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**Quercus Active Citizenship Scholarship Retention & Discontinuation**

**1. Retention**

To retain the Scholarship throughout the programme of study recipients must:

a) Meet the progression requirements of the programme of study.

b) Successfully pass the Annual Review Process and the specific Review Processes referred to in Appendix 1.

c) Attend the required Quercus events each academic year. These events will be communicated to Scholars by the Quercus Programme.

d) Fulfil, where required ambassadorial duties deemed appropriate, e.g. at RDS Higher Options and UCC Open Days.

e) Agree to and abide by the Quercus [Terms of Reference & Memorandum of Understanding.](https://www.ucc.ie/en/quercus/about/activecitizenship/)

f) Act as ambassadors of the University and the Quercus Programme and behave in an appropriate and respectful manner at all times, aligned to the provisions of the UCC [Student Rules](https://www.ucc.ie/en/media/support/academicsecretariat/policies/studentexperiencepolicies/StudentRules25June2021.pdf) and [UCC’s Graduate Attributes and Values.](https://www.ucc.ie/en/graduateattributes/)

g) Demonstrate active engagement with the Quercus Programme.

h) The Scholar must annually complete the Quercus Programme End of Year Statement & Impact Form (Appendix 3). The Impact information from this may then be used when communicating with past, current and potential donors. It may also be used publicly by UCC and the Quercus Programme via their publications, websites and social media channels.

i) Fulfil any specific retention requirements stipulated by the Quercus programme manager.

**2. Discontinuation of Quercus Active Citizenship Scholarship**

Discontinuation of a Quercus Active Citizenship Scholarship may occur where a Scholar is deemed no longer eligible, including where:

a) A Scholar withdraws from the University.

b) A Scholar has failed to pass the annual review.

c) A Scholar is found to be in breach of the [Student Rules.](https://www.ucc.ie/en/media/support/academicsecretariat/policies/studentexperiencepolicies/StudentRules25June2021.pdf)

d) A Scholar does not meet the agreed progression requirements of the programme of study.

e) A Scholar is found to be in breach of the Quercus Terms of Reference.

f) A Scholar is judged not to meet the criteria set out in section 1 above (Retention).

**2.1 Discontinuation Outside of Annual Review**

Decisions to discontinue Quercus Scholarships may occur outside of the annual review process.

Examples for discontinuation are listed in, but not limited to, the scholarships Terms and Conditions document. Where it is brought to the attention of the Quercus Programme that a Scholar may no longer be eligible, the Review Group (see Appendix 1) will be asked to convene to make a decision regarding the student’s eligibility to continue as a Quercus Scholar. Scholars wishing to appeal the decision to discontinue a Quercus Scholarship should refer to the appeal process that is detailed in Appendix 2.

**Appendix**

**Appendix 1: Annual Review Process**

a) An appropriate Review Group (“The Group”) will be established.

b) The Group will receive annual progress reports for each Scholar, compiled by the Programme Manager, made up of the scholar’s End of Year Statement & Impact Form and also, where required, additional information from sources such as mentors, relevant academic departments, UCC professional services and other associated parties.

c) The annual review may include a discussion with the Quercus Active Citizenship Scholar where required, with the Quercus programme manager.

d) The Group will determine if the Quercus Active Citizenship Scholar has fulfilled the terms and conditions of membership, in particular relating to active citizenship progress, academic progression and engagement with the Programme.

e) Scholars who, in the opinion of the Group, have not fulfilled the conditions of membership, will be informed of this in writing, and will be invited to attend a meeting with the Review Group.

f) Following that meeting there are two possible outcomes;

(f1) – the student remains on the programme,

(f2) – the student is exited from the programme.

g) Scholars who are exited will be notified of their right to appeal the decision of the Group, the procedure for lodging an appeal and the time limit for lodging an appeal.

h) A written record of the review meeting process shall be kept and submitted to the Appeals Committee where an appeal arises.

**Appendix 2: Annual Review Appeals Procedures**

Quercus Creative & Performing Arts’ Scholars may appeal a decision of the Review Group to the Appeals Committee on specified grounds, see c) below.

a) The Appeals Procedure is not available to Scholars that have withdrawn from the University; or Scholars that have been suspended or excluded from the University.

b) An appeal may be made to the Appeals Committee within 10 working days from the date of issue of the Review Group’s decision.

c) Appeals may be made on the following grounds:

* New evidence: Information directly relevant to the decision, which for good reason was not available to the Review Group.
* Procedural irregularity: There is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the Review Group’s decision.

d) The Student Appeals Committee may:

* Uphold the Appeal.
* Reject the Appeal.

**Appendix 3: End of Year Statement and Impact Form**

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**Quercus Active Citizenship**

**End of Year Statement & Impact Form**

|  |  |
| --- | --- |
| **Name** | enter text. |
| **Student Number** | enter text. |
| **Programme of Study** | enter text. |
| **RECENT EXAM RESULTS**  Please list most recent  college exams and include  subject and grade | enter text. |

**ACTIVE CITIZENSHIP EXPERIENCE 2022/2023**

To be completed by all (300 words max)

Please give details of the active citizenship experience/s that you have had over the past year from June 2022 to May 2023. In this section please indicate also any awards you may have received over this time period

|  |
| --- |
| enter text. |

**HOW HAVE YOU MET THE TERMS AND CONDITIONS OF BEING A QUERCUS SCHOLAR**

1. Please give examples of how you have acted as a positive ambassador for UCC/Quercus in the period from September 2022 to May 2023, including, for example, the promotion of the University in any external interviews or publications (200 words max)

|  |
| --- |
| enter text. |

1. Please give examples of events that you have volunteered to do both for Quercus and for the University in the period September 2022 to May 2023 (200 words max)

|  |
| --- |
| enter text. |

1. Please indicate how you have contributed to the active citizenship culture of the University in the period September 2022 to May 2023 (200 words max)

|  |
| --- |
| enter text. |

1. Please list any collaborations that you have had with other Quercus Scholars in your strand or any other strand during the period September 2022 to May 2023 (200 words max)

|  |
| --- |
| enter text. |

**ACTIVE CITIZENSHIP PLANS**

To be completed by all applicants (300 words max)

Please outline your plans and ambitions for the next year regarding your active citizenship.

|  |
| --- |
| enter text. |

**IMPACT OF THE QUERCUS PROGRAMME**

(To be completed by all applicants. 300 words max)

Please outline the impact that the scholarship has had on you during the period September 2022 to May 2023 (The Impact information from this may then be used when communicating with past, current and potential donors. It may also be used publicly by UCC and the Quercus Programme via their publications, websites and social media channels.)

|  |
| --- |
| enter text. |

**Please submit this form by xxxxxxxxxxxxxxx.**

**Contact Details:**

**✆353 21 4904877 🖂mpower@ucc.ie** [**www.ucc.ie/quercus**](http://www.ucc.ie/quercus)

**\***All data collected under the application form will be subject to the data protection policy of UCC. A full copy of the policy is available on our website: <http://ocla.ucc.ie/dataprotection/index.asp>**.** All queries in relation to this policy and its provisions can be made to the Information Compliance Officer: [catriona.osullivan@ucc.ie](mailto:catriona.osullivan@ucc.ie) or 021-4903949