



**QUEEN'S
UNIVERSITY
BELFAST**

FACULTY OF
ARTS, HUMANITIES
AND SOCIAL
SCIENCES

UG Work Placement Bursary Applicant Guidelines 2020-2021

IMPORTANT: Please ensure you read these guidance notes and associated terms and conditions in full before you make an application.

The AHSS Work Placement Bursary is a Placement bursary scheme which will provide funding towards travel and subsistence to **undergraduate students** who will undertake placement. The placement should normally be a **minimum of two weeks long**. (Shorter placements will be considered where a student has caring responsibilities or extenuating circumstances). It is aimed at Undergraduates studying in the Faculty of Arts, Humanities and Social Sciences (AHSS) **only** and there are three strands available:

1. Northern Ireland based placement – must be unpaid and normally a minimum of 2 weeks.
Up to **£150.00** maximum award based on location.
2. GB/ROI/EU based placement – can be paid or unpaid, normally a minimum of 2 weeks
Up to **£150.00** maximum award
3. International (outside GB/ROI/EU) based placement - can be paid or unpaid, normally a minimum of 2 weeks.
Up to **£500.00** maximum award

Students should apply under **one** of the three strands above. Please see more detailed information on the strands and the limits on the amounts that can be awarded in **Appendix 1** at the end of these Guidance Notes.

Exclusions

- This award is only available to **undergraduate** students
- Students studying in Faculties **outside** of Arts, Humanities and Social Sciences are not eligible to apply
- The bursary cannot be used to fund subsistence costs eg. lunch
- Students will usually be expected to use the most affordable means of transport (cheapest). Private taxis will not normally be funded unless in **exceptional** circumstances as determined by the Bursary administrators, or if a student has a disability which precludes them from using public transport.
- You **must not** be in receipt of any other subsidy/bursary for this placement opportunity to be eligible. This includes, but is not restricted to, Erasmus funding and BSW Travel Bursary with a Health Trust.

Assessment of applications

Please note this is a rolling application process. There will be periodic assessment dates throughout the year, during which applications will be assessed for an award. These will be considered on the 1st of every other month.

In order for an application to be considered for an assessment period it must be submitted by midnight the day before the next assessment period date. For academic year 2019/2020 there will be four assessment dates. Provisional dates* are:

1 September 2020

1 November 2020

1 February 2021

1 April 2021

1 June 2021

**Please note these dates are subject to change.*

Academic Approval

Applicants will be required to provide an academic sponsor to approve their application and verify their placement.

This can be your Adviser of Studies, Personal Tutor or Placement Module Coordinator. Please ensure you have asked their permission and made them aware you are applying for the Bursary.

The application process

As part of the application process students will be asked to provide placement details of their host organisation. You should ensure you have a named contact /supervisor at the host organisation. Applications will be considered once during the next available scheduled assessment date.

You must also ensure that you provide a full breakdown of your estimated costs. This includes estimated individual costings for your travel, accommodation, flights, visa etc. It is essential that this information is received before we can process your application.

Your application must meet all the outlined criteria and will be assessed under the additional criteria outlined in point 4 of the Application Terms and Conditions below. Incomplete applications will not be considered.

Communication

Please note any correspondence with applicants will be via your QUB email address so please ensure you check this regularly.

Conditions of the Award

A condition of this award is that the recipient agrees to participate in related promotional activities for the Faculty of Arts, Humanities and Social Science. This will involve writing a report or blog, which must be submitted within four weeks of placement completion, and may include providing video/written case studies on work experience opportunities which may be used for promotional purposes.

Bursary Terms and Conditions

These terms and conditions (“Terms”) apply to the AHSS Placement Bursary Scheme. Under the Scheme, the University has a limited number of monetary grants, which it wishes to allocate to students who, of their own initiative, have secured Placement within companies or other organisations. By making an application for the Scheme, (whether or not you subsequently receive a bursary) you accept and agree to be bound by these terms.

1. In order to apply to enter the Scheme, the following criteria must be met. Please note that meeting the eligibility criteria set out in these Terms will not automatically result in you being entitled to, or you being made an offer of a bursary, and allocation of such bursary shall (subject to these Terms) be at the University’s absolute discretion. The University may also withdraw the Scheme (or any part of it) at any time without notice.

2. To be eligible to apply for a bursary you must:

2.1 be an **undergraduate** student of the University;

2.2 provide the University with a valid Student ID number when submitting your application;

2.3 have secured the placement (as defined below); and

2.4 meet the other requirements set out in these Terms.

3. Placement means an appropriate, temporary work placement within an organisation or company of good standing in NI, ROI, GB or internationally, which does not carry out business which is illegal, immoral, unethical or offensive or which could otherwise be detrimental to the University’s reputation or interests. The University shall not be under any obligation to carry out enquiries into, and makes no warranty regarding the employer or the placement. The University reserves the right to judge whether the proposed placement can be classified as “appropriate” in accordance with clause 4 and its decision will be final.

4. The initial standard test for establishing whether the placement will be valid for an application is as follows: “does the placement undertaken lead to development of skills that support your employability,” “does the placement take you into a new environment” and, following completion of the placement, “would a future employer be impressed to hear of the work you undertook during your period of placement?”

5. The University accepts no responsibility for securing the placement or for any other matters relating to it and (except for personal injury or death caused by the University’s negligence) excludes its liability for all matters (including without limitation any employment-related issues) related to the experience or any prospective work placements.

6. Before deciding whether to award a bursary, the University may seek to discuss the proposed placement with the employer. You agree that the University may contact the employer and that the University and the employer may disclose to each other and otherwise process your personal data for the purposes of such discussions.

7. The University may write to your employer to discuss the information provided to the University and may enter into a dialogue with them over the details of the placement generally.

8. You must ensure that you are legally entitled to work in the country of your placement during the period of your placement, and should take care to ensure that your studies are not unduly affected by this commitment. You should contact International Student Support for guidance in relation to immigration and right to work permissions by contacting immigration@qub.ac.uk

The Bursary

9. There are a limited number of bursaries available and the payment of bursaries shall always be subject to University budget constraints. Bursaries will be allocated on a competitive basis. Eligible applicants may only be awarded a maximum of one bursary via the scheme per academic year.

10. Bursaries will only be allocated after the bursary application process has been completed satisfactorily and written confirmation by the AHSS Development Office has been sent.

11. The University shall always use reasonable endeavors to act fairly when making decisions as to whom to allocate the bursaries. However, by submitting an application for the Scheme, you acknowledge and agree that the University reserves the right to decide at its absolute discretion how it wishes to allocate the bursaries to applicants. You further accept that the University shall not (unless required by law) be required to give any reasons for its decisions.

12. You shall be responsible for declaring any bursary received as income to H&M Revenue and Customs and to pay income tax and national insurance contributions and other applicable deductions required under applicable law. It is your responsibility to ensure you remain within the law. The University accepts no liability for such matters.

13. Payment of a bursary to current students will be made by Finance by BACS following confirmation of placement start and completion and on the following basis:

- Within NI – allocated amount dependent on distance travelled and 75% of total amount on commencement of placement, following written confirmation from the placement provider, QUB will process payment, which can take up to 3 weeks. 25% paid on completion of placement and submission of written report or vlog, processing payment can take up to 3 weeks.
- GB/ROI/EU – 75% of total amount on commencement of placement, following written confirmation from the placement provider, QUB will process payment, which can take up to 3 weeks. 25% paid on completion of placement and submission of written report or vlog, processing payment can take up to 3 weeks.
- International - – 75% of total amount on commencement of placement, following written confirmation from the placement provider, QUB will process payment, which can take up to 3 weeks. 25% paid on completion of placement and submission of written report or video blog, processing payment can take up to 3 weeks.

14. The amount issued is set at:

- International (outside GB/ROI/EU) up to £500 – (75%/25%)
- GB/ROI/EU up to £150.00 maximum award – (75%/25%)
- NI - dependent on distance travelled and is nonnegotiable. (75%/25%) Up to £150.00 maximum award

16. **All placements must have commenced by 31/07/21.** For final year students placements must be completed before graduation.

Your application

18. The University will consider all the applications received and will let you know if you have been successful in being awarded a bursary by e-mail within 10 working days of the allocated assessment date. If you do not hear back from us by such date, you should assume that you have been unsuccessful. The University may however at its sole discretion consider your application at a subsequent time during the Scheme.

19. The University shall not return a copy of your application form to you. You are therefore advised to keep a copy of your application form's content (along with a copy of these Terms). You should also not include any valuable information or documentation with your application.

20. Data held by the Faculty of Arts, Humanities and Social Sciences Office will be processed in accordance with the University's Data Protection Policy and your rights under Data Protection Legislation. It will be used to process your application; and to communicate with you prior, during and after the AHSS Work Placement Bursary is awarded. You can view the [Student Privacy Notice](#) for more information.

General

21. The University reserves the right not to award a bursary to you and/or to end the Scheme (or any part of it) at any time.

22. If you provide the University with incorrect or incomplete information, or if you fail to complete the placement, or you do not meet the eligibility criteria for a bursary, or you otherwise do anything which might bring the University into disrepute, without prejudice to its other rights and remedies the University, may terminate its agreement with you pursuant to these Terms with immediate effect and will not pay any money to you and/or may require you to return any money already paid to you pursuant to these Terms.

23. By submitting an application for a bursary, you agree to disclose your personal information and for this to be held by us. Your personal information will be used for legitimate purposes in connection with the placement and bursary, including its marketing.

24. You accept that the University does not act as agent, partner or employer of you, nor of any employer. You shall not be providing services to the University and the University does not act as an employment agency or employment business in any capacity under these Terms.

25. The University takes no responsibility for undertaking health and safety or any other risk assessments of placement organisations unrelated to course requirements. Students participating in placement as part of this Scheme are expected to undertake their own assessments and familiarise themselves with the relevant organisation's processes in order to ensure their personal safety and wellbeing.

APPENDIX 1
AHSS BURSARY - ELIGIBILITY CRITERIA / APPLICATION PROCESS AND REQUIREMENTS

	STRAND 1 - NI Wide (dependant on travel distance up to max. of £150)	STRAND 2 – GB/ROI/EU (Award up to £150)	STRAND 3 -International (Outside GB/ROI/EU) (Award up to £500)
Criteria	UG	UG	UG
	Unpaid placement	Unpaid or paid placement	Unpaid or paid placement
	Normally min 2 weeks	Normally min 2 weeks	Normally min 2 weeks
	UG L1, L2	UG L1, L2	UG L1, L2
	UG L3 (placement to be completed before graduation)	UG L3 (placement to be completed before graduation)	UG L3 (placement to be completed before graduation)
Application Process	Application form with written statement	Application form with written statement	Application form with written statement
	Placement forms completed by host	Placement forms completed by host	Placement forms completed by host
	Academic Approval	Academic Approval	Academic Approval
Payment	75% paid pre placement/ 25% paid on receipt of final documentation	75% paid pre placement/ 25% paid on receipt of final documentation	75% paid pre placement/ 25% paid on receipt of final documentation
Completion	400 word reflective log	400 word reflective log	400 word reflective log
	Video log	Video log	Video log

Payments for starting placement will be paid at 75% of award; this can take up to 3 weeks to be processed following receipt of written confirmation from placement employer.

Completion payments will be made following receipt of written report or vlog. Payments can take up to 3 weeks to be processed.

If you are in receipt of Erasmus funding or the BSW Travel Bursary then you are NOT eligible to apply to this bursary.