

Hornby MA Partnership Scholarships in UK: Call for Proposals from UK Universities

Note: any UK institution interested in submitting a proposal is encouraged to send an Expression of Interest (EOI) by 23.59 (BST) on 14th September 2022. An information webinar will be held at 11.00 on 19th September 2022.

1. Background

1.1 The A.S.Hornby Educational Trust CIO (www.hornby-trust.org.uk) supports the teaching and learning of English as a foreign language internationally, especially through providing scholarships and grants. The Trust works with the support of the British Council to prioritise the capacity building of English language teaching professionals in low- and middle-income countries. The Trust has been engaged internationally in these activities for over 60 years. Key professional programmes, managed with the support of the British Council, include the provision of a highly successful scholarship programme (for international MA scholars in the UK), the running of teacher development workshops overseas and the funding of other projects run by, and in cooperation with, Hornby alumni and local English Teacher Associations.

1.2 The Hornby Scholarship programme fully funds selected groups of high-performing, active and experienced English language teaching professionals to further develop their skills and knowledge through following MA TESOL programmes in UK universities. All scholars are rigorously selected. They must be citizens of the predominantly low- and middle-income countries on the DAC List¹.

1.3 It is an important principle of the Hornby Scholarships Programme that scholarships are provided not only to advance the academic/career interests of individual scholars, but also to strengthen their commitment to applying the benefits of their MA training for the practical development of English language teaching in their home countries.

2. Call for proposals

2.1 The Trust and the British Council seek proposals from UK universities willing to enter into a partnership to support three years of the prestigious Hornby Scholarship Programme across academic years 2023/24 – 2025/26. The partnership will involve supporting up to 30 fully funded scholars over the three years, for which the Trust will provide grant funding of up to £1 million.

2.2 The 'Partnership for Scholarships' aims to:

- Offer MA TESOL study opportunities through face-to-face delivery in the UK.

¹<https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf>

- Select high-performing applicants for Hornby Scholarships on the basis of their academic competencies, professional background and abilities as English language professionals, as well as a demonstrated commitment to go on to apply the knowledge and skills gained through the programme within the contexts of their own countries.
- Enable individuals to develop English language teaching and learning in their home countries by drawing on the experiences of their UK MA programme and associated activities.
- Facilitate scholars' engagement in the wider activities of the network of Hornby alumni both in their own country and globally.
- Encourage scholars to contribute to global knowledge and expertise and to participate in communities of practice, with regard to the teaching of English as a foreign or additional language.

2.3 The MA programme for Hornby Scholars should include study modules that encourage scholars to explore and gain deeper understanding of English language teaching generally and, more specifically, within the educational contexts in which they work. While a good part of this provision might be within an existing MA course, for which other students are enrolled, it should also include modules that relate specifically to Hornby Scholars' working contexts. For example, there should be opportunities for individual Scholars to study specific themes such as teacher education, low resource classrooms, the needs of young learners, use of affordable technologies, testing and ESP. Scholars should also be encouraged to develop their wider academic and professional skills, for example through attending and/or presenting at IATEFL conferences, meetings and other professional events.

2.4 A key focus of the scholarship programme is its potential to make a subsequent practical contribution to the development of English language teaching in scholars' home countries. The Hornby Trust accordingly recognises the importance of follow-up and longer-term engagement with scholars when they return to their home countries to apply their knowledge and skills within their communities. In addition to the measures specified in these Terms of Reference, the Trust would welcome further ideas and initiatives from potential partner universities as to how best such longer-term cooperation might be developed, delivered and supported.

Terms of Reference

3. The Partnership

3.1 Partnership proposals are welcomed from UK higher education institutions that offer high quality Master's degree programmes in TESOL and related areas. They must also be listed on the UK Home Office Register of Student Route Sponsors (approved Education Providers) and be QAA/OfS/SFC/HEFCW/DfE inspected and approved. Proposals should reflect the objectives of the Hornby Trust, together with the specific requirements set out in these Terms of Reference. The proposing university must have a commitment to Equality, Diversity and Inclusion values (EDI).

3.2 Partnership proposals should take the form of a proposal for the deployment of grant funding from the Trust for delivery of between 8 and 10 full scholarships per annum for full-time study on a 12-month Master's TESOL programme in the UK. The proposal should cover delivery of the scholars' academic programme, as well as provision for their living, welfare and related support arrangements. It is planned that the first cohort of scholars will commence their

studies in September 2023, with further cohorts commencing in September 2024 and September 2025.

3.3 In addition to the regular Hornby postgraduate scholarship programme, a Hornby refugee scholarship, is being piloted during academic year 2022-23. Depending on the outcome of this pilot, an MA scholarship for a refugee, currently resident in the UK, may be included in the partnership agreement, either as an additional scholarship or within the agreed number.

4. Activities to be delivered by the partner institution

The selected partner institution through its international student support structures, would be expected to lead and be responsible for:

- Professional programme: delivery of MA TESOL programme and related professional activities, including follow up.
- Global promotion of the Hornby Scholarships programme, setting out its aims, and scholar recruitment, supported by the Trust and the British Council.
- Management of the application process (with final selection of successful candidates conducted jointly with the Trust and the British Council). Note that scholars must be nationals of and be working in countries on the DAC list referred to above.
- Administration of logistical/practical arrangements for scholars, including their travel, language testing (if needed) and other related arrangements.
- Living, social and welfare support: the provision of accommodation and other support during the scholar's period in the UK.
- Payment of a monthly stipend and other agreed disbursements to scholars.
- Monitoring, evaluation and reporting.

4.1 Professional programme

Proposals for hosting one group of between 8 and 10 Hornby scholars per annum (repeated for three academic years) to study one-year full-time Master's degree programmes in TESOL in the UK should:

- Offer study modules that enable scholars to explore and gain deeper understanding of the field of English language teaching, including how this applies to the educational contexts in which they work.
- Specify the provision (compulsory and/or elective) to be offered within the proposed MA programme to initiate and facilitate ongoing follow-up and application of the scholars' training on their return home (in accordance with the Hornby Scholarship principle in para 1.3 above)
- Offer possible options for scholars to study specific themes, such as teacher education, educational research methodology, young learners, application of ICT, testing and ESP, in ways which are relevant to the types of contexts in which the scholars might be working.
- As appropriate, develop approaches to meet specific needs of the scholars which may not be part of the existing course offer.
- Provide English language support, as appropriate, including, when necessary, pre-sessional English programmes for scholars (online or on campus).

- Provide study support including advice in relation to meeting standards of work and keeping to deadlines.
- Organise participation by all scholars in the annual IATEFL International Conference, including mentored preparation and presentation of the established ‘Hornby Scholars Presentation’.
- Offer and organise other possible professional opportunities which might include:
 - Attending seminars and other conferences.
 - Undertaking research projects which might increase the scholars’ engagement with the wider academic community.
 - Further enhancement activities for example, visits to schools, other teacher education programmes, networking events and cultural experiences.
 - Visit the Oxford University Press² in cooperation with the Trust.

4.2 Promotion, recruitment and selection

The selected partner will promote the aims and content of the Hornby Scholarships programme to potential scholars and encourage applications from the target countries. These activities should commence in 2022. The Trust and the British Council will support the wide promotion of the programme through their networks, teachers’ associations, Hornby alumni, web-based initiatives, etc.

- The partner university will manage the application process for the scholars and develop a short list for the selection panel. The criteria for scholar selection will be agreed between all partners and published at the time of commencing promotion of the scholarships.
- Application forms and processes must reflect and make clear to all applicants the aims of the Hornby Scholarship (see para 1.3 above) and be agreed with all partners in advance.
- A selection panel, formed of representatives of the partner, the Hornby Trust and the British Council, will determine which applicants will be awarded the scholarships. The partner should accordingly share all applicants’ data with the Hornby Trust and the British Council.
- The partner will lead on all communications with the applicants/scholars.

4.3 Support and welfare

The partner should, through its student support structures, provide the following:

- Pre-departure communication, support and information to scholars prior to arrival in the UK, including for visa applications and general information about adapting to living and studying in the UK.
- Payment or reimbursement of the cost of visa, insurance and NHS surcharge costs
- Support for obtaining an approved English language test certificate, if required.
- Arrangements for international and domestic travel from the scholar’s home location to the UK partner institution, including meet and greet services, as well as arrangement of a return flight and domestic travel from the UK back to the scholar’s home.

² Publisher of the Oxford Advanced Learners’ English Dictionary, created by the founder of the Trust, A.S. Hornby.

- Support for scholars throughout their full student journey, including mentoring and other welfare provision. Standards to be met will be according to the British Council Accreditation UK Scheme Handbook (2019)³
- Provide a range of accommodation or housing options for the scholars. Accommodation standards should meet the criteria of British Council Accreditation UK Scheme Handbook (2019). Scholars may be offered the choice of on-campus accommodation (single-study, en-suite), or off-campus accommodation (including shared accommodation that might also allow some scholars to live together). The costs of accommodation will be met by the scholar from their monthly allowance.
- Provide the monthly stipend and other agreed payments to the scholar.
- Detail a nominated individual as the point of contact for each scholar for any issues or concerns.

4.4 Monitoring, evaluation, reporting and follow up

The partner institution should:

- Provide the Trust with regular scholar progress reports (timing and content to be agreed).
- Provide the Trust with regular financial reports (timing and content to be agreed).
- Arrange two meetings between the university, the Hornby Trust and the British Council: one at the mid-point of the academic year to review progress, the second as a round table meeting (including annual dinner) for scholars with Hornby Trustees and the British Council.
- Provide the Trust and the British Council with evaluation reports to cover:
 - individual scholars
 - individual scholar feedback
 - the overall academic success of each year's programme
 - the extent to which the programme has fulfilled the aims of the Hornby Scholarship programme (see paras 1.2, 1.3 and 2.2 above).

The format for these reports will be agreed between the university, the Hornby Trust and the British Council.

- Arrange follow-up activities (to be agreed in advance with the Trust), to support scholars seeking to apply their learning experiences on return to their home locations.

5. Financial considerations

5.1 Costs and activities

Proposals should clearly set out the costs of activities for the delivery of the partnership programme for the 3-year period for which grant funding from the Trust is proposed. Please note that the costs of any dependents are not covered by the Hornby Scholarship Programme.

³ https://www.britishcouncil.org/sites/default/files/k062_uk_accreditation_handbook_2019_final_v2.pdf

The Cost Spreadsheet (see attached Annex 2) should be completed and detail all costs according to the following specifications:

- Total tuition and study related fees per student for the full programme, to include:
 - Student fee for following the MA programme
 - IELTS or other English Language test fee (for scholars without a valid Test of English certificate). Any non-IELTS test must be approved by UK Visas and Immigration (UKVI).
 - Arrangements for pre-sessional English (PSE) and/or supplementary English language tuition, as might be necessary.
 - Thesis and assignment grant (as appropriate)
 - Other items as specified in the Annex 2 spreadsheet
- Scholar support and travel related costs:
 - Return economy-class travel (international and domestic) from the scholar's home to the UK university and any associated fees.
 - 12-months' allowance paid monthly for each scholar according to UK government rates⁴. This allowance should cover all accommodation related costs and other living expenses.
 - Other allowances at the specified UK government rate to provide an arrival allowance and a warm clothing allowance. Note: the rates for 2022-23 are warm clothing allowance (£479) and arrival allowance (£668)
 - Departure allowance and other costs (for example to cover additional baggage and other extra costs associated with arranging to return home)
 - Visa, insurance and NHS surcharge costs.
 - Other costs deemed appropriate (e.g. travel cards, police registration fee)
- Scholar activities cost:
 - Visits away from the university (see para 2.2 above).
 - Participation in the IATEFL International Conference and other UK-based conferences, including travel and accommodation costs, as necessary.
 - Any other costs not mentioned previously – please specify.

The costs of any dependents will not be covered by this scholarship.

5.2 Payments

- The Hornby Trust will provide the partner university a total grant of up to £35,000 per student for the academic year 2023-24⁵.

⁴ 'UK government rates' relate to the monthly allowances paid to scholars in the UK Chevening and Commonwealth Scholarships programmes. 2022-23 rates: £1,180 per month outside London; £1,461 in London.

⁵ A higher figure is acceptable for universities located in London, this to allow for the higher HMG rate of scholar living allowance.

- We understand that inflation forecasting at the present time is difficult. We therefore suggest that, for items excluding student fees, the following inflators are employed for the respective academic years: 2023-24 (5%), 2024-25 (2%), 2025-26 (2%). If you apply any other inflation estimate in Annex 2 please indicate clearly. We will review the actual figures annually and make a payment adjustment for any significant variation from the estimate.
- For each academic year, the Hornby Trust will make two annual payments to support agreed partnership activities: a first payment in August/September, and a second in March/April of the following calendar year. The proportions of the total grant for each payment will be agreed with the university at the formal partnership agreement stage.
- In the spirit of the partnership the Trust, will be willing to give sympathetic consideration to requests to meet other unforeseen additional costs.

6. Tender process, proposals and selection criteria

The following is the overall timeline for the development and delivery of the partnership and scholarships.

DATE	ACTION
24 August 2022	Call for proposals published
14 September 2022	Deadline for Expressions of Interest
14 September 2022	Deadline for submission of clarification questions
19 September 2022 11:00 BST	Online information webinar for interested universities
23 September 2022	Responses to clarifications questions shared
17 October 2022	Deadline for submission of bids
18 October 2022	Hornby Trust and British Council open proposals
28 October 2022	British Council/Hornby Trust inform all institutions re preferred provider and offer feedback to all submitting
18 November 2022	Trust agrees partnership agreement and delivery arrangements with the preferred university.
November 2022	Launch of Hornby Scholarships promotion activities for 2023-24
End of January 2023	Closing date for receipt of applications from potential scholars. Shortlisting of candidates commences
February 2023	Shortlisting of scholars completed
March 2023	Scholars selected
September 2023	First cohort of scholars arrive in UK and commence Master's programme

7. Expressions of Interest

Any UK institution interested in submitting a proposal is encouraged to submit an Expression of Interest (EOI) by 23:59 on 14th September 2022 (BST). The EOI should be in the form of an email, which includes the name of the institution, the name and email address of the lead contact at the institution for communications and the names and the email addresses of other individuals, who should be invited to the information webinar.

The importance of the EOI is to ensure that all future communications regarding the tender are sent to the specific nominated individual(s) of the university. Invitations to the planned Clarification/Information Webinar (see below) will be sent to all individuals named in the EOIs.

The EOI email should include the subject line 'EOI Hornby Scholarship Partnership' and be sent to: jenny.allott@hornby-trust.org.uk and copy Hornbyscholarships@britishcouncil.org. A confirmation of receipt will be sent.

If the EOI deadline is missed, this does not preclude the institution from subsequently submitting a full proposal.

8. Proposal submission and clarifications

8.1 Clarifications

Institutions should submit any queries and questions for clarification to jenny.allott@hornby-trust.org.uk and copy Hornbyscholarships@britishcouncil.org by 23.59 (BST) on 14th September.

8.2 Information webinar

All clarification questions will be discussed during an online information webinar on 19th September 2022. Responses will subsequently be shared with all webinar participants and lead university contacts via email.

8.3 Proposal submission

UK institutions must submit their partnership proposals using the documents attached at Annexes 1, 2, and 3. The documents to submit are:

- Annex 1: Main 'Partnership Proposal' for submission
- Annex 2: Cost Spreadsheet
- Annex 3: Brief CVs of the two main staff leading and teaching on the programme (maximum two pages per person). Note there is no standard template for this Annex.

Submissions which are in a format other than the templates provided, or which are received after the deadline, will not be considered.

Please submit all documents to: jenny.allott@hornby-trust.org.uk and copy Hornbyscholarships@britishcouncil.org. Confirmation of receipt will be sent.

The deadline for submitting your proposal is 23:59 on 17th October 2022.

8.4 Notification

The preferred university partner will be notified by 28th October 2022.

All participating institutions will be informed of the results of their bid, and written feedback will be provided. Any appeals regarding the tendering process should be received by 23.59 on 4th November. All appeals will be considered by those Trustees who were not involved in the selection process. A written outcome of the appeal will be provided by the Hornby Trust.

9. Evaluation criteria for partnership proposals

The following criteria will be employed for evaluating all proposals:

EVALUATION CRITERIA	%
Professional suitability of Master's programme(s), its compatibility with the aims of the Hornby Scholarships Programme, and qualifications and experience of staff delivering	45%
Professional development and networking opportunities for the scholars linked to the Master's programme	15%
Scholar recruitment and support, including programme promotion and recruitment arrangements; accommodation, social and welfare support	20%
Programme monitoring, evaluation, reporting and follow-up to cover both individual scholars and the overall Hornby Scholars programme	10%
Total cost per scholar	10%

10. Confidentiality and Information Governance

The Trust and the British Council will hold all information submitted by organisations as part of the tender process. The proposals and all connected information will be stored securely for the term of the partnership agreement and will be used for the purposes of awarding and, if applicable, monitoring the agreement. All information will be securely destroyed at the end of the term of the partnership agreement.