

Regulations made or deemed to have been made under s.82.

**EDUCATIONAL AWARDS REGULATIONS, 1990**

**(LN. 1990/111)**

**1.9.1990**

Amending enactments	Relevant current provisions	Commencement date
LN. 1991/213	r.15 and Sch. 2	1.9.1991

## Education and Training

### EDUCATIONAL AWARDS REGULATIONS, 1990.

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#### ARRANGEMENT OF REGULATIONS

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**Subsidiary  
1990/111**

### **SCHEDULE 3.**

Resources.

### **SCHEDULE 4.**

Form of Application for Award.

*In exercise of the powers conferred upon him by section 82 of the Education Act and of all other enabling powers the Governor has made the following regulations:*

*Preliminary.*

**Title, commencement and revocation.**

1. (1) These Regulations may be cited as the Educational Awards Regulations, 1990.

(2) These Regulations shall be deemed to have come into operation on the 1st day of September, 1989.

(3) The Educational Awards Regulations and the Scholarship Awards Committee Regulations are hereby revoked.

**Interpretation.**

2. In these Regulations, unless the context otherwise requires,—

”academic authority” means the appropriate authority of an establishment;

”the applicant” means a person making an application for an award;

”award” means the sum of the awards specified in regulation 15;

”Committee” means the Scholarship Awards Committee established by regulation 5;

”the Department” means the Department of Education;

”designated course” means a course prescribed by regulation 9 or 11 and any reference otherwise unqualified to a course shall be construed as a reference to a designated course that the person in question attends or has applied to attend;

”the Director” means the Director of Education;

”establishment” means a university or other establishment of higher education;

”first year” means the first year of a designated course;

- “Gibraltar scholarship” means an award described in regulation 10(2);
- “the Minister” means the Minister for Education;
- “prescribed qualification” means an educational qualification prescribed by regulation 8 or regulation 11, as the case requires;
- “school” means a secondary school for pupils under the age of 18 years;
- “student” means a person on whom an award has been bestowed under these Regulations;
- “university” includes a university college and a constituent college school or hall of a university; and
- “year”, in relation to a course, means the period of twelve months beginning on the commencement of the course.

### Conditions of awards.

3. Subject to regulation 4, the bestowal of an award shall be subject to the following conditions:
- (a) an application in the form set out in schedule 4 shall be delivered to the Director at his office not less than four months before the date on which the course is due to begin (provided that the Minister may direct that an application received within a shorter period before the course is due to begin shall be considered if he is satisfied that there is good reason for such late application);
  - (b) the applicant or, if he is a minor, his parent shall deliver to the Director a written undertaking that, where any sum is paid in pursuance of the award before the end of the year in respect of which the sum is payable he will if called on to do so repay the amount by which the sums paid during the year exceed the grant payable in respect of that year.

### Agreements to repay.

4. (1) Notwithstanding anything contained in regulation 3, no person other than the holder of a Gibraltar scholarship shall be granted an award unless he has undertaken to enter into an agreement in writing to return to Gibraltar for a period equal to the period of the award, or for a period of four years, whichever is the lesser period immediately after the conclusion of the course

for which the award was granted, or after such later date as may be approved by the Minister and, if he does not so return and remain, to repay to the Government the sums paid to him under these Regulations.

(2) If a person who has given the undertaking mentioned in subregulation (1) fails, after an award has been bestowed on him, to enter into the agreement in writing within three months of the award being bestowed the award may be terminated forthwith by the Director.

*Scholarship Awards Committee.*

**Scholarship Awards Committee.**

5. (1) The Governor may by notice published in the Gazette appoint for a period of one year, but subject to reappointment, a Scholarship Awards Committee which shall consist of-

The Chairman;

An alternative Chairman;

The Director;

The Head Teacher of Bayside School;

The Head Teacher of Westside School;

A member of the Education Council nominated by that Council;

The Principal of the College of Further Education; and

Such other person as the Governor in his discretion may appoint by reason of that person's experience of the needs of Gibraltar in respect of training and qualifications.

(2) If any member of the Committee is unable to attend a meeting of the Committee the Director may, with the approval of the Governor, nominate a fit and proper person to attend such meeting on behalf of that member and a person so nominated shall have all the powers of the member in whose place he is nominated.

(3) Four Members of the Committee shall constitute a quorum.

(4) The Committee shall have power to act notwithstanding any vacancy in their number.

(5) The Committee may regulate its own procedure.

**Advice on the award of scholarships.**

6. (1) It shall be the duty of the Committee to advise the Minister on the award of scholarships.

(2) Nothing in subregulation (1) shall affect the right of a person who is entitled under the provisions of these Regulations to be awarded a scholarship.

### *Teacher Training Awards.*

#### **Grant of awards.**

7. Subject to the provisions of these Regulations, the Committee may, on application, bestow such awards as can be met from the funds available after the award of the mandatory scholarships has been made, on any person who satisfies the following conditions, that is, he—

- (a) is ordinarily resident in Gibraltar;
- (b) is attending a school in Gibraltar or in the United Kingdom, or has attended such a school;
- (c) has been, or will be, accepted for a course designated under regulation 9 at an establishment; and
- (d) possesses a prescribed qualification in respect of the designated course.

#### **Educational qualifications.**

8. (1) The prescribed qualifications for the purposes of regulation 7 shall be—

- (a) either—
  - (i) (A) a minimum of three passes at advanced level in the General Certificate of Education; and  
(B) one pass at ordinary level of the General Certificate of Education, the Certificate of Secondary Education or the General Certificate of Secondary Education: or
  - (ii) (A) a minimum of two passes at advanced level in the General Certificate of Education: and  
(B) three passes at ordinary level of the General Certificate of Education, the Certificate of Secondary

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Education or the General Certificate of Secondary Education: and

- (b) passes at ordinary level of the General Certificate of Education, the Certificate of Secondary Education or the General Certificate of Secondary Education, in English Language and Mathematics.
- (2) The qualifications prescribed in paragraph (a) of subregulation (1) shall be obtained in different subjects.
- (3) Passes for the purpose of this regulation shall be—
- (a) not less than Grade ‘E’ at advanced level of the General Certificate of Education;
  - (b) not less than Grade ‘C’ in the General Certificate of Secondary Education or at ordinary level of the General Certificate of Education; or
  - (c) Grade ‘1’ in the Certificate of Secondary Education.

**Designated courses.**

9. The following shall be designated courses for the purposes of regulation 7—

- (a) a full-time course of initial teacher training in the United Kingdom at an establishment in preparation for the degree of Bachelor of Education or its equivalent;
- (b) a full-time course of post-graduate teacher training in the United Kingdom at an establishment in preparation for a Post-Graduate Certificate of Education or its equivalent as recognised by the Department of Education and Science of the United Kingdom;

Provided that the particular establishment in paragraphs (a) and (b) above shall be subject to the prior approval of the Director.

*Other Awards.*

**Grant of awards.**



10. (1) The Committee shall grant an award to any person who has applied for an award and who—

- (a) is ordinarily resident in Gibraltar;
- (b) is attending a school in Gibraltar or in the United Kingdom, or was attending such a school during the school term immediately preceding the date of the application for the award:
- (c) has been accepted at an establishment for a designated course referred to in paragraphs (a), (b) or (c) of regulation 11: and
- (d) possesses a prescribed qualification in respect of the designated course.

(2) Where a person satisfies the requirements of sub-regulation (1), and has obtained three passes at Grade A taken at one sitting in the advanced level of the examination for the General Certificate of Education, the award shall be known as a Gibraltar scholarship.

(3) Where a person satisfies the requirements of paragraphs (a), (c) and (d) of subregulation (1) the Committee may on application bestow an award under this regulation notwithstanding that the applicant does not satisfy the requirement of paragraph (b) to the extent that he had left such school before the school term immediately preceding the date of his application:

Provided that any such application is made within a period of two years following the date on which the applicant had left school.

(4) Notwithstanding the provisions of subregulation (3), where a person satisfies the requirements of paragraphs (a), (c) and (d) of subregulation (1) and the application—

- (i) relates to an award for a course referred to in paragraphs (a), (b) or (c) of regulation 11; and
- (ii) is made not later than two years after the date on which the result of the examination on the ground of which the applicant is offered admission to the course, was noticed to him, the Committee may bestow the award subject to the approval of the Minister.

(5) Where a person satisfies the requirements of paragraphs (a), (b) and (c) of subregulation (1) the Committee may on application bestow an award

under this regulation if it is satisfied that the person possesses educational qualifications that are equivalent to a prescribed qualification.

(6) Where a person satisfies the requirements of paragraphs (a), (b) and (c) of subregulation (1) the Committee may, on application, bestow such awards as can be met from the funds available after the award of the mandatory scholarships has been made where it is satisfied that the designated course referred to in paragraph (c) of that subregulation is a course for a subject approved by the Minister under regulation 11(d).

#### **Designated courses.**

11. (1) The following shall be designated courses for the purposes of regulation 10—

- (a) a full-time course of study in the United Kingdom at an establishment being a course of study for a first degree (other than the degree of Bachelor of Education or its equivalent) of a university or for the degree of Bachelor of Medicine or an equivalent degree;
- (b) a full-time course of study at an establishment in preparation for a first degree of the Council for National Academic Awards;
- (c) a full-time course of study of at least two year's duration at an establishment in preparation for a certificate or diploma; and
- (d) any other full-time course for any subject which in the opinion of the Minister is in the interest of Gibraltar.

(2) For the purpose of this regulation, any establishment shall be subject to the prior approval of the Director.

#### **Transfers.**

12. (1) Subject to subregulation (2), the Minister may agree that an award be transferred so as to be held by a student in respect of attendance at a course other than that for which it was bestowed in any case where either—

- (a) on the recommendation of the academic authority made before the expiry of two months after the end of the first year, the student commences to attend another course at the same establishment; or

- (b) with the consent of the academic authority of both establishments concerned, given on educational grounds before the expiry of two months after the end of the first year, the student commences to attend a course at another establishment.

(2) The Minister may, after consultation with the academic authority concerned, refuse to transfer the award if he is satisfied that when the student applied for it he did not intend to complete the course to which the application related.

### *General*

#### **Assessment of requirements and resources.**

13. The requirements and resources of the students shall be assessed by the Minister, and for the purpose of the exercise of his functions under this regulation the Minister may require the student to provide from time to time such information as the Minister considers necessary as to the resources of any person whose means are relevant to the assessment of the student's requirements and resources.

#### **Supplying of information.**

14. The Minister may require the student to provide from time to time such information as the Minister considers necessary for the exercise of his functions under these Regulations, and if in the case of any student the Minister is satisfied that the student has wilfully failed to comply with any such requirements he may terminate the award or withhold any payments due under it as he in his discretion sees fit.

#### **Awards.**

15. (1) Subject to regulation 18, the Minister shall, in respect of each year, pay in pursuance of an award the sum of £1046 in the case of any student pursuing a designated course at an establishment in the London area, the sum of £553 in the case of any student pursuing a designated course at an establishment in a place other than in the London area (in these Regulations called "the minimum payments") or a grant calculated in accordance with regulation 16, whichever is the greater.

(2) If the student is pursuing a designated course at an establishment in the United Kingdom, in addition to any sum paid in accordance with subregulation (1), the student shall be paid direct in each period of twelve months the cash equivalent of the cost of an economy class return air ticket between Gibraltar and London (Gatwick) and in addition where appropriate

the cost of two second class single rail tickets between the establishment and London (Gatwick).

(3) If the student is pursuing a designated course at an establishment in a country other than the United Kingdom, in addition to any sum paid in accordance with subregulation (1), the student shall be paid direct in each period of twelve months the cash equivalent of his return travel from Gibraltar to his place of study.

(4) In addition to any sum payable in accordance with the foregoing provisions of this regulation the Minister shall pay direct to the establishment the sums payable in respect of the fees and other items specified in Schedule 1.

#### **Calculation of grants.**

16 (1) The grant payable to the student in any year shall be the amount by which his resources fall short of his requirements.

(2) The requirements of any student in any year shall be taken to be the amount specified in Part I of Schedule 2 as is applicable to his case.

(3) The resources of any student shall be taken to be—

- (a) the aggregate of his income for the year calculated in accordance with Part I of Schedule 3; and
- (b) any parental contribution in the year calculated in accordance with Part II of that Schedule; or
- (c) any contribution from the income of a spouse applicable to his case by virtue of Part III of that Schedule.

#### **Method of payment.**

17. The Minister shall make any payment due under these Regulations in such instalments (if any) and at such times as he considers appropriate; and in exercise of his functions under this regulation the Minister may in particular make provisional payments pending the final calculation of the grant.

#### **Supplementary payments.**

18. In respect of any period during which the student repeats any part of a designated course, the Minister may pay in pursuance of the award such

sums (if any) as he considers appropriate, being sums not exceeding the amount of any payment that would be payable in respect of that period for that designated course.

### **Suspension and reduction of payments.**

19. (1) The Minister may withhold any payment to or in respect of any student who is for the time being in default of any requirement to provide such information as is described in regulation 13.

(2) Notwithstanding sub-regulation (1), in the case of a student in respect of whom apart from this subregulation an award would be payable, the Minister shall in respect of any year in which he remains in default pay a sum not less than the minimum payment.

(3) The Minister shall reduce the payment otherwise due under these Regulations in respect of any student by an amount equal to the sum specified in sub-regulation (5) in respect of—

- (a) any period after the termination of the award; or
- (b) any period during which the student is excluded from attendance at the course by the academic authority or is absent without leave.

(4) The Minister may reduce payment in respect of any period during which the student does not attend the course (other than a period of absence caused by his illness and certified by a registered medical practitioner), by such amount not exceeding the sum specified in subregulation (5) as, having regard to all relevant circumstances, he considers appropriate.

(5) The sum referred to in subregulations (3) and (4) is the aggregate of—

- (a) fees otherwise due that are not payable by reason of the student not attending the course; and
- (b) the appropriate proportion of the balance of the award.

### **Termination of awards.**

20. (1) The award shall terminate on the expiry of the period ordinarily required for the completion of the course.

(2) Notwithstanding subregulation (1)—

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- (a) if the academic authority refuses to allow the student to complete the course, the award shall terminate forthwith;
  - (b) if the student does not complete the course within the period ordinarily required, the Minister may extend the award until the student has completed the course.
- (3) The Minister may, after consultation with the academic authority, terminate the award if he is satisfied that the student has shown himself by his conduct to be unfitted to hold it.

## **SCHEDULE 1**

Regulation 15(4)

### **FEES AND DUES OF ESTABLISHMENTS.**

1. Sessional or tuition fees, which in the case of a composite fee shall not include any element of the fee attributable to maintenance.
2. Special fees, including lecture fees, laboratory fees and any fees in respect of such courses as are described in Part 2 of Schedule 2.
3. Fees for admission or registration.
4. Fees for examinations taken as part of a course.
5. At any university which is organised on a collegiate basis, university and college dues.

SCHEDULE 2

Regulation 16(2)

STUDENT'S REQUIREMENTS.

PART I—ORDINARY MAINTENANCE.

1. Rate for any establishment within the City of London or the Metropolitan Police District – £3017.

2. Rate for any other establishment in the United Kingdom £2454.

Note: This Part represents the student's annual requirements for his maintenance in respect of his attendance at the course during term.

PART II—SUPPLEMENTARY AND  
MISCELLANEOUS MAINTENANCE.

1. (1) For each additional week or part of a week in attendance at the course:

(a) in the London area – £64.54;

(b) elsewhere – £48.33.

(2) For the purposes of this paragraph, attendance at the course in any year is additional if it is in excess of 31 weeks.

2. For each day in respect of any additional expenditure on his maintenance incurred for the purpose of travelling to attend, as part of the course, a period of residential study away from the establishment, so much of the expenditure as does not exceed £5.00.

3. No payments shall be made in respect of any expenditure he is obliged to incur within the United Kingdom for the purpose of travelling to attend the establishment except in the case of:

(a) a disabled student, who, by reason of his disability, is obliged to incur necessary expenditure in excess of £100 for the purpose of travelling to attend the establishment;

(b) a student who attends, as a necessary part of his course at a place in the United Kingdom away from the main



establishment and thereby incurs necessary travelling expenses in excess of £100.

4. In the case of any student who in the opinion of the Minister would otherwise suffer undue hardship, for any week during the vacation in respect of which no sum is prescribed by the preceding provisions of this Part, such sum (if any) not exceeding £42.54, as, having regard to the means of the student, the Minister considers appropriate.

5. In the case of a married student whose spouse does not have paid employment at any time during the year the sum of £750.

6. In respect of vacation study undertaken on the recommendation of the academic authority by a student studying modern languages, in a country whose language is a main language of the course, for each day on which he resides with a family approved for the purpose of this paragraph by the academic authority £5.00.

7. In respect of expenditure necessarily incurred on the purchase of special equipment for the course by a student attending a course in architecture, art and design, home economics, medicine, dentistry, music, ophthalmic optics and physical education, so much of the expenditure as does not during the course exceed £150.

8. Where the course of study requires the student to study at an establishment abroad for at least one term the following rates are substituted for those set out in Part I of this Schedule—

- (a) if the establishment is in Finland, Japan, Norway or the United States of America – £3791;
- (b) if the establishment is in Austria, Canada, Denmark, France, the Federal Republic of Germany, the Republic of Ireland, The Netherlands, Sweden or Switzerland – £3341;
- (c) if the establishment is in Belgium, Hong Kong, Indonesia, Italy, Luxembourg or the Union of the Soviet Socialist Republics – £2897;
- (d) if the establishment is in any other country (other than the United Kingdom) – £2454.

**SCHEDULE 3**

Regulation 16(3)

**RESOURCES.**

**PART I.**  
**STUDENTS INCOME.**

In calculating the student's income there shall be taken into account his income (after deduction of income tax) from all sources but there shall be disregarded the following income:

- (a) the first £100 of income;
- (b) any bounty received as a reservist with the Armed Forces;
- (c) remuneration for work done in vacations;
- (d) in the case of a student in respect of whom a parental contribution is by virtue of Part 2 of the Schedule treated as forming part of his resources, any payment made by his parent under any agreement entered into with Government; and
- (e) any payment made for a specific educational purpose not treated by Schedule 2 as a requirement for the purpose of these Regulations.

**PART 2.**  
**PARENTAL CONTRIBUTION.**

1. In this Part—

“child” includes a person adopted in pursuance of adoption proceedings but, except in paragraph 2(2), does not include a child who holds a statutory award and, except in paragraph 4(a), does not include a stepchild;

“parent” shall be construed accordingly;

“gross income” has the meaning assigned to it by paragraph 3;

"residual income" means the balance of gross income remaining in any year after the deductions specified in paragraph 4 have been made; and

“statutory award” means any award bestowed or grant paid under the Education Act, or any analogous grant which is paid directly or indirectly by monies provided by the Government.

2. (1) In any case in which the residual income is less than £5000 the parental contribution shall be nil.

(2) Subject to sub-paragraph (3), the parental contribution shall be £1 for every complete £10 in any case in which the residual income exceeds £5000.

(3) For any year in which more than one child of the parent holds a statutory award the parental contribution for each student shall be such proportion of the parental contribution, ascertained in accordance with this Part, as the Minister considers just.

3. (1) Subject to the provisions of this paragraph, "gross income" means the total income from all sources of either the student's father or the student's mother (whichever income shall be the greater) in the financial year preceding the year in respect of which the resources of the student fall to be assessed:

Provided that, where the Minister is satisfied that the income of the parent in the next succeeding financial year is likely to be not more four-fifths of that income, he may for the purpose of calculating the parental contribution ascertain the gross income by reference to that next succeeding financial year, and in that case the above definition shall have effect accordingly both in relation to that year and, if the Minister so determines the year following that year and any subsequent year.

(2) Where the trustees of property held in trust for a student or for any other person dependent on the parent pay, by virtue either of the Trustee Act or of the trust instrument, any income of that property to the parent or otherwise apply it for or towards the maintenance, education or other benefit of the beneficiary, the amount so-paid or applied shall be-treated as part of the gross income of the parent.

(2) Where the trustees of property held in trust for a student or for any other person dependent on the parent's pay, by virtue either of the Trustee Act or of the trust instrument, any income of that property to the parent or otherwise apply it for or towards the maintenance, education or other benefit

of the beneficiary, the amount so paid or applied shall be treated as part of the gross income of the parent.

4. To ascertain residual income, as defined in paragraph 1, the deductions therein referred to shall be those deductions which are allowed under the Income Tax Act or any subsidiary legislation made thereunder for the purposes of assessing taxable income.

5. No parental contributions shall be taken in respect of any student in any of the following events:

- (a) if the student is over 25 years of age at the commencement of the course;
- (b) if the student is married before the start of the course;
- (c) on or after the marriage of the student after the commencement of the course; or
- (d) if the student has been in employment or has worked for a total period of three years before the start of the course.

6. Where in the opinion of the Minister the parents of any student, without satisfactory reason, have failed to supply any information required relevant to any application for an award under the provisions of these Regulations, the bestowal of any award made to the student under regulation 3 of these Regulations shall be at the minimum rate.

### **PART 3.**

#### **INCOME OF SPOUSE.**

In any case where a student is married or, where the student marries after the start of a course, immediately on marriage, the contribution of the spouse shall be £1 for every complete £10 by which the total income from all sources of the spouse exceeds £5000.





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### 8. GENERAL CERTIFICATE OF EDUCATION OR OTHER PUBLIC EXAMINATION ALREADY TAKEN:

List all subjects taken, in chronological order. Group together all subjects taken at one sitting. Applicants who have already left school must attach copies of examination certificates.

Examining Body	Month & Year of Examination	All subjects taken	Papers taken O, A or A S	Grade CSE, GCSE

### 9. GENERAL CERTIFICATE OF EDUCATION OR OTHER PUBLIC EXAMINATION STILL TO BE TAKEN (IF NONE, WRITE 'NONE')

Examining Body	Month and Year of Examination	Subjects to be taken and level

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10. GIVE DETAILS OF OTHER QUALIFICATIONS HELD:

.....

.....

.....

... GIVE FULL DETAILS OF TYPE OF SCHOLARSHIP FOR WHICH YOU ARE APPLYING AND THE SUBJECT AND COURSE OF STUDIES YOU INTEND TO FOLLOW:

NB: You should fill in **REQUIRED** in both (a) and (b), **unless** you wish to apply for one type of scholarship only, in which case you should fill '**NOT REQUIRED**' in the appropriate space.

(a) **Mandatory Award:**

.....

Subject/Course: .....

Length of Course: .....

(b) **Non-Mandatory Award:**

.....

Subject/Course: .....

Length of Course: .....

NOTE: Non-Mandatory scholarships are normally awarded for

- (i) Teaching (BEd)
- (ii) Non-degree courses

Should you wish to apply for teaching please state clearly the age range you would wish to specialise in eg First; First/Middle; Middle; Middle/Secondary; Secondary.

12. YOU SHOULD HAVE ALREADY SOUGHT ADMISSION TO A UNIVERSITY OR POLYTECHNIC COLLEGE IN THE UK FOR THE FORTHCOMING ACADEMIC YEAR IN RESPECT OF THE COURSE(S) STATED IN SECTION 11(a) AND (b). PLEASE GIVE



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NAME(S) OF INSTITUTION(S) STATING IN EACH CASE WHETHER OR NOT YOU HAVE BEEN ACCEPTED AND IF THE ACCEPTANCE IS FIRM OR PROVISIONAL DOCUMENTARY EVIDENCE OF THE OFFER(S) WITH GRADE REQUIREMENTS MUST BE ATTACHED TO THIS FORM.

NAME OF INSTITUTION	ACCEPTANCE

13. (a) HAVE YOU APPLIED FOR AN AWARD UNDER ANY OTHER SCHOLARSHIP OR SIMILAR SCHEME? IF SO GIVE DETAILS.

.....  
.....

(b) HAVE YOU MADE ANY PREVIOUS APPLICATION FOR A SCHOLARSHIP GRANT? IF SO GIVE DETAILS.

.....  
.....

14. PLEASE GIVE ANY OTHER RELEVANT INFORMATION ABOUT YOURSELF WHICH YOU CONSIDER MAY SUPPORT YOUR CASE.

.....  
.....  
.....

15. PLEASE STATE WHETHER A PERIOD OF STUDY **AWAY FROM THE UK** IS A REQUIREMENT OF YOUR CHOSEN COURSE

YES NO-CROSS OUT WHICHEVER IS NOT RELEVANT. IF  
'YES' PLEASE STATE THE LENGTH OF TIME YOU  
WILL BE EXPECTED TO SPEND AWAY FROM THE  
UK.

Signature of parent or guardian .....

Signature of Applicant.....

Date .....

16. CONFIDENTIAL STATEMENT BY ACADEMIC OR OTHER  
REFEREE (Please read notes for guidance on page 6)

1. If Headteacher or other  
school representative please  
give your name and school  
address and post held.

NAME .....

POST HELD .....

ADDRESS .....

.....

2. If other referee please give your  
name, occupation and address:

NAME .....

OCCUPATION.....

ADDRESS .....

.....

Name of Applicant .....

You are asked to return this  
form under confidential cover  
to the Director of Education,  
40 Town Range, Gibraltar

I have/have not checked sections 8  
and 9 (delete as necessary)

Signed

NOTES FOR GUIDANCE OF ACADEMIC REFEREES

It would help if you would:

- (a) Check that the applicant completes sections 1-16 of the form correctly  
and has signed at the foot of page 4.

- (b) Give on page 5 your confidential statement about the applicant, preferably in terms of the headings listed below.
- (c) Send without delay the application form to the address given at the foot of page 5.

It will be helpful if your statement provides information on the following points:–

### 1. INTELLECTUAL QUALITIES:

- (a) present performance
- (b) promise for the future

Please comment on or forecast any examination results, if you think fit.

### 2. SUITABILITY FOR CHOSEN COURSE IN TERMS OF:

- (a) personal factors – application, stability, independence of mind, creative ability
- (b) motivation

### 3. POWER OF EXPRESSION:

Please comment on the candidate's ability to express himself orally at an interview, and in writing.

### 4. INTERESTS:

Please refer also to the candidates contribution to the life of the community.

### 5. OTHER RELEVANT INFORMATION:

- (a) Please refer to any other factors which should in fairness to the candidate be mentioned e.g. health, personal or domestic circumstances, etc.
- (b) Please comment on any relevant aspects of the school's policy concerning the curriculum, 'O' level entries, experimental or special 'A' level, syllabuses, S-papers and classes attended in minority subjects not examined.

Reference may also be made to the size of the candidate's year group.