

# MARTINGALE

POSTGRADUATE FOUNDATION

## **2025 MARTINGALE SCHOLARSHIP** **APPLICATION GUIDANCE**

This guide is for students who are applying for a Martingale Scholarship to commence courses in September 2025.

Please read it carefully before beginning your application. This will help to ensure that you complete all sections correctly and have uploaded all necessary documentation. We also recommend browsing through the full application form before you start, to help you plan your time and to begin drafting your responses.

You do not need to complete the application in a single session. You can save your progress and return at a later date.

If you have any questions about the Martingale Scholarship, your application, or the application form, please get in touch with us at [recruitment@martingale.foundation](mailto:recruitment@martingale.foundation).

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## **I. THE MARTINGALE SCHOLARSHIP PORTAL**

To apply for a Martingale Scholarship, you first need to register for a Martingale Scholarship Application account, and then complete an application in the Martingale Scholarship Application Portal.

### **a) How to register for a Martingale Scholarship Application account**

To register, please:

1. Go to the [Registration Form](#)
2. Enter your name, email address and phone number
3. Confirm your eligibility for Home Fee status, and read and consent to the Martingale Privacy Policy for Applicants
4. Click 'Submit'

After you have submitted this sign-up form, you will be automatically redirected to the [Application Portal](#) login page. Access to the Portal is via a link sent to you by email. Therefore, please double check that your email address is correct before submitting the Registration Form, otherwise you will not be able to log in and you will need to register a new account.

To avoid duplicating your account, please do not submit the Registration Form more than once with the same email address.

We strongly advise you to use a personal email address rather than a university email, as university filters can sometimes block emails and you also may lose access to a university email when you graduate.

### **b) How to access the Martingale Scholarship Application Portal**

You can access the [Application Portal](#) at any time once you have created your account.

To log in to the Portal, please enter the email address that you registered with. This will generate an email with a link allowing you to access your application. This link is personal to you, and is active for 60 minutes; if your session times out, you can simply generate a new link by returning to the Portal Login page at any time and entering your email address.

**c) Which sections of the Application Portal to complete**

There are five components of the Scholarship Application Portal:

1. Personal Details
2. Application Part A: About Me
3. Application Part B1: Masters Scholarship Application
4. Application Part B2: PhD Scholarship Application
5. Equality Monitoring Questions

**All** applicants should complete: Personal Details; Application Part A; and Equality Monitoring Questions

In addition:

- If you are applying for a Masters Scholarship only: please also complete **Part B1**
- If you are applying for a PhD Scholarship only: please also complete **Part B2**
- If you are applying for both a Masters Scholarship and a PhD Scholarship: please also complete **Part B1** and **Part B2**

**d) How to save your progress in the Application Portal**

Please click 'Save Changes' at the bottom of each part of the application any time you add or edit responses to any part of the form, otherwise you will lose your progress. You will need to save your progress for each part of the application form separately. We would therefore advise you to work on each component separately, to avoid losing progress.

You will be able to return and edit your responses at any time by returning to the portal page to generate a new login link via email.

**Important Notice:** To protect your personal data, access to the Portal expires after 60 minutes, even if you make edits within that time. Therefore please ensure you save your progress in all parts of the application frequently, and in any case within 60 minutes, to avoid losing your progress. After 60 minutes, you can return to the Portal simply by logging out and entering your email to generate a fresh login link.

**e) How to submit your application**

When you have finished completing your application, you then need to submit Part A, Part B1 (if you are applying for a Masters Scholarship), and Part B2 (if you are applying for a PhD Scholarship). **Each part of the application must be submitted separately.**

To do this, please:

1. Check that you are happy with all of your responses, and that you have completed all questions marked with an asterisk (\*), as you will not be able to make further edits after you have submitted
2. Scroll to the bottom of each section you have completed and tick the 'Application Complete' box
3. Click 'Save Changes' at the bottom of each section
4. Refresh your page or log out of the Application Portal to submit the application

Once you have submitted your application, you will no longer be able to edit your responses. However, you will be able to view read-only responses, which will appear at the bottom of the Portal.

## 2. BEFORE YOU START YOUR APPLICATION

**Before** you begin your application, please ensure that you have, or have requested, the following information and documentation.

Item	Explanation
Up-to-date academic transcript(s)	<p>An academic transcript is an official document obtained from your university. It will comprise a list of papers, modules or courses you are taking (or have taken) during your degree, including results achieved. If you have already completed your degree, it should also include your final degree classification.</p> <p>It can take time to get a copy of your transcript from your university. Therefore, we recommend that you check as soon as possible what the procedure is at your university to request your academic transcript, as it can sometimes take several days or weeks.</p> <p>Please include transcripts for all degrees you have completed, or are currently studying for. For example, if you have an undergraduate and postgraduate degree, please upload transcripts for both degrees.</p> <p>If you are unable to obtain your transcript before the application deadline, you can still submit your application without uploading it. However, please note that should you be shortlisted for a Martingale assessment centre, you will be required to submit your transcript before attending.</p>
Student finance letter of entitlement (if your most recent year of <u>undergraduate</u> student finance was 2021-22 or later)	<p>If you have a letter of entitlement from student financing bodies (Student Finance England, Student Finance Wales, Student Finance Northern Ireland, Student Awards Agency for Scotland or Student Universal Support Ireland), please upload this. The letter should relate to your current or most recent year of undergraduate study and should state the amount of funding that you have received.</p> <p>If this is not available, other acceptable evidence includes documentation relating to a means-tested scholarship or bursary that you are in receipt of. If you are unsure of whether your evidence of financial need is acceptable, please contact <a href="mailto:recruitment@martingale.foundation">recruitment@martingale.foundation</a> before submitting your application.</p> <p>If you are unable to obtain the necessary documentation before the application deadline, you can still submit your application without uploading it. However, please note that should you be shortlisted for a Martingale assessment centre, you will be required to submit your evidence of financial need before attending.</p> <p><u>If you finished your undergraduate degree before summer 2022:</u> you do not need to submit a letter of entitlement, but we may request further documentation or evidence of your current</p>

	financial circumstances and/or run a financial background check to verify your circumstances.
Names and contact details of two academic referees	<p>Your referees should be academics at your current or most recent university, who know you in an academic context. This might include a lecturer, tutor or supervisor. Your referees should be able to comment on your academic ability, including the quality of your academic work and your suitability for postgraduate study in your chosen discipline.</p> <p>Martingale will request references from your referees directly, if you are shortlisted for an assessment centre. Please ask permission before you submit your referees' contact details.</p>

### **3. COMPLETING YOUR APPLICATION**

Please read the following information carefully as you work your way through the application form, to ensure that you complete all parts of the application correctly.

Compulsory questions are marked in the application form with an asterisk (\*). Explanations for most questions are included in the form itself, but for some questions we have provided more detailed guidance or definitions below.

#### **PERSONAL DETAILS**

Please enter your personal details in this section. You can continue to edit these details, even after you have submitted the main parts of the application, for instance if your address or phone number changes.

You cannot edit your name and email address in the form, as these are tied to your account. If you need to change either of these fields, please contact us.

#### **APPLICATION PART A: ABOUT ME**

##### ***Part A, Section 1: Education History***

This section is about your education history at school and university, including details of your undergraduate degree and any postgraduate qualifications you already have. Your answers in this section will be used to determine your eligibility for a Martingale scholarship.

##### **Q5. If you have experienced or are experiencing extenuating circumstances that have affected your attainment at any point during your education or studies, please let us know here.**

This question is optional. You can include details of any extenuating circumstances that have affected your academic performance, at any stage of your education. This might include, for example, medical conditions or family circumstances. You may wish to share grades from previous exams or qualifications here if relevant. We understand that everybody's circumstances are unique, and information provided in this section of your application will be taken into consideration on an individual basis.

### **Part A, Section 2: Personal Statement Questions**

This section is your opportunity to tell us in your own words why you should be considered for a Martingale Scholarship, and how you would contribute to the cohort of Martingale Scholars.

In **Part B** of the application, you will also have the opportunity to tell us about your academic interests and motivations for wanting to do a Masters or PhD.

We recommend you compose your answers to these questions in Word or a similar word processor and then copy into the application form when you are ready. Please ensure your answers are within the word limits, as you will not be able to save your application form in the Portal if they are over.

#### **Q1. Tell us about yourself and your academic and/or professional career to date, and how you have overcome any barriers you have faced. (max. 250 words)**

Please tell us about your journey to this point, and describe any experiences or skills, whether personal or academic, that are relevant to your application. What makes your application stand out? What are you proud of having achieved or overcome? This could be in your academic studies through awards, prizes, competitions or involvement in student unions or societies. This could also be through internships, part-time work, volunteering or supporting people around you.

#### **Q2. What opportunities do you feel being a Martingale Scholar would open to you? (max. 100 words)**

Tell us what being a Martingale Scholar would mean to you. Explain why you want to be a Martingale Scholar, how you would hope to benefit from the scholarship, and how you would contribute to the Martingale community.

### **Part A, Section 3: Socioeconomic Background**

Your responses in this section will be considered as part of our application assessment process, to enable us to prioritise candidates for whom family income has been, or would be, a barrier to postgraduate studies.

We use the information collected in this section to contextualise applications, and to prioritise candidates according to level of financial barriers faced.

Please note that we may ask for proof or evidence of any of the answers you provide in this section, should you be shortlisted for the next stage.

#### **Q6. Please select all of the below statements that apply to you.**

Definitions of some of the individual items can be found below:

- *I was eligible for free school meals at any point during my schooling years:* This means you have received free school meals in England, Northern Ireland, Wales or Scotland at any time. It also includes receipt of funding via the School Meals Scheme in the Republic of Ireland.
- *I am care-experienced:* This means you have spent time in local authority care for at least three months or more, including foster care, residential care, kinship care as a formal agreement with the local authority or living at home under the supervision of the local authority.
- *I have been an informal carer e.g. unpaid/non-professional carer for a family member, friend or neighbour:* You are caring or have cared for a friend or family member who, due to illness, disability, a mental health problem or addiction, cannot cope without your support.
- *I am estranged from my parents or guardians:* You have no relationship with, or support from, either of your parents – the situation is permanent, and you have had no contact or communications with your parents, step-parents, guardians or carers for at least a year. You will have been assessed as independent by Student Finance or funding bodies during your undergraduate study.

- *I have been considered statutorily homeless:* This means you have qualified for assistance under your local authority's 'main homelessness duty'.
- *I am a refugee, stateless person or asylum seeker:*
  - *Refugee:* You have fled your country and are seeking protection because of a fear of being persecuted due to your race, religion, nationality, membership of a particular social group, or political opinion. You have been given permission to stay in the UK and granted official 'refugee' status.
  - *Stateless person:* You are not recognised as a citizen of any country and unable to live permanently in other country.
  - *Asylum seeker:* You have applied for refugee status and are waiting to find out if it has been granted. You must have left your country and be unable to go back due to fear of persecution.

#### **Part A, Section 4: Financial Circumstances**

As with Section 3, your responses in this section will be considered as part of our application assessment process, to enable us to prioritise candidates for whom family income has been, or would be, a barrier to postgraduate studies.

As part of our assessment of applications, we assess the recent financial circumstances of applicants. For most students who have completed undergraduate degrees in the UK or Ireland within the last three years, undergraduate student finance information is a simple and consistent way of doing this.

However, if you have not received undergraduate student finance from one of the UK or Irish national or regional funding bodies, or if you completed your undergraduate studies more than three years ago, we may request additional information to learn more about your circumstances.

#### **Guidance for Question 1 (undergraduate student finance)**

For the purposes of this question, please only include details of undergraduate student finance. This usually includes student finance you receive for the Masters component of an integrated Masters, but does not usually include student finance for a standalone Masters degree. Please answer this question with reference to the current or most recent year of undergraduate student finance for which you have a letter of entitlement or other evidence which you can upload.

Please complete Questions 1.(a)-1.(d) if:

You have received undergraduate student finance (including loans, grants or bursaries) from one of the following: Student Finance England, Student Finance Northern Ireland, Student Awards Agency Scotland, Student Finance Wales or Student Universal Support Ireland

#### **AND**

the most recent academic year you received undergraduate student finance was 2021-22 or later.

If you completed your undergraduate degree earlier than this, or you did not receive undergraduate student finance from one of the UK or Irish national or regional funding bodies, you do not need to complete Questions 1.(a)-1.(d), but you should complete Question 2 and/or Question 3 instead. Please see the guidance under Question 2 below.

For Question 1.(a), please ensure you enter the correct figure. Please ensure that you are entering figure for most recent year of undergraduate student finance, not postgraduate student finance, unless you are in the final year of an integrated Masters and your student finance comes from one of the funding bodies in the table on the following page.

### Guide to responses for Q1(a)

If your undergraduate student finance comes from...	... please enter the following figure in your response to Question 1.a)
Student Finance England	Your <b><u>maintenance loan</u></b> amount for the year
Student Finance Northern Ireland	Your <b><u>maintenance grant</u></b> amount (not maintenance loan amount) for the year
Student Awards Agency for Scotland	Your <b><u>young student bursary</u></b> amount (not your loan amount) for the year
Student Finance Wales	Your <b><u>maintenance grant</u></b> amount (not maintenance loan amount) for the year
Student Universal Support Ireland	Your <b><u>maintenance grant</u></b> amount for the year. Please disregard the '£' sign on the form, and enter the value in euros. Please do not convert the value into pounds.

If you do not enter the correct figure, we may not be able to assess your application correctly. If you have any questions, or you are unsure about which figure to enter, please contact us at [recruitment@martingale.foundation](mailto:recruitment@martingale.foundation).

### Guidance for Question 2 (household income)

Please complete Question 2 if:

Your most recent year of undergraduate student finance was before 2021-22

**OR**

if you were unable to answer Questions 1.(a)-1.(d) for instance because you did not receive student finance from one of the UK or Irish student funding bodies.

If neither of the above criteria apply to you, please skip Question 2 and proceed to the Question 3.

The figure you give in response to this question should include your partner's income, if you live with them. In addition to salary or income from employment, household income also includes income from savings, investments or property (for example dividends or rent). If you are under 25 and financially dependent on at least one parent, household income also includes your parents' income.

### Guidance for Question 3 (other needs-based bursaries or scholarships)

Please only include here bursaries or scholarships that are needs-based or means-tested. This means that they should be based on (or predominantly based on) your level of financial need, rather than scholarships based on your academic performance.

You can also upload evidence of bursaries or scholarships mentioned here in Section 5, alongside any student finance letter(s) of entitlement.



## **Part A, Section 5: References and Documents**

### **References**

Please provide details of two referees. Your referees should be able to attest to your academic achievements and ability to undertake postgraduate study. We will contact them for a reference if you are invited to an assessment centre, so please ask your referees' permission **before** entering their details here.

Martingale is unable to make an offer of a scholarship until two references have been received.

### **Document uploads**

Acceptable file types are: PDF files, Word documents, Images

Please refer to Pages 4-5 of this guidance document for more information about your academic transcript and acceptable forms of evidence of financial need. If you are unable to provide these documents before the application deadline, you should proceed with your application submission without them. However, please note that should you be shortlisted for a Martingale assessment centre, you **must** submit your documentation before attending.

### **Student finance documentation**

If you are uploading a student finance letter of entitlement, please ensure that it is for the same academic year as referred to in your response to Section 4, Questions 1.(a)-1.(d) otherwise we may not be able to assess your application correctly.

You should also upload evidence of any means-tested bursary/ies or scholarship/s that you referred to in Section 4, Question 3.

If your most recent year of undergraduate student finance was before 2021-22, we may additionally request further documentation or evidence of your current financial circumstances and/or run a financial background check to verify your circumstances.

Martingale is unable to make an offer of a scholarship until we have been able to assess your financial circumstances; if you are unable to provide relevant financial documentation, please contact us as soon as possible to discuss your circumstances.

## **Part A, Section 6: Additional Support or Requirements**

Please include in this section anything you would like Martingale to be aware of about any requirements you may have as result of disability, a learning difficulty or neurodivergence. If you are selected for an interview, the team may get in touch with you by email to discuss your access and/or support requirements in more detail. Any information that you provide will be kept strictly confidential and will not affect the outcome of your application.

## **APPLICATION PART B1: MASTERS SCHOLARSHIP APPLICATION**

### **Adding a Masters Scholarship Application**

To apply for a Masters Scholarship, please click '+Add New' and then 'Create', to create a Masters Scholarship Application. Please only click '+Add New' once.

You can then open the application questions and click 'Edit' to enter or edit your responses.

If you are not applying for Masters Scholarship, please leave this section blank.

Please remember that you will need to save your responses to this part of the application separately from your responses to the other parts of the application.

### ***Masters Personal Statement Questions***

We recommend you compose your answers to these questions in Word or a similar word processor and then copy into the application form when you are ready. Please ensure your answers are within the word limits, as you will not be able to save your application form in the Portal if they are over.

#### **Why do you want to pursue a Masters in your chosen subject area? (max. 250 words)**

Please explain your motivation to apply for a Masters. You may wish to include your academic or career aspirations beyond your Masters, and your commitment to the subject beyond your course requirements, including interest in or experience of carrying out research.

#### **Tell us about a general area of study you are interested in pursuing at postgraduate level, and why. (max 300 words)**

Please describe the topics or areas of study that interest you. How have you engaged with them so far and how do you imagine pursuing them further as a Masters student? If you are interested in pursuing further research beyond Masters level, for instance at PhD level, please also discuss this here.

## **APPLICATION PART B2: PhD SCHOLARSHIP APPLICATION**

### ***Adding a PhD Scholarship Application***

To apply for a PhD Scholarship, please click '+Add New' and then 'Create', to create a PhD Scholarship Application. Please only click '+Add New' once.

You can then open the application questions and click 'Edit' to enter or edit your responses.

If you are not applying for PhD Scholarship, please leave this section blank.

Please remember that you will need to save your responses to this part of the application separately from your responses to the other parts of the application.

### ***PhD Personal Statement Questions***

We recommend you compose your answers to these questions in Word or a similar word processor and then copy into the application form when you are ready. Please ensure your answers are within the word limits, as you will not be able to save your application form in the Portal if they are over.

#### **Why do you want to pursue a PhD in the mathematical sciences? (max. 250 words)**

Please explain your motivation to apply for a PhD. You may also wish to include your academic or career aspirations, and your commitment to mathematics beyond your course requirements, including interest in or experience of carrying out mathematical research.

#### **Tell us about a research area you are interested in pursuing at PhD, and why. (max. 300 words)**

Please describe the research topics or areas that interest you. How have you engaged with them so far and how do you imagine pursuing them further as a PhD student? If you already have a specific PhD research topic in mind, please outline it here.

**EQUALITY MONITORING QUESTIONS**

Your answers in this part of the application will not be used as part of the assessment of your application. These questions are for diversity and inclusion monitoring purposes only. If you do not wish to provide this information, you may leave any question or this whole section blank.

You can continue to edit your responses in this part of the Portal even after you have submitted the main parts of the application, for instance if your address or phone number changes.