compassionate fares are most likely to be offered in the instance of the bereavement of an immediate family member. Other individual circumstances may be considered but may not be approved.

Insurance

- 85 The Commission takes no responsibility for insurance against sickness, accident, or death either for candidates or Scholars-elect in the United States or for Scholars travelling to or from or residing in the United Kingdom. Although eligible for medical treatment in the United Kingdom under the NHS, Scholars are advised to consider maintaining ongoing health insurance in the United States during their period of tenure if feasible.

Scholars are also advised to make adequate arrangements for insurance of personal possessions when travelling to or from or residing in the United Kingdom.

End of Award

Homeward fare

- 86 Subject to satisfactory completion of studies in the UK and upon meeting the criteria outlined below, the Commission will cover the costs of one homeward flight and shipping (see below). The flight should normally be from the UK to the US and must be claimed within the financial year (April – March) in which the award ends. 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 from the United Kingdom, up to a maximum equivalent to the most economical economy class fare.
- 87 Scholars must write to the Marshall team at least one month in advance of their proposed departure date to confirm they meet the criteria below and request their homeward fares to be arranged. If the departure date is less than one month from the request, Scholars will receive a contribution of up to £850 or the cost of the flight (whichever is less expensive).

Completion of Tenure

- 88 **One Year Marshall Scholarships** – The tenure for one-year Scholarships is 12 months; therefore the Scholarship will normally terminate on 30 September of the year following your arrival. One-year Marshall Scholarships cannot be extended beyond 12 months. Stipend will be paid until 30 September or the date on which you leave the UK, whichever is earlier.

Two Year Marshall Scholarships – The tenure for a two-year Marshall Scholarship is 22 months; therefore the Scholarship will normally terminate on 31 July of your second year. For Scholars who finish and leave before the end of July, your stipend will be terminated on the day of your homeward fare.

For Scholars whose taught course finishes in July, August or September, you will receive stipend up to the end of your course plus an additional three weeks, or up to 30 September, (whichever is earlier). If you take your homeward fare before the end of the three weeks, stipend will only be paid until the date of your departure.

For Scholars who are undertaking a PhD, providing you have not completed the degree requirements before the end of September, you will receive stipend until 30 September.

The Commission will cover the costs for an economy class flight to the United States at the end of a Scholar's tenure once they have met the following conditions:

1. Completion of the Future Plans Form and Scholar Experience Survey
 2. Submission of your Annual Statement
 3. Evidence of your completed degree.
 4. No outstanding debts
- 89 Once you have met these conditions, and if your departure date is in at least one month, you will be connected to Diversity Travel to arrange your homeward flight. If the departure date is less than one month from the request, Scholars will receive a contribution of up to £850 or the cost of the flight (whichever is less expensive).
- 90 If you would prefer to book the flight yourself, and the departure date is at least one month, you must check your proposed booking with the Marshall Office who will approve the fare. Failure to have the fare checked in advance of making any bookings will result in reimbursement up to the cost of the most economical fare found by the Marshall Office, which may be lower than the booked fare.

Scholars are strongly advised to use www.studentuniverse.co.uk to find the lowest homeward airfares. Should a Scholar wish to use an alternative company to book their homeward airfare they must provide evidence that the alternative will cost less than if they booked a like for like fare using the Student Universe Travel website.

Homeward airfares must be:

- Economy class
- Normally one way; nearest airport to nearest airport
- The most economical route available

If a Marshall Scholar wishes to travel to a country other than the United States, the Scholar should provide a quote to the Marshall Office for the equivalent fare from the UK to home US airport. Reimbursement will be made up to the cost of the actual airfare booked, or the most economical fare to the Scholar's home US airport, whichever is lower.

Scholars must pay for their homeward fares in the first instance. The Commission will reimburse the cost upon successful graduation and on receipt of the homeward fare claim form and receipts. You must not have any outstanding debts to the Commission and must have completed the requirements for departing Scholars listed on the homeward fare claim form before any reimbursement is made.

The cost of travel to your UK departure airport from your university city cannot be reimbursed. The Commission will not cover any additional costs related to changing, cancelling or rebooking a ticket.

Reimbursements can be made to Scholars' UK bank accounts. The Commission has the discretion to meet the cost of shipping a reasonable amount of unaccompanied baggage across the Atlantic at the rate outlined on the claim form. Shipping costs must also be claimed within the financial year (April – March) in which the award ends. The Commission's total liability in this respect is listed on the fee sheet, this is exclusive of insurance charges, which must be met by the Scholar. Receipts for baggage shipment expenses should be submitted to the Commission so that reimbursement can be made up to the maximum allowed, to your UK bank account.

Graduate Student Route Visa

- 91 Scholars may be eligible to apply for the Graduate Student Route Visa which allows students to work in the UK for two (or three if you are doing a PhD) years after successfully completing their degree. Scholars should request a no objection letter from the Marshall Office as part of the application process. The Commission will not cover any costs associated with this visa application.

Deferment of Homeward Travel

- 92 Homeward travel and shipping must be requested within the financial year (April – March) that the award ends. Requests made after the financial year ends will not be considered except in exceptional circumstances where prior permission has been granted. The Commission will not cover any additional costs related to changing, cancelling or rebooking a ticket.

Contact after return home

- 93 Once you have completed your Marshall Scholarship, you must complete the Commission's questionnaire and a Future Plans Form including a contact address and indicating your immediate plans after the end of your tenure. Your homeward fare will not be reimbursed until this has been submitted. You will automatically become a member of the alumni Association of Marshall Scholars (AMS). For further information about the AMS please contact admin@marshallscholars.org

Contact address

MARSHALL COMMISSION:

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E20 1JQ

E-mail: prog.admin@marshallscholarship.org



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