

# Digital Capability Scheme (DCS) 2020

Student Money Service

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# Digital Capability Scheme (DCS) 2020

**Revision:** 1.2

**Published:** 17 August 2020

## Minimum expectations

As a student UWE expects you to make suitable provision to equip yourself with the necessary equipment and materials for your course. In order to be successful, we expect you to have sole access to the required IT equipment in advance of commencing your studies.

## Administration

The Digital Capability Scheme is a once only scheme and, if you are eligible, you may receive only one award during your time as a registered student at the university.

The scheme is a variable award scheme based on;

- Your self-declared need
- pre-determined course bands (see below)  
and
- a 'kit list' (see below)

## Students eligible to access the scheme

The scheme is open to the following student groups;

- UK Home and EU
- New and returning
- Full time and Part time
- Undergraduate, Postgraduate Taught, Postgraduate Research.
- Registered on a UWE Bristol course, delivered by UWE Bristol.

## Liability for fees

To be eligible, if you meet the above criteria you must either be;

- paying your own fees 'self-funded'  
or
- in receipt of the full SLC funding to which you are entitled (tuition and maintenance)

## Students ineligible to access the scheme

The scheme is not available to you if you are in the following groups;

- International students
- Student on CPD and short courses
- Degree Apprentices
- Bristol international College (BIC) students
- Incoming and Outgoing Erasmus students
- Students on courses delivered online or by distance learning as standard
- Students on placement/study year abroad years
- Students at a UK or international partner institution
- Students funded through individual commercial sponsorship arrangements (e.g. where the employer pays fees on the students behalf).
- Masters students if your dissertation is due to be submitted for consideration at a September/October examining board.

## If you were supported through the 19/20 scheme

**If you are on band 2 and 3** courses and received support from the 1920 IT Support scheme you will be eligible only for the top up elements included in the 20/21 scheme.

**If you are on Band 1** courses and received an award in 19/20 you are ineligible for further support from this scheme.

## Registration requirements

- You must be registered for the 20/21 academic year and have signed up to the university terms and conditions and with fees to pay in order for your applications to be processed and an award paid.
- If you are eligible to register but you have not completed any stage of the registration process you may apply but will be ineligible for funding until you have completed at least the first stage of registration – this means you will have agreed to the university's terms and condition but does not necessarily mean you have paid or made arrangements to pay fees.
- If you access the scheme you are expected to be **fully registered (fee payment complete either through a tuition fee loan or setting up a payment plan)** by the end of the registration period at the latest.
- You will be required to return the funds awarded to you if they do not complete the registration process by completing the fee payment process either by paying in full, arranging a payment plan or if we do not receive notification of SLC funding of your funding (where applicable),  
and
- If you then withdraw after an award has been made.

## Suspending after registration

If you complete registration (including fee payment) but you subsequently suspend you will not be required to repay an award you have received.

## Transfer of course

If you are in receipt of an award and you subsequently transfers to a course in a higher band you will not be eligible for further funding from the DCS.

You should seek advice regarding the requirements of any course you wish to transfer on to before making a decision

## Withdrawal

If you are in receipt of an award and you complete registration for the year (including fee payment) but subsequently withdraw you will not be required to return the funds awarded.

## Maximum award

The upper maximum award you receive will not exceed the cap for the band set for the course the you are registered on.

You are free to purchase equipment of a higher value, but you will need to meet the difference in price from your own funds.

## Tuition fee debt

If you have a tuition fee debt to the university you are ineligible to register and will therefore be ineligible for the DCS.

- If you have a tuition fee debt to the university and you are permitted to re-register with a payment plan you may apply but will be subject to a full means assessment in line with the Student Support Fund.

## Intake

The scheme is open to all new and returning students with a course start date in AY 2021 (01 August 2020 – 31 July 2021)

## Verification of awards

Applications can be made directly to the student money service via email [sms@uwe.ac.uk](mailto:sms@uwe.ac.uk) .

- You will receive an award letter outlining the details of your award.
- You will be required to retain the receipts for the items purchased for a period of 12 months, as UWE may request a copy during that period.

- DCS funding receipts will be required evidence for Student Support Fund applications.
- The student money service may also select a sample of accepted applications to request receipts.

## Equipment purchased in advance of application

If you have purchased equipment in advance you will be reimbursed for the purchase cost only, up to the maximum value of your course band.

You will need to meet the registration requirements (above) and will need to provide receipts and verification that equipment meets the specifications set (see below)

This will apply to purchases made after 19 June 2020 only not otherwise funded through the 1920 emergency scheme.

## Replacement equipment throughout the year

This scheme is designed to level access to UWE digital provision, it will not cover the costs of replacing broken or damaged equipment that occurs during the course of the year.

- You must ensure that you have appropriate insurance in place to cover theft and accidental damage.
- For new equipment you will need to seek support under manufacturer/retailer guarantees (where appropriate) in the first instance.
- You can apply to the Student Support Fund for support in emergency situations, any awards made will be subject to a standard SSF assessment.

## Exclusions

The scheme does not provide support for 'off list' items and the following specific exclusions;

- The installation and operation of fixed or contracted broadband or other internet services.
- Data plan costs beyond that covered in the purchase of a MiFi Mobile Broadband Device or equivalent.
- High spec machines.
- Software licensing.
- Printer consumables (where no hard copy submissions are required) unless access to hard copy/alternative format is required by reasonable adjustment.
- Device specific or general insurance or extended warranties.

## Support for UWE Cares

If you are a UWE Cares students and you have been assessed for financial support, you will;

- Not be means assessed,
- DCS awards will not be deducted from future SSF applications,
- Not face withdrawal penalties

If you are a UWE Cares students receiving pastoral support only you will be subject to the same requirements as other students.

## Student in receipt of DSA

If you are in receipt of DSA funding you should provide details of your application and award with the DCS application.

## Research students

The Student Money Service will need verification from your supervisor or director of studies as to the suitability of the IT equipment you require. This is to ensure we can take in to account the highly individual nature of research.

## Where to get advice

Where necessary, the student money service will take advice from the programme team/module leader and relevant faculty executive regarding the suitability of IT equipment.

## Payment

You will need to supply bank details and funds will be paid to you through the Student Money Service as direct payments.

**Payments can only be made to UK bank accounts.**

## Timetable

The new Scheme to open for applications on 01 August 2020, if you are a;

- Returning student, you can apply from 01 August – applications will be assessed, and you will be notified of the outcome, **but payment held** until you meet the registration requirements (above) for the 20/21 academic year
- New student you can apply from 01 August using your welcome ID – applications will be assessed, and you will be notified of the outcome, **but payment held** until your record is available in the student record system/online registration and you meet the registration requirements (above) for the 20/21 academic year
- The last date for processing applications for payment arrives prior to the start of block 0 will be Monday **14 September 2020**

- The last date for receiving applications for processing prior to the start of block 0 will be **Monday 7 September**. You can continue to apply after this date but payment may not be received in advance of the start of teaching.
- **These dates are illustrative, and processing turn-around times will be dependent on application volumes and applicants meeting the registration requirements.**

## Other financial support and student support funds

The scheme is offered in addition to bursaries and hardship funds

- The Student Support Fund 'course costs/equipment' element will be adjusted to take into account Digital Capability Scheme funding. The course cost element of the means assessment of expenditure will be reduced by 50%.
- The retained element will cover books and other (non-IT) costs.
- The reduction of the course costs element does not apply to SSF applicants in receipt of DSA, UWE Cares financial support or students in receipt of specific reasonable adjustments supported through the disability service.

The student support fund will open following the start of teaching block 1. The fund will close to applications over the vacation periods, fund applications will be accepted between the following dates.

- Term 1 - 19/10/2020 – 18/12/2020
- Term 2 - 18/01/2021 – 26/03/2021
- Term 3 - 12/04/2021 – 25/06/2021

Details of the summer fund will be published during term 3.

## Appeals

If you believe the rules of the Digital Capability Scheme haven't been applied correctly you have the right to appeal. If you wish to make an appeal, you must do so **in writing within 10 working day** of the date of this email to the **Funds Team Manager** - [sms@uwe.ac.uk](mailto:sms@uwe.ac.uk).

You must state where you feel the rules have been applied incorrectly. When considering an appeal, we'll check that your application was processed correctly. We can also consider any additional information or documents that you provide in support of your case.

We aim to respond to appeals within 10 working days of receipt.

**Please note:** you are unable to appeal because you disagree with the rules of the Digital Capability Scheme.

## Assessing digital need

The scheme is based on an approved 'kit list' – each item is assigned a value;. From this list you can select the items you need, the list is part of the application form, awards are made based on the combination of items selected.

### The kit list

#### What the scheme covers - hardware

The scheme is expanded to cover a range of

- core basic equipment,
- peripherals and mobile broadband

<b>1. IT Hardware (all bands)*</b>			
<b>1.1</b>	Laptop (PC)		Band 1 - up to £400 Band 2 - up to £600 Band 3 - up to £800
<b>1.2</b>	Specialist tablet (not iPad) (animation/graphics)	Relevant courses only	Max £400
<b>2. Software (bands 2 and 3 only)*</b>			
<b>2.1</b>	Emulation/virtualisation software (e.g. parallels for mac)	only for mac users on courses requiring access to windows only software	Max £100
<b>2.2</b>	Software not available through AppsAnywhere or via campus facilities		Max £100
<b>3. Peripherals (bands 2 and 3 only)*</b>			
<b>3.1</b>	Keyboards and point devices		Max £50
<b>3.2</b>	Printers	only for Students with RAs or courses where a physical hand in is confirmed	Max £100
<b>3.3</b>	Scanner	Only where requirement can be verified	Max £100
<b>3.4</b>	External storage (Hard drives/flash drives)	Only for courses with data intensive outputs (animation, design,	Max £100

		architecture. Filmmaking) ma	
<b>3.5</b>	VR/AR equipment	Only for VR courses	Max £200
<b>3.6</b>	Second monitors	For design, animation, architecture courses with high detail work	max £200
<b>3.7</b>	Web cam	Not available in addition to 1.1 for users who already own a laptop and webcam as an addon	Max £50
<b>3.8</b>	Mobile Broadband		Max £50
<b>3.9</b>	Digital recorder	Journalism	Max £100
<b>3.10</b>	Connectors/Cables/dongles		Max £50

## Specification

### Laptops

- Band 1 – £400 – i3 or Ryzen 3 processor, 8GB memory, 128GB solid state storage (or equivalent)
- Band 2 – £600 – i5 or Ryzen 5 processor, 8GB memory, 256GB solid state storage (or equivalent)
- Band 3 – £800 – i7 or Ryzen 7 processor, 16GB memory, 512GB solid state storage (or equivalent)

<https://www1.uwe.ac.uk/its/support/studyadvice/minimumspecification.aspx>

### Guidance on purchase

- You must also check the minimum/recommended requirements for any course-specific software requirements,
- You are advised to look for specific discounts offered by retailers or to consider refurbished equipment.
- You are advised to look for 'well know' manufactures. Dell, HP, Lenovo, Asus etc.
- You are advised to pay particular attention to warranty information (especially if choosing to purchase refurbished equipment).
- Retailers do change their pricing and models frequently so these exact combinations may not be available from all vendors.

## What the scheme covers - software

Software where this is either not available on AppsAnywhere and/or where access is not available via campus facilities.

**Individual licenses for software are excluded from the scheme.**

If software is not available via AppsAnywhere and/or where access is not available via campus facilities suitable alternative that are either free or low cost should be sought, you should seek advice from your programme team in the first instance.

The student money service will also seek guidance from the programme/module leader and/or relevant faculty executive in such cases.

## Scheme bands

Band	£ Max	
B1	400	lecture/seminar, almost exclusively requiring use of office applications, blackboard/pebble-pad and web-based services including Apps Anywhere
B2	400 + 200	hybrid course where there are elements of study that require specialist equipment or software
B3	400+400	practice based requiring 'course standard' equipment other than a laptop e.g. graphics tablets and specialist software and/or courses requiring high power equipment to run 'course standard' applicants e.g. rendering, visualisation and editing software.