

<b>A.S.HORNBY EDUCATIONAL TRUST SCHOLARSHIPS 2017</b>
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Thank you for your interest in applying for an A.S.Hornby Educational Trust scholarship to study for Masters in ELT at the University of Warwick in the UK between October 2017 and September 2018.  
**The deadline for receipt of application forms is 16<sup>th</sup> January 2017 at 12.00 midday UK time.**

You will find information here about:

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## The A.S.Hornby Educational Trust

The Trust was set up by A.S.Hornby in 1961 to support English language teaching worldwide. A.S.Hornby had a distinguished career in English language teaching and developed the Oxford Advanced Learners' Dictionary, which is still published in its 8th edition by Oxford University Press. The Trust is a registered charity in the UK. The Trust has supported over 500 scholars in the last 20 years.

For further information about the Hornby Trust: [www.hornby-trust.co.uk](http://www.hornby-trust.co.uk)

## Eligibility of applicants

Eligible applicants for the scholarship award must have at least two years' full-time ELT experience and a full university degree, and must be a citizen of the country from which they apply. Warwick University also requires a currently valid IELTS score of 6.5 overall, with no less than 6.0 in any of the categories. The Hornby Scholarships are intended to support experienced English language teachers who have the potential to make a significant future contribution to English language teaching and teachers in their countries.

## What the Hornby scholarship covers

The scholarships fund study on the one-year Masters in ELT at the University of Warwick.

**The scholarships cover all the costs in the UK including a monthly stipend to cover accommodation and living expenses, tuition fees, and return air tickets, tuition fees, visa and IELTS test costs. Your monthly stipend is sufficient to cover your expenses in the UK but will not provide for any expenses you may still have at home during the year. Before you decide to apply, you need to be sure that you will be able to obtain leave-of-absence from your employer for the period of the scholarship and that you have funds during the year to cover any home expenses.**

For further information about the Masters in ELT at the University of Warwick, please go here: <http://www2.warwick.ac.uk/fac/soc/al/study/ma/>

## The applicant selection process

Applicants are selected by a four-stage process:

1. **Online application form** - applicants submit the online application form for initial assessment
2. **Interview** - applicants who are successful at stage 1 are invited for interview at the British Council office in their country of origin
3. **Application to university** –applicants selected from the interview are invited to apply to the university for consideration
4. **University acceptance** - the scholarship award is confirmed with the applicant and arrangements are made to arrive in the UK to begin study by 1<sup>st</sup> October 2017

## THE ONLINE APPLICATION PORTAL

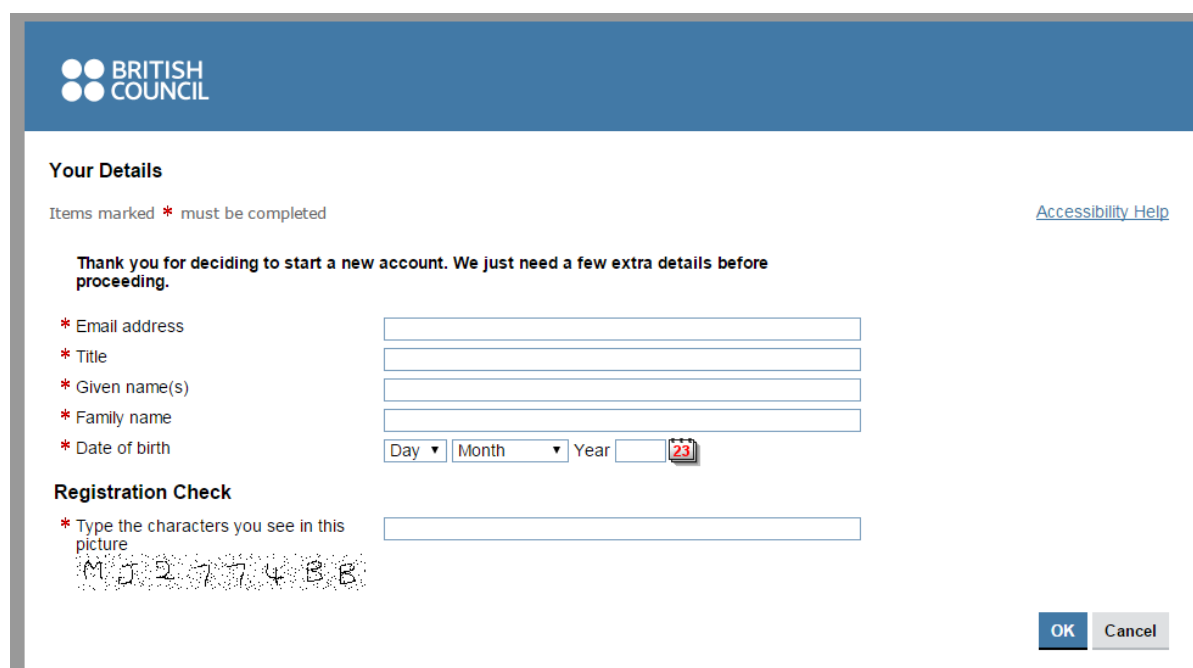
To apply for a scholarship, you need to complete the online application form.

### 1. Registration to the online application portal

You can access the online application portal here:

[https://apply.gmt.britishcouncil.org/outreach/Hornby\\_Application\\_2017.ofml](https://apply.gmt.britishcouncil.org/outreach/Hornby_Application_2017.ofml)

You self-register on the portal by clicking 'Register as New User'. You will then see the screen below and will need to complete details about your email address, names and date of birth and complete a CAPTCHA image:



The screenshot shows the British Council registration page. At the top is the British Council logo. Below it, the heading 'Your Details' is followed by a note: 'Items marked \* must be completed'. A message says: 'Thank you for deciding to start a new account. We just need a few extra details before proceeding.' The form fields are: '\* Email address' (text box), '\* Title' (text box), '\* Given name(s)' (text box), '\* Family name' (text box), and '\* Date of birth' (Day, Month, Year dropdowns with a calendar icon for the year). Below these is the 'Registration Check' section with the instruction '\* Type the characters you see in this picture' and a CAPTCHA image showing the characters 'M J 2 7 7 4 B B'. At the bottom right are 'OK' and 'Cancel' buttons. An 'Accessibility Help' link is in the top right corner.

You will then receive a message similar to the following at your email address:

**Message from British Council**

**British Council Registration**

Dear Name

Thank you for registering with the British Council Applications Portal. Please click the link below to retrieve your password:

<https://apply.gmt.britishcouncil.org/outreach/RecoverPassword.ofml?IssueID=KL4TLCJ6>

You can then log on to the portal to start, save and submit applications. If you need to update your registration details or change your password, please click the 'My Details' link in the top right corner of the portal.

Thank you

The British Council Team

You click on the link in the email message and you will find a password. Return to the site here:

[https://apply.gmt.britishcouncil.org/outreach/Hornby\\_Application\\_2017.ofml](https://apply.gmt.britishcouncil.org/outreach/Hornby_Application_2017.ofml)

You log on with your email address and the password you have received.

Next you will be asked to set your own password. You need to remember this and use it every time you log in to the online application portal.

When you have logged on, you can update your registered details by clicking 'My Details' in the top right corner. This will allow you to change all your details except your email address, as well as resetting your password.

## **2. Creating a new application form**

You start a new application by opening the 'New' tab in the portal. You will then click on the link to 'Apply to the Hornby Scholarship programme'.

You will need to complete the eligibility section first. If you are eligible, you will then be able to proceed to the application form.

### 3. Completing an application form

You need to complete all the details required for the application. You can follow what information is required using the menu on the left of the screen here:

The screenshot shows the 'Hornby Application' web form. On the left is a vertical menu with buttons: 'Introduction' (checked), 'Eligibility' (checked), 'About you' (selected), 'Your details' (active), 'Contact details', 'Employer', 'Background', 'Study in the UK', 'Referee details', 'Experience', 'Supporting statement', 'Data protection notice', and 'Submit'. The main content area is titled 'Your details' and includes a note: 'Items marked \* must be completed'. The form fields are: 'Title', 'Given name(s)', 'Family name', 'Date of birth', '\* Gender', '\* Nationality', and '\* Please attach a recent photograph'.

In order to complete the application, you will need to upload copies of your educational and professional certificates.

**You will also nominate two professional referees who you have managed you in your work. These referees will be directly contacted by the British Council to submit references for you. It is important that you tell them that they are your referees so that they are ready to provide references. It is your own responsibility for ensuring the contact details for references are correct and that the person named is available and will submit a reference by 17.00 on Monday 16<sup>th</sup> January 2017. If your named referee does not submit a reference by the deadline your application will be considered incomplete and will not be taken forward for assessment.**

When you have completed all the details in your application, you should press 'Submit' on the last page.

You will receive an email confirmation with a PDF copy of your application and copies of any attachments. If references are required, an email will also be sent to the referee.

### 4. How referees will use the portal

When a person is named as a referee, they will receive an automatic email asking them to submit a reference online. They are also informed that if they do not submit a reference in time, the applicant's application will not be processed. Weekly reminders are sent to both applicants and referees until the reference is submitted or the deadline passes.

When referees open the online reference form by clicking the link in the email, they must re-enter their email address for security. They are not required to register. They will fill in one page of details and submit, then both applicant and referee will receive a confirmation email.

## 5. Monitoring your application

You can:

- print a copy of your application in progress
- save and return to an unfinished application
- search for the status of your submitted application
- update your registered details

You can print a copy of your application in progress at any time in PDF format by clicking 'Print a copy'.

You can also exit and save if you have only partly completed an application and wish to finish it later.

By clicking 'Accessibility Help' in the top right of any page, you can change to a screenreader-friendly version.

To access a saved application, you should go to the 'Saved' tab:

 **BRITISH COUNCIL**

[My Details](#) | [Accessibility Help](#) | [General Help](#)

### British Council Applications Portal


New Saved In Tray Search Logout

Refresh View Records per page: 20

Records 1 - 12 of 12

ID / Type	Started	Last Viewed	Details			
189 - IAESTE Student Application 2015 / 2016	30/Sep/2015 14:02	30/Sep/2015 14:04	Email address = hermione.granger@toplev.com	Priority =	University =	Delete

You can search for the status of your application using the 'Search' tab:

 **BRITISH COUNCIL**

[My Details](#) | [Accessibility Help](#) | [General Help](#)

### British Council Applications Portal

New Saved In Tray Search Logout

Refresh View ☒ Exclude completed tasks Records per page: 20

Records 1 - 20 of 22 (Live Tasks Only)

Search Details For:  Go Page 1 2 << Previous Next >>

ID / Type / Stage	Originated / By	Now With / Since	Details				
189 - IAESTE Student Application 2015 / 2016 Initial	30/Sep/2015 14:02	30/Sep/2015 14:02	Email address = hermione.granger@toplev.com	Priority =	University =	View...	History...

You can view a read-only copy of the application by clicking 'View...', or see all the stages it has passed through by clicking 'History...'

Below the name of the application is a status:

Status	Meaning
Initial	With applicant, not yet submitted.
Awaiting reference	Submitted by the applicant but waiting for a reference to be submitted.
Awaiting initial assessment	Submitted by the applicant and all references received.
Incompleted	Applicant is no longer being assessed. May have several causes.

<b>6. If you have a problem completing the application process:</b>
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Please contact the following email address with details of your problem and we will provide an answer: [Hornbyscholarships@britishcouncil.org](mailto:Hornbyscholarships@britishcouncil.org)