

Global Placement Grant

Guidance

Please read this guidance document in full prior to applying for the Global Placement Grant. If you require additional information or have questions, please contact rebekah.thirlwall@nottingham.ac.uk

Introduction

Over recent years, numerous students in the Faculty of Social Sciences have benefited from undertaking overseas work experience opportunities in person, either independently or with the support of School and Faculty placement schemes.

Many others have been very interested in pursuing overseas roles but have been put off by the costs. Therefore, the Faculty of Social Sciences will be offering financial support of up to a £800 grant to students in receipt of a core bursary who wish to undertake overseas work experience. As a result of changes made in 2020/21 due to COVID-19 and the introduction of remote working work experiences, a grant of up to £350 will continue to be offered for students in receipt of a core bursary who wish to undertake remote working/online/virtual international work experience.

This support is designed to enable a wider group of students enjoy great career related work experience overseas without fear of incurring excessive costs. The grant will support the costs and charges of these internships.

Those students not in receipt of a core bursary, can still benefit from the Careers and Employability Service International [Work Experience Grant](#) and is open to any student of any background who meet the [Eligibility Criteria](#).

A limited number of grants are available; all applications will be assessed and processed on a first come basis.

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 Global Placement Grant is available to **students who source their own** work experience opportunities. If you wish to access support with finding work experience opportunity you may wish to [book an appointment](#) with a member of the Careers and Employability Service.

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
- The following are **not eligible to apply** for the Global Placement Grant:
 - Students not in receipt of a core bursary
 - 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
 - Previous recipients of the grant
 - Students who are applying to the IWEG (Careers and Employability Service)

Work experience opportunity eligibility

1. The work experience placement must take place in the 2022 summer vacation, between early June, and late September 2022. The work experience placement must be either in-person or a remote working/online/virtual internship that engages internationally.
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 Global Placement 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
- Remote-working engagement placements with organisations such as [Travelteer](#), Think Pacific, and Pagoda Projects.
- [GoOverseas.com](#) also lists a few good remote-working placements for you to research and consider if suitable

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 [Foreign travel advice](#) to obtain appropriate foreign travel, safety and security advice for your destination. For a remote work experience opportunity to be eligible for this grant it must be **undertaken remotely** in the United Kingdom. The work experience must be remote working / online / virtual which engages internationally. In addition, we reserve the right to revoke an offer of Global Placement Grant funding if safety concerns arise after an offer has been made.

Students must acknowledge that they are choosing to undertake their chosen 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

Please note, travel insurance and Visa requirements are not applicable for 2022 placements that **do not** require travel. You will be working from the UK.

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 may not be able to accept changes if you decide to alter your placement after we have received your application.

Conditional grant offers will be made after assessing the application and made on a first come basis; you will be required to confirm full details of your work experience and meet all conditions prior to the grant being paid.

The University of Nottingham is committed to supporting students from backgrounds which are underrepresented in Higher Education to access opportunities. We may therefore use information the University holds about students to assess applications and decide how the grant is awarded.

Further information

If you have any further questions, please contact rebekah.thirlwall@nottingham.ac.uk

GPG 2022 Project Timeline

It is important to note that these timescales may be subject to change if the project is oversubscribed, and we reserve the right to bring forward the closing date if this is the case.

Date/period	Activity
1 st March 2022 – Applications open	Complete online application in full, read and agree to terms and conditions
24 th April 2022 Application closing date	All applications must be received by midnight on Sunday 24th April 2022 . LATE APPLICATIONS WILL NOT BE ACCEPTED.
March – May 2022	Successful applicants will be offered a conditional grant within 5 working days of receipt of application.
Mid May 2022 (dates TBC)	Compulsory sessions for successful applicants. Your bank account details will be collected at this session for the purposes of grant payment.
Following GPG conditional grant offer	Students make arrangements for their placement ie, initial meetings and any other necessary considerations. Student must supply Faculty of Social Sciences confirmation from their placement host.
Once the University is satisfied with <u>all</u> evidence provided	Grant will be paid to student
Summer 2022	Student undertakes work experience placement
Oct 2022 (following placement completion)	Student submits case study/blog to Faculty of Social Sciences for marketing and website promotional use.
October 2022 – date tbc	Student attends reflective and evaluation session with Faculty of Social Sciences and Careers and Employability Service.

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.