

## **Administrative Regulations**

(Schedule to White Paper Cmnd.8846 as amended by the Commission in March 1958, March and October 1960, September 1966, November 1970, October 1972, March 1975, October 1976, November 1977, November 1978, January and November 1980, March 1981, October 1987, November 1990 and October 2002, June 2007 and July 2011 with the approval of the Secretary of State for Foreign and Commonwealth Affairs.)

### **Duties of Commissioners**

1. The duties of the Commissioners will be as follows:

- i. The Commissioners shall meet not less than three times yearly: in December or January to receive the Chairman's report in the final selection of candidates for the award of Scholarships (subject to university placement) made in the United States by the Ambassador's Advisory Council; in March or April, to approve the placing of Scholars in their respective universities; and in September or October to approve the accounts, the annual report and the estimates for the coming financial year.
- ii. The Commissioners shall, on the recommendation of the Secretary of State for Foreign and Commonwealth Affairs, appoint an Executive Secretary, who shall be responsible to them.
- iii. The Commissioners shall approve the annual accounts and shall submit them to the Secretary of State for Foreign and Commonwealth Affairs, who shall transmit them to the Comptroller and Auditor General who shall examine and certify them, and shall lay copies thereof, together with his own report thereon, before parliament.
- iv. The Commissioners shall submit an Annual Report, drafted by the Executive Secretary, to the Secretary of State for Foreign and Commonwealth Affairs, who shall lay copies thereof before Parliament.

### **Duties of the Executive Secretary**

2. The duties of the Executive Secretary will be as follows:

- i. The preparation, the printing and despatch to the United States of regulations, application forms, etc.
- ii. On being notified by the Commission of the names of the Scholars provisionally selected, the Executive Secretary shall approach the British Universities for their placing.
- iii. The Executive Secretary shall notify the Commission on successfully concluding the placing of Scholars.

- iv. The Executive Secretary shall be responsible for the payment of the tuition fees of the Scholars and their stipends and other allowances.
- v. The Executive Secretary shall prepare annually in such form and manner as the Treasury may direct a statement of account of the monies voted by Parliament.
- vi. The Executive Secretary shall prepare annually a Report on all aspects of his work in connection with Marshall Scholarships.
- vii. The Executive Secretary may be provided with clerical assistance if necessary, the expenses being met by the Commission from the funds allocated to them.
- viii. The Executive Secretary shall attend the meetings of the Commission, as its Secretary.
- ix. The Executive Secretary shall be given authority to convene extraordinary meetings of the Commission, should the occasion arise.

### **Membership and Duties of the Advisory Council**

3. The membership of the Advisory Council shall comprise H.M. Ambassador in Washington, the Chairman of the Marshall Aid Commemoration Commission or his nominee, together with one other member of the Commission, the chairmen of the eight Regional Committees, the President of the Association of Marshall Scholars, and such other people as may from time to time be invited to serve by H.M. Ambassador.

4. The Advisory Council shall meet once annually, usually in December or January, to confirm the selection of the Marshall Scholars made by the eight Regional Committees and to consider and discuss policy related to the Marshall Scholarships. At that annual meeting they shall also take note of the Annual Report most recently submitted by the Commission. Such secretarial assistance as the Advisory Council might need shall be provided by Her Majesty's Embassy in Washington.

### **Duties of Regional Committees**

5. Regional Committees shall meet twice annually. In early November they should reduce the applications for their region to a shortlist of not fewer than 15 and not more than 23 candidates. Later in November they should meet again to interview those on the shortlist and select therefrom their allocated number of candidates and three reserves, whose names will be forwarded to her Majesty's Ambassador in Washington for consideration by his Advisory Council. Her Majesty's Consul-General at seven Regional centres and the Ambassador's representative, Washington, for the eighth, may, if necessary, call additional meetings of the Regional Committees; such secretarial assistance as the Regional Committees might need shall be provided by the Embassy or Consulate-General concerned. A Regional Committee may authorise the payment to any candidate of such expenses incurred in travelling at its request to the interview from place of residence or study providing the charges are in line with the charging guidance provided by the Commission.

## **Selection of Candidates**

6. In appointing Marshall Scholars the selectors will look for distinction of intellect and character as evidenced both by their scholastic attainment and by their other activities and achievements. Preference will be given to candidates who combine high academic ability with the capacity to play an active part in the life of the United Kingdom University to which they go. A Marshall Scholar, as the possessor of a keen intellect and a broad outlook, would be thought of as a person who would contribute to the aims which the late General Marshall had in mind when, speaking at Cambridge, Massachusetts, on the 5 June 1947, of economic assistance for Europe, he said, "An essential part of any successful action on the part of the United States is an understanding on the part of the people of America of the character of the problem and the remedies to be applied. Political passion and prejudice should have no part. With foresight and a willingness on the part of our people to face up to the vast responsibilities, which history has clearly placed upon our country, the difficulties....can, and will, be overcome."

## **Citizenship**

7. Marshall Scholarships shall be open to United States citizens of both sexes.

## **Number of Awards**

8. Up to 40 awards shall be offered each year. All 40 candidates shall be recommended for Scholarships by the eight Regions. If a Regional Committee is not satisfied by the qualifications of the candidates it may recommend less than its allocation and any vacancy so arising shall be filled by the reserve list by decision of the Advisory Council.

## **Allowances and Grants**

9. Marshall Scholars shall receive allowances and grants under conditions and at amounts specified by the Commission, with the approval of Her Majesty's Government, in the rules governing the competition for Marshall Scholarships. In addition, tuition fees as approved by the Commission shall be paid direct to the appropriate university or college from Commission funds. The Commission shall have the authority to increase the emoluments of individual Scholarships by an amount of up to £100 per annum in exceptional cases of personal hardship.

## **Tenure of Scholarships**

10. Marshall Scholars shall, unless they obtain specific exemption from the Commission, enter into residence in the United Kingdom university in October of the year for which they are selected. Marshall Scholars are required to enrol at their universities proceeding either to a first or higher degree. Marshall Scholarships shall be tenable for two academic years (22 months) but may be renewed for a further period at the discretion of the Commission provided that in no case shall the total tenure exceed 36 months. As part of the total number of Scholarships offered up to eight one year Scholarships shall be offered. Dismissal from a university shall result in the immediate termination of the Scholarship.

## **Age Limits and Qualifications**

11. No lower age limit is set for applicants for Marshall Scholarships but applicants shall, by the time of taking up residence in a British university, have obtained from some degree-granting university or college in the United States of America accredited by the appropriate United States Regional Board a first degree requiring at least three year's study. An applicant shall not normally be eligible for consideration unless they have graduated from their first undergraduate degree within 42 Months of taking up the award. An American already studying at a British university shall not be eligible for a Marshall Scholarship for the purpose of continuing those studies in the United Kingdom.

### **Marriage**

12. Married persons shall be eligible for Marshall Scholarships, but preference will be shown to single persons. The Commission may, at its discretion, augment the emoluments of a recipient of a Marshall Scholarship who is married at the date of application for the Scholarship. They may also augment the emoluments of a Scholar who marries after the date of application. In either case payment of marriage allowance is contingent on the husband and wife residing together at the same address in the United Kingdom. The amount of augmentation shall be as specified by the Commission, with approval of Her Majesty's Government, in the rules governing the competition for Marshall Scholarships.

13. Applicants will be required to state their marital status at the time of application and to notify any change in this immediately to the Regional centre to which they have applied. Following their selection for awards or once in the United Kingdom, Marshall Scholars will be required to notify any change in their marital status immediately to the Executive Secretary.

14. Should one Marshall Scholar marry another no augmentation will be payable under Regulation 12. Nor shall a Scholar whose spouse holds another scholarship of equivalent value to a Marshall Scholarship or is in full-time employment be eligible under that Regulation.

### **Passages**

15. Fares for Marshall Scholars and, in the case of married Scholars, their families, will be paid from their place of residence in the United States of America to their university in the United Kingdom as follows: economy class air fares in the United States; economy class transatlantic air fares; and standard class train fares in the United Kingdom. The Commission shall have authority to pay for a reasonable amount of unaccompanied baggage across the Atlantic. Subject to satisfactory completion of studies in the United Kingdom, similar fares will be paid for the return journey, provided travel is normally completed within the United Kingdom within the financial year in which the Scholarship ceases. Scholars are not debarred from travelling by other means, but the Commission shall be responsible for meeting only the actual cost of their journey to and from the United Kingdom, up to a maximum equivalent to the cost of the passages described above.

16. If a Marshall Scholar is dismissed from his or her university, the Commission shall make available as soon as possible a passage to the United States by the cheapest convenient means. The Commission shall have no further obligation towards the dismissed Scholar, and the value of the passage will not be available in any other form.

17. The Executive Secretary will book passages in the United Kingdom, but Marshall Scholars who for special reasons obtain his permission to make their own transatlantic travel arrangements, may do so provided they undertake to arrive in time for the beginning of their academic studies. After taking up residence in his or her university, such a Scholar will be paid in sterling the cost of the passage, not exceeding the amount payable for a passage booked by the Executive Secretary.

### **Applications**

18. Candidates shall submit their application to the appropriate Regional centre, in the form prescribed by the Commission, to be received by the first week in October of the year in which the award is made. Applications which do not comply with these Regulations or are incomplete in any particular may be disregarded.

19. Candidates may apply either for the Region in which they have their ordinary private domicile, home, residence or place of employment, or for the Region in which they are studying at the time of the application. Any candidate making applications in more than one Region will automatically be disqualified. Applications shall not be accepted from candidates outside the United States unless they undertake to proceed at their own expense to the appropriate Regional centre in the United States for interview if placed on the shortlist of the Regional Committee.

### **Other Scholarships and Earned Income**

20. Marshall Scholarships may not be held concurrently with other Scholarships or grants of a similar nature tenable in the United Kingdom. Candidates shall at the time of an application state whether they have applied, or whether they intend to apply, for any such award. A Scholar may hold an award not of similar nature but in such case the Commission shall have discretion to abate the value of a Scholarship. The Commission shall also have the discretion to abate the value of a Scholarship in the case of a Scholar receiving regular salary payments or other emoluments.

### **Reports**

21. Directors of study at the United Kingdom universities will be asked to make reports annually to the Commission on the conduct and academic progress of Marshall Scholars; the Scholars will also be asked to submit an annual statement.

### **Amendments to Regulations**

22. The Commission may, with the approval of the Secretary of State for Foreign and Commonwealth Affairs, make such alterations in the Administrative Regulations as they deem necessary. They may make and publish annually rules governing the competition for Marshall Scholarships, provided that such rules do not conflict with these Administrative Regulations.