

**DOROTHY MILLER BURSARY**

1. **Purpose.** Dorothy Miller's estate provides funding for St Andrews BSc (Hons) Medical students to conduct an observership in Malawi. The express purpose of the bursary is; '*...to help students travel to and live in Malawi, to allow them to pursue their global health interests and projects.*' The University offers other travel bursaries<sup>1</sup>, however the Miller Bursary is only open to medical students.
2. **Conditions.** The conditions of the Bursary are:
  - a. The bursary will support travel and accommodation costs in Malawi for students embarking on a summer project of at least 4 weeks' duration.
  - b. The project / observership is to run in the summer between 2<sup>nd</sup> and 3<sup>rd</sup> years of the BSc (Hons) Medicine, accordingly only 2<sup>nd</sup> year students may apply.
  - c. The bursary will be awarded to a maximum of 4 students per calendar year. The award will be made by the Miller Bursary award panel who will reach their decision based on student's applications.
  - d. The maximum grant will be £1000 per student. The applicant is expected to raise additional funds to compliment the bursary award. Students who can demonstrate financial hardship may apply to the school for additional support.
3. **The application.** The student's applications must show:
  - a. The aims and expected educational value of the project; the educational benefit to the student and clear benefit to the host NGO / other local institution. It is accepted that setting the aim will be challenging and students are expected to take advice from staff members with African / Malawian experience<sup>2</sup>.
  - b. The support of a named supervisor who is a member of staff at the School of Medicine and who has first-hand experience of medicine or development in Africa.
  - c. Other funding sources that are being considered or have been awarded.
4. **Conditions of an award.** Successful awards will be conditional on:
  - a. The project receiving ethics approval (if required) during the planning stage.
  - b. The student completing the '[Travel Abroad Risk Assessment](#)' which must be countersigned by the supervisor, submitted at least one month before departure and followed during the Observership.
  - c. The student complying with any conditions associated with work at or around the hospitals or clinics in Malawi set by the school staff operating in Malawi.
  - d. Production of Twitter feed / news releases during and after the Observership.
  - e. Production of a brief report for the Miller family and an information session for school staff and students, one component of which will be to advertise the bursary to next year's cohort.

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<sup>1</sup> see: <http://www.st-andrews.ac.uk/students/money/bursariesandscholarships/travelscholarships/>

<sup>2</sup> Prof Gillespie, Dr O Hare, Dr Sloan, Dr Blaikie, Dr Hughes

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f. The students agreeing to 'partner with' another student who will travel at the same time for safety considerations.

### 5. **Process:**

a. **Advert.** An advert (Galen announcement) sent to all 2<sup>nd</sup> year students in mid-September. An information evening may be held in the autumn to further inform students.

b. **Application.** Applications should use the format attached to this document and submitted by the last day in January.

c. **Shortlist.** A panel<sup>3</sup> will shortlist in February, taking comments from Dr O Hare and the students who received the award the previous year.

d. **Interview.** Shortlisted applicants will be interviewed before the mid semester break by a panel convened by the School's Global Health Lead and with panel members drawn from staff with experience of global health and / or of operating in Malawi. The interview will involve a student led discussion with previous recipients of the award and a formal award panel.

e. **Award.** An award letter will be produced which stipulates; the conditions of the award, the expected output of the Observership, any ethics considerations, the expected reports and briefs for the family and other students and any travel caveats.

### 6. **Finance:**

a. Once an award letter is produced the student may claim actual flight costs up to the amount intimated in the award letter. This is payable once the flights are booked.

b. Claims for accommodation and in-country subsistence up to the balance of the amount listed in the award letter are payable on return.

c. The award letter may be used as a reference for further funding applications.

7. **Insurance.** University travel insurance will cover students as the Observership is an 'official' university trip. Students will be required to engage with the Safety office to check their coverage for the journey, their health, their activity in country and extra-curricular activities.

8. **Reporting.** Students who benefited from the award are to produce a report by the end of September. The report should include; the name of recipient, the aims of the observership, a reflection on the Observership and a statement of thanks to the donors. The text should not exceed 2 sides of paper but a photo annex may be suitable. The reports should be submitted in pdf format and emailed to [medicine@st-andrews.ac.uk](mailto:medicine@st-andrews.ac.uk) for the attention of Dr Sloan. The reports will be sent by the school to the donors via Development by the end of October each year. Students should also expect to deliver a 10 minute verbal brief at the annual Miller event.

9. **Certificate and Transcript entry.** Recipients of the award will receive a certificate and a transcript entry<sup>4</sup>.

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<sup>3</sup> Dr Hughes, Dr Cormie and Dr Sloan

<sup>4</sup> '[name] was funded from the Miller Bursary to conduct a summer observership in Malawi'

10. **Guidance notes:**

- a. Students returning from an Observership are expected to establish and maintain an information hub for the benefit of future applicants. This portal should be formally handed over in April of each year when the new awards are made.
- b. Students should note that students from other medical schools are in Malawi on formal electives. Miller Observerships must not imply or infer that they are on electives in order to gain access to health care establishments.

**APPLICATION FORM**

Applicants should cut and paste these headings into a Word Document, complete the content and submit a signed and then scanned copy by email to [medicine@st-andrews.ac.uk](mailto:medicine@st-andrews.ac.uk) or handed into the Teaching Support Office for the attention of Dr Sloan by the last day in January.

The application should conform to the max word count stipulated in sections 4, 5 and 6 and the whole application should not exceed 2 sides of A4 when printed at Arial size 12 font, single spaced

Headings:

1. Applicants full name, matriculation number, email address (University and personal):
2. Name of project supervisor (must be a member of staff at the School of Medicine with first-hand experience of medicine or development in Africa):
3. The proposed project purpose and aims (max 400 words) :
4. The expected educational value and outcome(s) (max 400 words):
5. Proposed project outline; dates, times, activities, locations etc (max 400 words):
6. Whether this has been discussed with Dr O Hare and the outcome of this discussion:
7. Predicted costs:
  - a. Flights:
  - b. In country travel:
  - c. Accommodation and subsistence:
  - d. Any project costs:
8. Funding sources in addition to the Miller Bursary:
9. Grant requested:
10. Students signature and date:
11. Supervisors signature and date