International Work Experience Grant Guidance

Please read this guidance document in full prior to applying for the International Work Experience Grant, if you require additional information or have questions please contact internships@nottingham.ac.uk.

Introduction

The Careers and Employability Service administers the International Work Experience Grant (IWEG) – current undergraduate students (not in their final year) can apply for a grant of up to £750 to assist them in undertaking work experience which is beyond the scope of their programme of study, outside of the UK in the summer vacation period.

The International Work Experience Grant is designed to enable students to undertake work experience opportunities that they might not otherwise be able to afford. **Priority access to this grant funding will be given to students who receive financial/core bursary support to enable them to study for their degree.**

A limited number of grants are available; all applications will be assessed on a case by case basis. The International Work Experience Grant will be awarded to support expenses such as accommodation, travel expenses, livings costs, utilities, vaccinations, travel insurance, visa costs and other expenses associated with undertaking a placement.

As part of the application process you will be required to give detailed evidence of anticipated costs using an expense planning template. If you will be paid a salary or other allowance by the host of your work experience opportunity you will need to demonstrate that the cost of undertaking the experience will exceed these.

The International Work Experience Grant is available to **students who source their own work experience opportunities.** If you wish to access support with finding an overseas work experience opportunity you may wish to [book an appointment](mailto:internships@nottingham.ac.uk) with a member of the Careers and Employability Service, or visit our [Internships Abroad](http://www.nottingham.ac.uk) and our [International Work Experience Grant](http://www.nottingham.ac.uk) webpages where you can find lots of useful resources to help with your search.
Eligibility criteria and who can apply

**Student eligibility:**

- The student must be a **current full-time undergraduate at the University of Nottingham** UK campus, not in their final year of study.
- International students based on the UK campus for the entirety of their degree and 2+2 students from UNMC and UNNC are eligible to apply; the work experience opportunity must be outside of the student’s home country, and the student must be due to return to continue studies at the University of Nottingham UK campus after the 2018 summer vacation.
- The following are **not eligible to apply** for the International Work Experience Grant:
  - Final year undergraduates
  - Postgraduate taught students
  - PhD/postgraduate research students
  - Foundation year students
  - International students on exchange at the UK campus for one year only

**Work experience opportunity eligibility**

1. The work experience placement must take place in the 2018 summer vacation, between **22 June and 24 September 2018**. The work experience placement must take place outside of the United Kingdom.

2. The grant is available to assist with the funding of opportunities that **do not** form part of your course requirements. You may not request the International Work Experience Grant to fund opportunities such as electives, or opportunities that are part of an accredited module.

3. The internship must comply with the University of Nottingham’s UK **policy on paid/unpaid placements and internships**.

**Examples of work experience opportunities that are eligible include:**

- A paid internship with a private sector business
- A volunteering opportunity
- Work shadowing
- An unpaid internship with a registered charity, voluntary organisation, associated fundraising body or statutory body
Health and safety, travel insurance and visa requirements

For a work experience opportunity to be eligible for this grant it must be in a country to which it is deemed safe to travel according to the Foreign and Commonwealth Office. Please visit their website gov.uk/foreign-travel-advice to obtain appropriate foreign travel, safety and security advice for your destination. In addition, we reserve the right to revoke an offer of International Work Experience Grant funding if safety concerns arise after an offer has been made.

Students must acknowledge that they are choosing to undertake their chosen international work experience opportunity in their own time; students are therefore personally responsible for:

- making all appropriate health, safety and insurance arrangements for the duration of your work experience opportunity (see appendix 1 attached)
- obtaining the appropriate level of travel insurance that will cover you for your period of time outside of the UK (see appendix 1 attached)
- obtaining the appropriate Visa for the country in which you will be undertaking your work experience opportunity
- planning your own emergency procedure. You should have a list of people you can contact and plans for how to do so, in the case of an emergency or if the security situation in your country deteriorates during your placement

How and when to apply

You are not required to have confirmed your work experience at the point of application. However, before you apply for the grant you will need to have a firm plan for what you want to do and where your placement will be. We cannot usually accept changes if you decide to alter your placement after we have received your application.

Conditional grant offers will be made following a short-listing and selection process managed by the Careers and Employability Service; you will be required to confirm full details of your work experience and meet all conditions prior to the grant being paid.

Further information

If you have any further questions please contact us at internships@nottingham.ac.uk or on 0115 84 67720.
**IWEG 2018 Project Timeline**

It is important to note that these timescales may be subject to change if the project is oversubscribed

<table>
<thead>
<tr>
<th>Date/period</th>
<th>Activity</th>
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<tbody>
<tr>
<td>20 November 2017 Applications open</td>
<td>Complete online application in full, read and agree to terms and conditions</td>
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<tr>
<td>8 April 2018 Application deadline</td>
<td>All applications must be received by midnight on Sunday 8 April 2018</td>
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<tr>
<td>9 – 22 April 2018</td>
<td>Applications reviewed by Careers and Employability Service</td>
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<tr>
<td>w/c 23 April 2018</td>
<td>Shortlisted applicants informed and asked to attend a compulsory session/interview during early May. Student ID and bank account details will be required</td>
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<tr>
<td>2 and 3 May 2018</td>
<td>Compulsory sessions/interviews for shortlisted applicants</td>
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<tr>
<td>w/c 7 May 2018</td>
<td>Successful applicants receive an email to confirm their conditional grant offer and amount</td>
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<tr>
<td>Following IWEG conditional grant offer</td>
<td>Successful applicant makes arrangements for placement ie, travel bookings, visa application, vaccinations, travel insurance and any other necessary considerations. Student supplies Careers and Employability Service with evidence of travel booking</td>
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<tr>
<td></td>
<td>University contacts host organisation for confirmation of placement</td>
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<tr>
<td>Once the University is satisfied with all evidence provided</td>
<td>The Careers and Employability Service check the FCO website for travel advice (we need to be confident that there are no current safety concerns before the grant is paid)</td>
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<tr>
<td></td>
<td>Grant will be paid to student</td>
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<tr>
<td>Summer 2018</td>
<td>Student undertakes work experience placement</td>
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<tr>
<td>Sept/Oct 2018 (following placement completion)</td>
<td>Student submits case study to Careers and Employability Service</td>
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<tr>
<td>October 2018 – date tbc</td>
<td>Student attends reflective and evaluation session with Careers and Employability Service</td>
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APPENDIX 1 - Insurance for Overseas Placements

Insurance practices in overseas countries vary widely. In the case of placements or electives overseas, it is not possible for the University to provide insurance cover for you during your placement activities; it is your responsibility to check and ensure that you are appropriately insured whilst on placement. It is therefore important that you check and ensure that both you and the Placement Provider have suitable cover in place for your placement activities. The guidance below outlines the minimum types and level of insurance cover recommended for your protection:

Liability Insurance

You should check with your placement provider whether they have insurance cover in place, in both the following scenarios:

- Provides cover for the Host against claims for injury or damage caused to the Student whilst on the work placement and arising from the negligence of the Host (e.g. due to faulty equipment, unsafe working practices or failure of supervision etc.)
- Provides cover for the Student against claims for injury or damage to property accidentally caused by the Student whilst undertaking “work” activities for the Host

The types of insurance which provide this cover are called Employers Liability and Public Liability insurance in the UK. However, they are called many different things in overseas countries including Workers Compensation, Civil Liability, and General Liability etc. It is often best asking for evidence that insurance is in place to cover the 2 scenarios above rather than asking specifically for evidence of Employers and/or Public Liability insurance.

Clinical Negligence

If the placement involves Clinical Practice you must confirm that indemnity or insurance arrangements are in place which will cover you against any claim arising from your negligence whilst on the clinical placement, e.g. if a patient is injured accidentally by you or due to your error. The university has no cover for elective placements involving clinical activities with Humans or Animals.

Such insurance may be available via the Placement Provider or, in some instances via Student Membership of a Professional Body (e.g. via Membership of a Medical Defence Union or Indemnity Fund). Again, please note that this must be arranged because the University is unable to provide insurance cover for overseas clinical placements.

Professional Indemnity Insurance

If during the placement, you provide any Professional Advice or Services (e.g. if the placement is with a Law Firm, Financial Services Firm or IT Consultants etc.) then you must confirm that the Professional Indemnity insurance of the placement provider covers
your planned activities for them and any advice or service you may give to their customers.

Travel Insurance

You should take out your own Travel Insurance to cover items such as medical expenses, repatriation costs, personal possessions, money cancellation/curtailment or re-arrangement of the trip and your own Personal Liability whilst abroad on the Placement. If you do not take out your own Travel Insurance then these items will not be covered.