



# INSTITUTE OF MEDICAL ETHICS

## Intercalated Scholarship – 2024 Guidelines for Applicants

- 1 The scholarships are awarded to support UK medical undergraduates who wish to undertake an intercalated degree in medical ethics.
- 2 Applications will also be accepted from students who wish to intercalate in a subject closely allied to medical ethics but this must form a substantial component of the degree.
- 3 Scholarships worth up to £4000 each will be awarded each year.
- 4 Applications must include:
  - i) A completed application form.
  - ii) An outline of a project or special interest you wish to pursue during your intercalated year in the space provided in a font size not less than 11 point. You are strongly advised to consult the guidelines '*Research methods in medical ethics - IME guidance for Intercalated Scholarship Projects*' available on the IME website [here](#).
  - iii) It is appreciated that your interests may change during the course of the year and this may not be your final choice of project. **If it changes, you must inform us of your final choice, and whether or not ethical approval is required, after discussion with your Ethics Lead\* or Project Supervisor (See point 4 (v)).**

(\*The member of staff who is the lead person for medical ethics teaching.)

### **If your choice of project changes after a successful application:**

Students undertaking an intercalated degree in medical/bioethics will be required to re-submit pages 3, 4 and 5 of the application form, plus a supporting letter from their Ethics Lead or Project Supervisor indicating if ethics approval is required. You will have until 30<sup>th</sup> April to re-submit your revised application and supporting letter. It should be submitted in the usual way by your Ethics Lead or Project Supervisor (please see point 10.)

Students undertaking an intercalated degree in another subject (for example, global health) who wish to change their project would still be required to undertake research in ethics to continue to be eligible for the full award. Students will also be required to re-submit pages 3, 4 and 5 of the application form, plus a supporting letter from their Ethics Lead or Project Supervisor indicating if ethics approval is required. You will have until 30<sup>th</sup> April to re-submit your revised application and supporting letter. It should be submitted in the usual way by your Ethics Lead or Project Supervisor (please see point 10.)

iv) A statement outlining your reasons for choosing to do an intercalated degree in medical ethics in the space provided. You should also include details of your involvement in activities, both within and outside your medical school, which have an ethical component eg peer support, mentoring, volunteering, activism. Font size should not be less than 11 point.

v) A reference from the Ethics Lead at your home institution.

Please note: Where possible, we will endeavour to provide you with the name of the Ethics Lead at your home institution who you should approach for a reference. Please email us at: [contact@ime-uk.org](mailto:contact@ime-uk.org) to obtain the name. If the Ethics Lead at your home institution is not known to us, we will let you know. (We recommend that you email us for this information as early as possible in the application process.)

**We strongly suggest that you discuss your application, and particularly the outline of your project/special interest, with them.**

- 5 Please do not include any other documents.
- 6 We are unable to accept handwritten applications.
- 7 Please note that only applications which strictly adhere to these guidelines will be considered.
- 8 Applications will be assessed using the following criteria:
  - i) Relevance of the intercalated degree to medical ethics.
  - ii) Evidence of previous engagement with medical ethics/law and related activities eg SSCs in medical ethics, membership of relevant medical school societies etc.
  - iii) Quality of the proposed project or declared special interest (eg relevance to medical ethics, background, research methods. (See separate guidance '*Research methods in medical ethics - IME guidance for Intercalated Scholarship Projects*' available on the IME website [here](#). Up to 8 academic references should be included (please note that news websites and Wikipedia – for example – are not academic references).
  - iv) Your scholarship reference form completed by your Ethics Lead.
- 9 **You may apply for a scholarship before you know the outcome of your course application. If this is so, please add when you expect to learn the result of your application.**
- 10 To submit your completed application, please forward it to the member of staff who completed your reference asking them to email it to: [contact@ime-uk.org](mailto:contact@ime-uk.org), copying in [lorrainep@ime-uk.org](mailto:lorrainep@ime-uk.org). This will suffice as their sign off.  
  
Once we receive your application, you (the applicant) will receive an email confirming safe receipt. If you have not heard from us within one week of your application being submitted, please email us at: [contact@ime-uk.org](mailto:contact@ime-uk.org) so that we can confirm safe receipt.
- 11 Your application form will be anonymised prior to assessment.
- 12 The closing date is **23.59, Monday 25th March 2024**. No applications will be accepted after that date.
- 13 You will be notified of the outcome by Wednesday 5<sup>th</sup> June 2024.
- 14 We are unable to provide feedback to unsuccessful applicants.
- 15 If your application is successful, you will be asked to provide a signed letter on your university letterhead confirming that you have passed your end-of-year exams and that you have been

allocated a place on your chosen course. Once we have received this letter, your scholarship will be sent via two electronic bank transfers (please see point 16).

- 16 Bank transfers will be staggered as follows: 75% of the total scholarship will be transferred upon receipt of the required documents in point 15. The remaining 25% will be transferred on confirmation and approval of your final choice of project (please see point 17).
- 17 We will email you in early April to ask you to confirm your final choice of project. Once your final choice of project has been approved by the IME Grants & Awards Committee, we will undertake the second transfer of 25% (please refer to point 4iii).

**If the Grants & Awards Committee is unable to approve your final choice of project, you will not be eligible to receive the second transfer of 25%. Nor will you be eligible to participate in the Mark Brennan Poster Prize or receive a scholarship certificate. Therefore, we strongly encourage you to again consult the document titled 'Research methods in medical ethics - IME guidance for Intercalated Scholarship Projects' on the website and discuss your final choice of project with your Ethics Lead or Project Supervisor.**

- 18 Successful applicants will also be given a year's complimentary student membership of the IME.
- 19 A report summarizing your intercalated project, in no more than 1000 words, must be sent to the IME within 3 months of the end of your degree. On receipt of your report you will be sent a certificate in recognition of your award for inclusion in your portfolio. Please ensure that confidentiality is maintained in your report. **Please note that submission of a report is a condition of the award and we are unable to issue a certificate unless we have received this.**
- 20 If you are awarded a scholarship, you will automatically be invited to present a poster of your project at a future IME conference. The winner of the scholarship category will be awarded The Mark Brennan Prize.
- 21 If you have any questions, please email us at [contact@ime-uk.org](mailto:contact@ime-uk.org) and we will respond asap.

**Last reviewed: August 2023  
Reviewed annually**