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3 March 2020

Dear Mr Vizziello

Thank you for your email of 5 February 2020 in which you requested a copy of the AGAI Volume 1 Chapter 15. I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (the Act).

A search has now been completed and I can confirm that the Ministry of Defence holds a copy of this publication. AGAI Volume 1 Chapter 15 does however include some information which is exempt from release under Section 40(1) of the Act (Personal information). Personal email addresses and telephone numbers have consequently been redacted and the resulting downgraded document is enclosed.

I can offer additional advice under Section 16 of the Act (Advice and Assistance) that Army publications including AGAIs are continuously being reviewed and updated. Although AGAI Volume 1 Chapter 15 dated June 2013 (Enclosure 1) is the current version, some of its contents may be out of date.

If you have any queries regarding the content of this letter, please contact this office in the first instance. Following this, if you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Please remember to quote the reference number above in any future communications.

Yours sincerely,

Army Secretariat

Enclosures:

Enclosure 1 – Downgraded AGAI Volume 1 Chapter 15 – First Degree Training

VOLUME 1
CHAPTER 15

First Degree Training

15.001. This instruction describes the arrangements for first degree training within the Regular Army. For ease of reference the contents of the Chapter are outlined below:

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Annexes:

- A. Application by a Serving Officer to Read for a University Degree.
- B. Affiliations of Universities to UOTCs.
- C. Attachment Report.

PART 1 - REGULAR OFFICERS - IN-SERVICE DEGREES

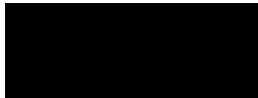
MOD Authority

15.002. Army policy is sponsored by:

Directorate of Educational Capability
Headquarters Army

IDL 430, Ramilies Building
Marlborough Lines

ANDOVER
Hampshire SP11 8HJ

Telephone 

15.003-15.010. Reserved.

Introduction

15.011. Eligibility. Officers with suitable academic qualifications may be sponsored to read a first degree subject to the following limitations:

- a. To be recommended for university sponsorship an officer must be a serving Regular direct entry officer in the RE, R SIGNALS, RLC or REME, and in addition, considered:
 - (1) Capable of obtaining an upper second class honours degree (2:1) or better.
 - (2) To have the ability to work on their own in a relaxed atmosphere.
 - (3) To be a good representative of the Army.
- b. Candidates may be officer cadets undergoing the Commissioning Course at RMAS. This may change under Project 21 and the future Army Higher education Policy.
- c. Sponsorship may be awarded to read an honours degree for three (or occasionally four) years at one of the Defence Technical Undergraduate Scheme (DTUS) partner universities or, for those exceptionally well qualified, to read the engineering tripos at Cambridge or the Engineering Science Course at Oxford (Oxbridge). The list of degrees preferred by the technical corps is published annually by DTOEES at the Defence Academy and can be obtained from your APC Career Manager (CM). Academic entry requirements should be sought from the universities.
- d. The Army does not sponsor In-Service Arts first degrees.

Terms and Conditions

15.012. Conditions. Officers who are sponsored to read for a degree have a three-year restriction on voluntary retirement. A financial penalty may be levied if retirement is permitted before the expiry of the recognised training return of service. Candidates are to refer to DIN 2012DIN01-204 Tri-Service Policy for Training Return of Service (RoS) and are to complete and send the Training Return of Service Certificate to their Career Manager along with their application for In-Service Degree sponsorship. Officers continue to be subject to military law and discipline whilst at university. Officers at DTUS universities are to enlist with the CO of the local Support Unit, whilst Oxbridge students will enrol with the local UOTC. Officers are required to help organise and supervise the activities conducted by Support Units. In-Service Degree Officers (ISDO) remain on full pay whilst at university. Applicants should be aware that time spent at University does not count as Regimental Duty; all officers commissioned since 1 Jan 12 are subject to Future Officer Structures rules and will be on mark-time seniority whilst studying.

15.013. University Regulations. An officer is subject to all the normal rules and regulations of the university or college during their time at university and each officer is responsible for acquainting himself/herself with them.

15.014. Status. For the duration of their studies an officer is to be posted to the Training Margin as a Supernumerary of a DTUS Support Unit. Each officer is to report to their Support Unit or UOTC on going into residence, in order that the necessary occurrences can be published. They are to notify the results of public examinations, any breach of civil law, university or college discipline and all personal occurrences (including changes of next of kin) as applicable.

15.015. Selection Procedure. The following selection procedure is to be followed:

- a. D Ed Cap issues a calling notice to APC CM by July each year.
- b. Officers should request permission from their COs to apply for a university place at Oxbridge or DTUS. At RMAS applications are called for during the initial period of each course and then processed.
- c. Officers apply to their CO, using the form at **Annex A** to this Chapter.
- d. The CO adds his recommendation and any comment bearing in mind the criteria in para **15.011**.
- e. The application is forwarded to the relevant MCM Division.
- f. CMs confirm that the applicant meets the criteria in para 15.011, completes CM section and forwards to D Ed Cap by 1 September.
- g. AD Learning Capability will confirm CM selections and re-allocate places should a Cap badge be unable to fill their allocation.
- h. Sponsored candidates are to apply for a university place under their own arrangements through the University and Colleges Admissions Service online at www.ucas.ac.uk. Candidates should follow the instructions for applying as an individual. All applications must be submitted by no later than 15 October (for Cambridge/Oxford) or 15 January (for all other universities). The CO of the local DTUS Support Unit is to provide assistance as necessary. Candidates should notify universities of dates to be avoided so interviews can be arranged with the minimum of inconvenience to both parties. A candidate stationed overseas is permitted to make one journey to the UK at public expense to conduct outstanding interviews.
- i. Sponsored candidates to confirm acceptance by university to D Ed Cap SO2 Quads (Email: [REDACTED]) by 1 April.
- J. D Ed Cap SO2 Quads informs Hd DTOEES at Defence Academy of all Army candidates who are to go up to university in September / October by no later than 1 July.

15.016. Allocation of ISDO Across DTUS Support Units. ISDOs are an invaluable asset to the DTUS Support Units as enablers of military and AT activities. DTUS Support Unit COs are to use their discretion to ensure they do not overburden an officer and impinge on his/her academic studies. ISDOs are to be allocated as evenly amongst the DTUS Support Units as possible whilst reflecting the following priorities:

- a. Pri 1 - the interests of the sponsoring technical corps,
- b. Pri 2 - the interests of the individual,
- c. Pri 3 - the interests of DTUS Support Units.

15.017. Allocation of Army Vacancies. The annual distribution of allocated vacancies amongst the Technical Corps is as follows:

Corps of Royal Engineers	2
Royal Corps of Signals	2
The Royal Logistics Corps	3
Corps of Royal Electrical and Mechanical Engineers	3

Unused vacancies are to be allocated by D Ed Cap in consultation with the relevant CM Divisions.

15.018. Un-sponsored Candidates. If MOD sponsorship is not awarded it is possible for an officer to be given unpaid leave to read a degree at a civil university, but with consequent loss of seniority. Such an arrangement requires the recommendation of the Capability Director and is subject to the requirement of the Army.

15.019. Changing Degrees. Where an officer wishes, or is advised by their tutor, to change degree courses (including extending their studies to gain a Masters Level degree), they are to report to their DTUS CO who will seek authority from the sponsoring CM Division and D Ed Cap.

15.020. Failure to Complete. Officers who fail to complete exams successfully may be offered re-sits according to University regulations. Officers that fail re-sits or fail to complete the requirements to progress to the next study stage are to inform their DTUS CO immediately. The DTUS CO should seek further information from the university regarding the abilities of the student in order to make a recommendation to D Ed Cap regarding retention or removal of the officer on the DTUS scheme. D Ed Cap will seek advice from the relevant CM on the impact of an officer re-taking a year or changing degree course. Any decision to re-take a year or extend the time at university is to be referred to Hd DTOEES at Defence Academy to ensure that funding is available.

Administration

15.021. DTUS Support Unit / UOTC Responsibilities. The monitoring of academic performance is the responsibility of university authorities with whom DTUS / UOTC COs liaise. DTUS / UOTC COs are to inform sponsoring CM Divisions, DTOEES and D Ed Cap of sponsored officers' progress (particularly if there are disciplinary or motivational problems). ISDOs are to be reported on using the AR MOD Form 2020 and Insert Slips. An Appraisal Report is to be initiated at the end of the final academic year by the CO of the DTUS Support Unit / UOTC and is to be forwarded to Chief of Staff (COS), MS (AR), APC Glasgow for consideration by the relevant CM Division(s). OJARs are to reach APC Glasgow by 15 August each year. The AR should also include insert slips covering the previous academic years. Recommendations for the promotion of subalterns are to be made. If an officer fails to complete the course, he is to receive an AR on leaving. COs are to ensure that officers are qualified for promotion, confirming requirements from the respective CM Divs as appropriate.

15.022. Pre University Mathematics Refresher. Officers are required to attend the 2 week Mathematics refresher course run at the Army School of Education, Defence Centre for Police and Personnel Administration, Worthy Down before starting their degree course. Assignment orders are to include details of this course.

15.023. Preliminary Reading. Officers are normally expected to do some preliminary reading before going into residence. A number of universities also organise conferences for Freshers before the start of the full academic term. Officers are strongly recommended to attend these conferences.

15.024. Dress. Dress at university is to be civilian clothes. Officers are required to provide themselves with the academic dress required by the university or college. Officers are also to have Service Dress and MTP to meet DTUS Support Unit/UOTC requirements during term time.

15.025. Accommodation. Officers are responsible for making their own arrangements for accommodation with DHE through the Substitute Single Service Accommodation (SSSA), Service Families Accommodation (SFA) or Substitute Service Families Accommodation (SSFA) depending on marital status and availability of accommodation.

15.026. Injuries. All injuries, whether sustained on duty or not, are to be reported to the Support Unit/UOTC. Officers are deemed to be on duty while taking part in games or physical exercise organised by, or having the approval of, the university or college authorities.

15.027. Medical. On arrival at university, officers should register with the appropriate Health Service, under arrangements made by the DTUS Support Unit/UOTC, from which they will receive any medical attention. Where no such health service exists officers will be advised to register with a local NHS doctor. When absent from university an officer should consult either the nearest military medical officer or a NHS doctor. If sickness prevents an officer reporting for duty he must obtain a medical certificate and forward it to his DTUS Support Unit/UOTC. NHS prescriptions charges will be refunded by the administering unit provided the officer obtains a receipt (Form EC 57) from the chemist and sends it to the unit.

15.028. Dental Treatment. An officer not able to visit a military dentist should, under arrangements from the DTUS Support Unit or UOTC, register with a dental practitioner whose fees are in accordance with the rates approved by the National Health Service. Before attending for treatment they should obtain from their Support Unit/UOTC their dental envelope (**F Med 271**) and a copy of **F Med 283** (through which payment is claimed).

15.029. Cars. An officer wishing to keep a car at university must first consult the regulations of the university or college and obtain the necessary prior permission.

15.030. Leave. An officer may be granted their normal entitlement of leave and free travel warrants, under existing regulations, by their Support Unit/UOTC. Leave is to be taken within university vacations and with the concurrence of their tutor who may expect them to continue studies privately during vacations. Leave may not be taken during the university term except for compassionate or health reasons. Where an officer wishes to absent themselves for any reason during term time they are subject to the normal rules of the university or college.

15.031. University Fees. ‘Approved fees’ in respect of an officer at university are chargeable to public funds. ‘Approved fees’ are:

- a. Registration fees.
- b. Supervision fees.
- c. Tuition fees.
- d. Examination fees.
- e. Matriculation fees.
- f. Fees for exemption from certain examinations.
- g. Laboratory fees.
- h. Board and lodging.
- i. Fuel and light.

University authorities are to be asked to forward all bills for ‘approved fees’ to the DTUS Support Unit who will authorise payment. Officers are responsible for meeting all other expenses including books, typing charges, binding charges, photocopying, fines, laundry and library charges. Local education authority grants are not admissible.

15.032. Sport. It is at the discretion of the DTUS Support Unit / UOTC CO whether the sponsored officer should represent university, civilian club and/or the Army at any particular sport. Whilst participation in sporting activities is strongly encouraged, it is not to be prejudicial to academic studies. Furthermore, DTUS Support Unit/UOTC COs are to ensure officers conduct personal fitness continuation training.

Vacation Activities

15.033. Academic Requirement. Officers are expected to conduct practical academic activities during vacations in line with the requirements for all students on the degree course.

15.034. Vacation Travel. Officers who are required to travel in connection with their study on vacation courses, field courses, etc, may claim normal travel and subsistence allowances using an AF 01771. Claims must be supported by a tutor’s letter stating that the study is a requirement of university regulations, and may be processed by DTUS Support Unit/UOTCs if travel overseas is not involved. Where travel overseas is involved, or where the length of the course is more than 30 days, prior permission must be obtained from DTOEES by Support Unit/UOTCs.

15.035. Military Requirement. When ISDOs complete the DTUS scheme they are to arrive at their next unit qualified and prepared for active service, therefore, military activities during vacations are to concentrate on Career Development courses (e.g. JOTAC and MK1 or 2) rather than necessarily being solely attached to units. If attachments are to be arranged it is important that an officer is given worthwhile experience in a responsible appointment and not merely employed on administrative tasks. Unit attachments are to be requested by the DTUS Support Units / UOTCs to the relevant CM Div not later than 1 Apr of the year concerned. Attachments are normally to the officer’s sponsoring corps and are to be for at least one month excluding travelling time. The Attachment Report at **Annex C** is to be completed by hosting units and forwarded to the DTUS Support Unit or UOTC CO. Emphasis should be placed on In-Service officers attaining AT or sports qualifications as well as participating or leading AT for the DTUS Support Units / UOTCs. Similarly, emphasis should be placed on the attainment of driving licences and IT literacy qualifications.

Achieving the correct balance is the responsibility of the DTUS Support Unit / UOTC CO. Plans for AT activities are to be cleared through district headquarters in accordance with current regulations.

15.036. Attachment Orders. DTUS Support Units / UOTCs are to arrange attachments/course attendance with CM Divs who are to issue attachment orders if necessary. DTUS Support Units / UOTCs may arrange suitable alternative activities to develop an officer's initiative or widen their knowledge and experience.


15.036-15.060. Reserved.

Downgraded

PART 2 - TECHNICAL BURSARIES

MOD Authority

15.061. MOD policy for Technical Bursars is determined by:

Defence Technical Officer and Engineer Entry Scheme
 Defence Academy of the United Kingdom
 Royal Military College of Science
 Shrivenham
 Swindon
 Wiltshire SN6 8LA
 Telephone 

The co-ordination of Army Policy for Technical Bursars is exercised by the Defence Technical Officer and Engineer Entry Scheme (DTEES) Army Steering Group under the Chairmanship of Director Individual Training(Army).

Introduction

15.062. Army Technical Bursaries are awarded by the MOD to young men and women who successfully complete their studies at Welbeck - the Defence Sixth Form College (DSFC) and read a technical degree as part of the Defence Technical Undergraduate Scheme (DTUS) before being commissioned into the Army's technical corps. Technical Bursaries are awarded initially for a fixed period, not exceeding 4 years, ending on the expected date of graduation.

15.063. Technical Bursars attend the Pre-University Course (Pre-UC) at RMAS following DSFC and before starting studies at university as part of DTUS. During their studies, Technical Bursars are expected to take a full part in college and university life and to obtain the best possible degree. Commissions are granted to Technical Bursars and an antedate awarded following successful completion of the RMAS Commissioning Course. The amount of antedate is dependent on the length of the degree course.

Terms and Conditions

15.064. Entry into The Scheme. The Welbeck Destinations Board determines whether an Army student at the DSFC is to enter the DTUS as a Technical Bursar. The Board may alternatively:

- a. Recommend acceptance of requests from a student/s to transfer from one Service to another.
- b. Recommend entry into Initial Officer Training at RMAS. The intent is to ensure that where appropriate the Army recruits into other Arms or Services motivated young men and women for whom undergraduate studies through DTUS are not recommended.
- c. Arrange for an attachment on Prince's Trust, VSO or similar endorsed activities for a minimum period of 18 months prior to RMAS.
- d. Discharge an individual from DSFC.
- e. Arrange for an individual to repeat a year at DSFC.
- f. Execute other appropriate action deemed appropriate.

15.065. University and Degree Selection. Entrants to the DTUS are awarded the Technical Bursary in order that they read for a science, engineering and/or management degree at one of the nominated universities. Students will be made aware of the preferred and acceptable degree subjects of the sponsoring corps. Alternatively, a limited number of DTUS places will be awarded each year to students who are selected (and are deemed appropriate) to go to Oxbridge to read for a degree for future Army service. This process may include, at the insistence of the universities, a placement year (normally in the engineering industry). The Welbeck Destinations Board will decide, with the individual's aspirations taken into account and assuming suitable academic grades are achieved, which university and degree is appropriate to each student. The Board will make recommendations on all students to achieve the best possible balance across the DTUS universities.

15.066. Changing Degrees. Where a Technical Bursar wishes, or is advised by their tutor, to change from the academic course for which their bursary was awarded, they are to report to their CO who will consult with the sponsoring Arm and Service Director and RMAS and inform DTEES. Where a Technical Bursar is invited by their university to continue their studies for a fourth year in order to gain a Masters level qualification, permission must be sought by the individual from the DTUS Support Unit / UOTC CO (following consultation with the sponsoring Arm or Service Director) and DITrg(A). RMAS are to be informed of any changes by DITrg(A).

15.067. Conditions. In addition to reading for a degree there is a commitment for Technical Bursars to join a DTUS Support Unit. The support provision will help students establish an understanding of the particular Service to be joined,

its traditions and the many benefits that a career in the Army can provide. However, Technical Bursars will not, under normal conditions, be permitted to resign from the Army before completing minimum periods of service. For Technical Bursars who complete both Welbeck and DTUS the periods is 3 years service after Initial Officer Training. In addition to any financial liability on parents to repay maintenance costs for students graduating from Welbeck, there will be a requirement for students to refund the MOD any money paid as a technical bursary to students on the DTUS that fail, through their own fault or voluntary withdrawal, to complete the minimum returns of service listed above. For personnel joining the Army that go directly from Welbeck to the Commissioning Course at RMAS, the return of service is 3 years from commissioning.

15.068. Status. Technical bursars will be enlisted into the Territorial Army on Group B List C engagements as Officer Cadets at Sheffield UOTC in 2004 and 2005 and at East Midlands UOTC thereafter when the DSFC opens at Loughborough. The UOTC will then post them to the relevant DTUS Support unit using the DTOEES UIN D5357J (unless attending a university outside the DTUS when they are to be enlisted by the nearest UOTC). No LSN is required at DTUS Support units as the Technical Bursars are held supernumerary to establishment. List C manpower is deemed to be untrained Reserve Liability. Technical Bursars are subject to military law during programmed training. They are to notify the results of public examinations, any breach of university or college discipline and all personal occurrences (including changes of next of kin) to their CO.

15.069. Pay. Technical Bursars receive an annual bursary. In addition, Technical Bursars will receive attendance pay when conducting authorised military activities within the Support Unit, UOTC or whilst on attachment. Rules regarding pay and antedates are contained in the **Pay Warrant**.

15.070. Allowances. Travel at public expense within the UK is authorised for initial reporting to DTUS Support Units / UOTCs, for duty journeys and training purposes, and for joining for duty on the Commissioning Course. Technical Bursars are not entitled to leave warrants. Technical Bursars are expected to provide their own books and stationery at university and are not entitled to any book allowance from public funds. They may, however, use the facilities of Army Branch Libraries; these cannot make special purchases on their behalf. Technical Bursars are not entitled to any assistance with typing or binding charges for their theses. Certain universities impose a compulsory Health Service charge; this is not payable from public funds. Technical Bursars are classed as students and as such are entitled to Local Education Authority grants in accordance with current regulations.

Administrative Responsibilities

15.071. DTUS Support Unit/UOTC. The DTUS Support Unit or UOTC is responsible for academic mentorship, pastoral care, administration and enthusing Technical Bursars in their chosen Corps. DTUS Support Units or UOTCs are responsible for all normal staff matters concerning Technical Bursars on their strength, using the normal chain of command, and for keeping sponsoring Arms and Service Directors informed. The monitoring of academic performance is the responsibility of university authorities with whom DTUS / UOTC COs liaise. DTUS / UOTC COs are to inform sponsoring Arms and Services of Technical Bursars' progress (particularly if there are disciplinary or motivational problems). Reports on Technical Bursars are raised by DTUS / UOTC COs at the end of each summer term and are to be forwarded to DTOEES by 15 August each year. Sponsoring Arms and Service Directors and RMAS are to be sent copies of the final report a DTUS SU CO raises on a Technical Bursar. Technical Bursars are permitted to wear the Other Ranks' capbadge, beret and stable belt of their sponsoring Corps whilst conducting military activities with the DTUS Support Units.

15.072. RMAS. RMAS is to hold the personal documents raised by DSFC for each Technical Bursar and maintain these records along similar lines as the Army Undergraduate Bursars. RMAS is responsible for paying the Technical Bursary from Defence Academy funds.

15.074. Defence Academy/RMCS. The Defence Academy is responsible for paying the Travel and Subsistence claims for Technical Bursars. AD Ugrad, RMCS conducts progress Review Boards and is to recommend appropriate action to the sponsoring Arms or Service Director.

15.075. Welbeck. The initial issue of clothing and equipment is to be made by Welbeck.

15.076. Arm or Service Director. The sponsoring Arms and Services Recruiting and Liaison Staff (R&LS) is responsible for arranging suitable unit attachments and supporting the COs efforts in reinforcing the Technical Bursars' commitment to the Army as a career.

15.077. Recruiting Group. Recruiting Group is responsible for attracting sufficient individuals of the right quality into the DTUS. University Army Careers Advisers (Officer) are available as a point of contact with Technical Bursars if needed during their routine visits to universities. They are to discuss progress with COs if necessary.

Military Training

15.078. Welbeck. Students at DSFC carry out training in accordance with the CCF curriculum. Where time permits they are to be brought up to the level of Military Training Qualification (MTQ) Level 1 in preparation for transfer to DTUS Support Units/UOTCs.

15.079. Pre-University Briefing. The Pre-UB is a short briefing held at RMAS immediately before the start of each academic year. Technical Bursars attend the first briefing after their completion of studies at Welbeck. Joining instructions are issued by RMAS. The aim of the briefing is to prepare individuals for effective entry into the Defence Technical Undergraduate Scheme (DTUS) as Army Technical Bursars and provide them with a motivating and inspiring introduction to RMAS.

15.080. DTUS Support Units. Technical Bursars are to join the affiliated DTUS Support Unit or the nearest UOTC if the former is not established. DTUS Support Units are to conduct a structured programme of military activities aimed at enhancing an individual's motivation and personal development. Emphasis should be placed on the attainment of driving licences and IT literacy qualifications such as the European Computer Driving Licence (ECDL) in preparation for commissioned service. Furthermore, COs are to ensure officers conduct personal fitness training in preparation for entry to RMAS.

15.081. University Officer Training Corps (UOTC). If attached to an UOTC all Technical Bursars are to attend military training during term time as specified by their COs, with a view to passing MTQ Level 2. COs are to ensure that the military training carried out does not interfere with the Technical Bursar's course of study.

Monitoring Academic Progress

15.082. Degree Results. As soon as final degree results are known DTUS Support Units / UOTCs are to report by telephone to RMAS and DTOEES the name of any Technical Bursar who has failed to graduate. Complete lists of degree results, including class of degree and subject, are to be forwarded by post to RMAS and DTOEES as soon as they are available. The sponsoring R&LS are to be advised of the DTOEES Progress Review Board's recommendations for Technical Bursars who fail their final exams.

15.083. Extensions. An extension for a Technical Bursar may be granted by the Review Board when academic failure is not due to any lack of effort or application on the Technical Bursar's part. However the maximum period for which a Technical Bursary can be held is 4 years. An extension is not granted if a Technical Bursar is sent down from their university. Where an extension is not granted, the Technical Bursary will be terminated and the individual may be required to attend the next available course at RMAS and complete a minimum of 3 years on a Short Service Commission. In this event the financial liability will be regarded as discharged.

15.084. Termination of Award. The Service authorities reserve the right to remove a Technical Bursar from DTUS at any stage. All cases are to be submitted to DTOEES who will recommend whether the Technical Bursar is required to refund all monies (less pay) paid to him by MOD (this will normally be the case where misconduct or lack of diligence is concerned).

Training Attachments

15.085. Requirement. During each academic year (except the final year) Technical Bursars are to carry out an attachment to a regular unit organised by their sponsoring R&LS for a period of not less than 2 weeks. However, where vacation activities or study are required by the university or DTUS Support Unit, these are to take priority. The aim of attachments is to give Technical Bursars practical experience of their own Arm or Service with a view to reinforcing their commitment to the Army as a career. To achieve this, Technical Bursars should be given worthwhile and fulfilling tasks. Technical Bursars are not to be attached to units on operations.

15.086. Organisation. DTUS Support Units / UOTCs are to arrange attachments through Arm or Service Directors' R&LS. Technical Bursars are not to arrange their own attachment but may inform Arm or Service Directors through their CO of their preferences.

15.087. Attachment Reports. Attachment reports are to be written by COs of the unit to which Technical Bursars are attached, as directed by the sponsoring R&LS. A suggested format is at **Annex E** to this Chapter. Copies are required to be sent to the parent DTUS Support Unit / UOTC and Secretary Technical Bursars at RMAS. These reports are for the assessment of training and progress only and are not to be placed in Technical Bursars' personal documents. Any issues revealed in these reports will be discussed by the individual's CO with RMAS, DTOEES and Arm or Service Director as appropriate.

15.088. Travel Costs. The Def Ac pays for Technical Bursars' travel costs required to reach the normal location of a hosting unit. If a hosting unit sends an attached Technical Bursar to participate in an overseas exercise, travel costs (excluding travel to/from the airhead, which fall to the Def Ac) are to be met by the hosting unit.

Sport

15.089. As members of the Reserves, Technical Bursars are able to represent the Army in a sporting competition providing it is not of an Inter-Service nature. It is at the discretion of the DTUS Support Unit / UOTC CO whether Technical Bursars represent university, civilian club and/or the Army at any particular sport.

RMAS Entry Procedure

15.090. Course Loading. At the completion of their academic studies Technical Bursars are enlisted as Officer Cadets at RMAS. Technical Bursars are usually required to join the next available course, normally that assembling in Sep, but this is determined by RMAS. Circumstances may dictate that some Technical Bursars are asked to defer entry to RMAS to Jan or May; normally, at least 6 months notice is given if this is to happen. A Technical Bursar may apply to defer entry to RMAS, but approval will only be granted to those Technical Bursars;

- a. Who intend to take part in an activity that is approved by their A&SD as a valuable training opportunity eg; a Civil Engineering project in a remote part of the world.
- b. Who plan to undertake an adventurous pursuit or expedition to a remote part of the world that will have substantive developmental benefits.

Each case will be judged on its merits and detailed written applications for deferment, which must be supported by the sponsor Regiment or Corps should be sent to the Secretary Technical Bursars for approval well before the date due for university graduation.

15.091. Pre-Course Medical. RMAS is to confirm that Technical Bursars are medically fit and security cleared for entry to RMAS not more than 6 months before the start of their Commissioning Course.

15.092. Commissioning. Successful completion of the Commissioning Course will lead to the award of a Commission the recommendation of the Commandant RMAS. Graduates are awarded an antedate of seniority on which future promotion and pay increases will be based. The regulations governing ante-dates of seniority are set out in the Army **Pay Warrant**; antedates are generally based on the length of degree course, rather than its subject or the student's achievement.

15.093. Failure to Graduate. Officers who fail to graduate remain on the strength of their units until a decision as to their future is made.

15.094 - 15.110. Reserved.

PART 3 - UNDERGRADUATE BURSARIES

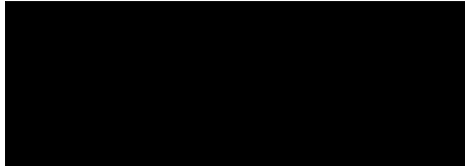
MOD Authority

15.111. MOD administration of Undergraduate Bursaries is by:

Officer Candidate Administration Centre,
Royal Military Academy Sandhurst
Academy Headquarters
Camberley
Surrey GU15 4PQ

Telephone

Facsimile:
Internet E-Mail:
Intranet E-Mail:



Introduction

15.112. **Eligibility.** Undergraduate Bursary (known hereafter as Bursary) awards are made by MOD to young men and women who have been selected for Officer Training by the Regular Commissions Board and who:

- a. Have a confirmed place to read for a first degree at a UK University, or college of education; or
- b. Are already reading for a first degree and apply for a Bursary no later than 1 February in the final year of their course.

15.113. Awards are made by the Army Undergraduate Awards Board (AUAB). They are tenable for a maximum of 4 years, including the Post Graduate Certificate of Education for those joining the Educational and Training Services Branch of the Adjutant General's Corps.

Terms and Conditions

15.114. **Conditions.** Whilst they are undergraduates, Bursars remain civilians and are not regarded as being enlisted in the Army. Each bursary holder's aim whilst at university should be to live as a normal undergraduate, extracting the maximum benefit from university life and obtaining the best degree of which he or she is capable. In exchange for their sponsorship and pay, the recipient undertakes, while at University, to join the University Officer Training Corps (UOTC). Following graduation, they undertake to serve as commissioned officers in the Army for a minimum of 3 years on a SSC on the Active List starting from the end of their Commissioning Course at RMAS.

15.115. **Failure to Graduate.** Those who fail to graduate or who fail to complete their Service commitment on graduation, may be required to make repayment of monies paid to them. However, those who fail to graduate may discharge their obligations by entering the RMAS as an Officer Cadet and subsequently serving 3 years as a commissioned officer. Bursars who fail to graduate for medical reasons or who fail to fulfil their subsequent Service commitment for medical reasons will not be liable to refund the costs of their Bursary sponsorship.

15.116. **Pay and Allowances.** Army Bursars receive their annual award immediately prior to the commencement of each university term. The final lump sum payment is made during week 5 of the Commissioning Course. Bursars are required to enter a form of undertaking (countersigned by the UOTC Adjutant) to refund all awards if they fail to graduate or serve for the specific term. Bursars are classed as students and as such are entitled to Local Education Authority grants in accordance with current regulations. Bursars may not be in receipt of similar grants from commercial concerns. They may hold a scholarship from charitable and other sources.

Administration

15.117. **Responsibilities.** RMAS is responsible for administering and maintaining liaison with Bursars during their time at university. Certain aspects, however, are delegated to sponsors, R&LS and University Army Careers Advisers (Officer) (ACA(O)s).

15.118. **Arm and Service Sponsorship.** Sponsorship of a Bursar by a Regiment or Corps confers no commitment to offer a vacancy to the individual under the RMAS Choice of Arm (COA) procedure, nor is the candidate committed to joining the sponsor's Regiment or Corps. Bursars make their final choice at RMAS in exactly the same way as all other Officer Cadets. Clearly it makes sense for Bursars, if they have already decided on a particular Regiment or Corps, to establish a good working relationship with their sponsors, just as Regiments or Corps will wish to cultivate their relationship with those that they would like to encourage to join their Regiment or Corps. If an Officer Cadet, who is adjudged fit to commission, is not placed at the end of the COA process the case will be referred to the Army Commissions Board who will determine placement in the best interests of the Army. A Bursar who wishes to change

his or her sponsor whilst at university should discuss the matter with the CO of their UOTC and current sponsor, or ACA(O) and then inform RMAS if actioned.

15.119. Military Training. Bursars are required to join the UOTC appropriate to their university (*see Annex D* to this Chapter) or a local Territorial Army unit if this is agreed by the CO of the UOTC, and to carry out military training as advised by COs UOTC. Emphasis should be placed on the attainment of driving licences and IT literacy qualifications such as the European Computer Driving Licence (ECDL) in preparation for commissioned service. Furthermore, COs are to ensure officers conduct personal fitness training in preparation for entry to RMAS. COs are responsible for normal staff matters concerning bursary holders on their officer cadet strength, using the normal chain of command. On matters peculiar to the Army Bursary Scheme, UOTCs deal with RMAS.

15.120. Monitoring Academic Progress. It is the Bursar's responsibility to submit to RMAS, by the 1st of August each year, written proof from the university academic authorities (e.g. Tutor, Academic Registrar, Departmental office or similar) of his/her successful completion of the end of year examinations (or project work etc) and ability to move forward to the next academic phase of the course. Forwarding computer generated or coded print-outs of examination results will not suffice. If necessary, clear endorsement by the tutor should be sought confirming that the Bursar will progress to the next year of the course. No further bursary payments will be made until such proof is received. Similarly, all end of year examination failures are to be reported to Secretary AUAB immediately. RMAS will then notify Arm and Service directors of these results.

15.121. Extensions. Extensions may be granted when they are recommended by the university and when failure is not due to any lack of effort by the individual concerned. In cases of failure or voluntary withdrawal Bursars are required to attend the next available CC at RMAS, which they enter as non-graduates and must serve a minimum of 3 years on completion of initial officer training. Candidates who fail to graduate are required to explain the reasons for their failure to OCAC which will determine whether the final lump sum payment can be authorised.

15.122. Termination of Award. Awards may be terminated, and the Bursar's eligibility for a commission withdrawn, at any time for misconduct or adverse reports. All such cases should be submitted to RMAS who will decide whether a period of warning should be given or not. In all cases where a Bursar's eligibility for a commission is withdrawn, or where he or she is discharged from the RMAS course, Recruiting Group will recommend whether the Bursar is required to refund all monies paid to him or her by MOD (this will normally be the case where misconduct or lack of diligence is concerned).

Training Attachments

15.123. Bursars, provided he or she is a member of the OTC or other TA unit, may be attached to a unit of the Regular Army during a vacation, normally the summer, in his or her first and second year at university. The scheme is voluntary and normally administered by the Bursar's sponsor. Attachments are not to be arranged with units on operations.

15.124. Attachments are normally for 14 days but longer periods may be authorised to attend interesting training exercises or when finances permit. The aim is to give Bursars practical experience of their intended branch of the Army. A report is to be raised by the CO (using **Annex E** to this Chapter) and sent to the appropriate Arm or Service Director.

15.125. The UOTC or TA unit is to arrange the attachment through Infantry Divisional Headquarters in the case of Infantry and with sponsoring Recruiting and Liaison Staff in the case of all other arms and services.

15.126. Sufficient TA training days have been allocated to cover the scheme. Bursars will be paid for the period of attachment at the rate applicable to their TA rank and are entitled to the privileges of officers' messes. Local overseas allowance is payable where applicable. UOTCs and TA units, are responsible for notifying to the host unit the authorised rate of pay. At the discretion of their UOTC CO, Bursars are allowed to wear the Other Ranks' beret, capbadge and stablebelt of their sponsoring Arm or Service Director during attachments and OTC military training.

RMAS Entry Procedure

15.127. Course Loading. At the completion of their academic studies Bursars will be enlisted as Officer Cadets at RMAS. The latter will select the Commissioning Course a Bursar is to attend. Three courses start each year in Sep, Jan and May. After graduation, a Bursar is required to join the next available course, which is normally that assembling in Sep. Circumstances may dictate that some Bursars are asked to defer entry to RMAS to Jan or May; normally, at least 6 months notice is given if this is to happen. A Bursar may apply to defer entry to RMAS, but approval will only be granted to those Bursars;

- a. Who intend to take part in an activity that is approved by their A&SD as a valuable training opportunity eg; a Civil Engineering project in a remote part of the world.
- b. Who plan to undertake an adventurous pursuit or expedition to a remote part of the world that will have substantive developmental benefits.

Each case will be judged on its merits and detailed written applications for deferment, which must be supported by the sponsor Regiment or Corps should be sent to the Secretary UAUB for approval well before the date due for university graduation.

15.128. Pre-Course Medical. RMAS is to confirm that Bursars are medically fit and security cleared for entry to RMAS not more than 6 months before the start of their Commissioning Course.

15.129. Commissioning. Successful completion of the Commissioning Course will lead to the award of a Short Service Commission on the recommendation of the Commandant RMAS. Graduates will be awarded an antedate of seniority on which future promotion and pay increases will be based. The regulations governing ante-dates of seniority are set out in the Army Pay Warrant; antedates are generally based on the length of degree course, rather than its subject or the student's achievement.

15.130-15.140.

Reserved.

Downgraded

Downgraded

ANNEX A TO CHAPTER 15

APPLICATION BY A SERVING OFFICER TO READ FOR A UNIVERSITY DEGREE IN THE YEAR (PARA L5.015B REFERS)

- 1. Name:**
- 2. Rank:**
- 3. Number:** **Unit / Corps** **EOT**
- 4. Date of Birth:** **Year of Service (if LtoS)**
- 5. Type and Date of Commission:**
- 6. Reason for Wishing to Read for a Degree:**

7. Choice of University.

- a. First:*
- b. Second:*
- c. Third:*

8. Details of Offer from a University (if any):

9. GCSE / SCE or equivalent.

Date (month/year)	Subject	Grade	State if obtained since leaving RMAS

10. 'A' / 'AS' Levels:

Date (month/year)	Subject	Grade	State if obtained since leaving RMAS

11. Further Education:

Date (month/year)	Subject	Grade	University/College/Institution

12. UCAS Serial Number (if allotted):

Signature:

Date:

13. CO's Recommendation: (Based on the officer's suitability for further education in terms of academic ability and application)

Signature:

Date:

14. MCM Div Recommendation:

Signature:

Date:

Downgraded

ANNEX B TO CHAPTER 15
AFFILIATIONS OF UNIVERSITIES TO UOTCS

<i>UOTC</i>	<i>University/Institution</i>
Aberdeen _____	University of Aberdeen
Birmingham _____	The Robert Gordon University Birmingham Aston University of Central England Coventry Staffordshire Warwick Keele Wolverhampton Birmingham College of Food & Tourism Bristol
Bristol _____	University of the West of England Bath
Cambridge _____	Cambridge Anglia Polytechnic University East Anglia
The City of Edinburgh _____	East Midlands _____ De Montfort Derby Leicester Loughborough University of Technology Nottingham Trent Lincoln Napier Edinburgh Heriot Watt
Exeter _____	Exeter Plymouth
Glasgow & Strathclyde _____	Glasgow Glasgow Caledonian Paisley Strathclyde
Leeds _____	Leeds Bradford Huddersfield Hull Leeds Metropolitan York
Liverpool _____	Liverpool University of Central Lancashire Lancaster Liverpool John Moores Edgehill College St Martins College Chester College Hope College
London _____	London King's College Brighton Brunel The City East London Essex Goldsmiths Greenwich Hertfordshire

	Imperial
	Kent and Canterbury
	Kingston
	London Guildhall
	London School of Economics
	Luton
	Middlesex
	North London
	Royal Holloway
	Royal Veterinary College
	South Bank
	St George's Medical School
	St Mary's
	Surrey
	Sussex
	Thames Valley
	University College London
	Westminster
Manchester	Manchester University
	Manchester Institute of Science & Technology
	Manchester Metropolitan University
Northumbrian	University of Salford
	Northumbria
	Durham
	Newcastle
	Sunderland
	Teeside
Oxford	Oxford
	Buckingham
	Cranfield
	RMCS Shrivenham
	Reading
	Oxford Brookes
Queen's (Belfast)	Royal Agricultural College Cirencester
	Queen's
	University of Ulster (Coleraine)
	University of Ulster (Jordanstown)
Sheffield	Sheffield
	Sheffield Hallam
Southampton	Southampton
	Bournemouth
	Portsmouth
	Southampton Institute
	King Alfred's College
Tayforth	Abertay
	Dundee
	St Andrews
	Stirling
University of Wales	Aberystwyth
	Bangor
	Cardiff
	Cardiff Institute
	Glamorgan
	Lampeter
	Newport
	Swansea
	Swansea Institute
	Cardiff College of Medicine

**ANNEX C TO CHAPTER 15
ATTACHEMENT REPORT**

(PARAS 15.034, 15.087 AND 15.124. REFER)

1. Introduction. This report is for the assessment of training and progress. When complete it is to promulgated as instructed in the paras above.

2. Individual / Attachment Details. Details of individual and attachment:

- a. Name.
- b. Regt/Corps (for serving officers).
- c. University.
- d. Unit to which attached and period.
- e. Unit address.

3. Attachment Employment. Details of how individual was employed during the attachment.

4. Pen Picture. Brief description of the individual, their reaction to the attachment and their lessons learnt.

5. Training. Any comments on individual's training completed and recommendations for future training.

6. General. Any other comments concerning the individual.

Unit: _____ Signed: _____
Commanding Officer

Name: _____ Signed: _____