**Global Placement Grant**

Application Form

## Thank you for your interest in the Global Placement Grant. Applications are welcome from University of Nottingham students who wish to apply for a grant to support them in undertaking an international work experience placement during the summer vacation. All sections must be completed. Please refer to the associated [Global Placement Grant Guidance Document](https://www.nottingham.ac.uk/social-sciences/documents/gpg-guidance.pdf) and [Global Placement Grant Terms and Conditions](https://www.nottingham.ac.uk/social-sciences/documents/gpg-terms-and-conditions.pdf) before completing this form. If you have any queries, you can email the GPG Administrator Rebekah Thirlwall on Rebekah.Thirlwall@nottingham.ac.uk

## Please note your application will be rated based on the information you provide and the quality of your answers to the supporting questions. Please provide as much detail as possible throughout this application form. The University shall always use reasonable endeavours to act fairly when making decisions on allocation of the Grants. However, by applying 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 Grants to applicants. You further accept that the University shall not (unless required by law) be required to give any reasons for its decisions.

#### Section 1: Personal Details

|  |  |
| --- | --- |
| Surname |  |
|  |  |
| Forename(s) |  |
|  |  |
| Contact Telephone Number |  |
|  |
| Email Address |  |
|  |
| Student ID Number |  |

Where did you hear about the Global Placements Grant?

#### Section 2: Course Details

|  |  |
| --- | --- |
| Programme of Study Title |  |
|  |
| Department |  |
|  |
| Year of study (1st, 2nd etc) |  |

|  |  |
| --- | --- |
| Graduation Year |  |

#### Section 3: Financial status

*Please tick the box that applies to your financial status:*

[ ] I am a full-time undergraduate student and I receive the **Nottingham Core Bursary**. I give permission for the Faculty of Social Sciences to contact the Financial Support Team within Student Services for confirmation of my status.

[ ] I receive a grant or other financial support to enable me to study for my degree. Please provide details in the box below (do not include Student Finance Tuition Fee or maintenance **loans**)

[ ] None of the above

**Section 4 : Project timeline**

The final closing date for applications is **midnight on Sunday 24th April 2022** after which time all applications will be reviewed. Conditional grant offers will be made within 5 working days to successful applicants. **If it is essential that you have confirmation of your offer earlier than this, you must contact us directly so we can discuss your individual situation.**

#### Section 5 : International work experience placement details

|  |  |
| --- | --- |
| **Placement details** |  |
| Name and address of the host organisation you intend to undertake your placement with |  |
| Details for key contact at host organisation **(this is important as we need to ask your host for confirmation of your placement)** | Name:Job title:Email:Telephone: |
| Details for work experience placement | Job title / position details:Main responsibilities / what is involved:Start date:End date:Number of weeks:Number of hours: |
| Paid / Unpaid? | Please indicate Paid / Unpaid  |
| If paid please indicate what the salary/wage will be | £ |
| Are expenses provided by the host organisation? | Yes / No  |
| If expenses are provided by the host organisation please indicate how much? | £ |

|  |  |
| --- | --- |
| **Expenses** |  |
| Total cost of placement programme |  |
| Grant request amount |  |
| **Funding the difference** *If the grant requested is less than the total cost please provide a summary of how you intend to fund the remaining amount e.g. salary from part-time job, support from family, other sources of grant funding etc.*  |  |
| **Supporting questions***Suggested 300-500 words p/question* | ***Please answer these as fully as possible to ensure you give yourself the best possible chance of being offered the Global Placement Grant*** |
| Why do you wish to undertake this work experience opportunity? Please explain how this experience aligns with your future career plans and/or its connection to your course and improved academic performance.  |  |
| Why are you choosing to take up this opportunity? |  |
| How will this help you develop your employability skills and your personal development? |  |
| What challenges do you foresee arising during the work experience placement, how will you overcome these? |  |

#### Section 6: Referee

You must provide details of a suitable referee who will support your application for the Global Placement Grant, this must be a person who has recent involvement in your education, employment, or personal development, it cannot be a friend or family member.

|  |  |
| --- | --- |
| Referee name: |  |
| Position title: |  |
| Relationship to you: |  |
| Contact details: | E-Mail:Telephone:  |

#### Section 7: Confirmation

In order for us to accept your application you MUST confirm your agreement to the following conditions. **Please sign the form (an electronic signature is allowed) to accept the conditions.** If you have any questions, you should contact us before sending in your application.

1. I have read and agree to the [terms and conditions](https://www.nottingham.ac.uk/social-sciences/documents/gpg-terms-and-conditions.pdf) of the Global Placement Grant
2. My placement will comply with the University of Nottingham (UK) [Policy on paid/unpaid Placements and Internships](http://www.nottingham.ac.uk/careers/documents/students/other/university-of-nottingham-policy-on-paid-and-unpaid-internships.pdf)
3. I understand that, if my application is successful, I will be required to attend a short compulsory session in mid May 2022.
4. I understand that I will be expected to attend a post-placement workshop, complete an evaluation document and provide details for a case study which may be used in future by the Faculty of Social Sciences for marketing purposes.
5. I confirm that to my knowledge the information I have given in this application is correct. I understand that if I give false information the grant will be withdrawn.

1. I accept that if a grant is paid to me and then I do not take up the internship, all funds will be repayable to the University

|  |  |
| --- | --- |
| Signed: | Date: |

**This application should be submitted via the online form on the GPG home page.**

[**https://www.nottingham.ac.uk/social-sciences/study/placements/students/global-placement-grant.aspx**](https://www.nottingham.ac.uk/social-sciences/study/placements/students/global-placement-grant.aspx)

**If you have any queries, please email** **alison.brierley@nottingham.ac.uk**