



Global Placement Grant 2023 (Faculty of Social Sciences)

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

Applications for the Global Placement Grant (GPG) are welcome from University of Nottingham undergraduate level students who wish to apply for a grant to support them in undertaking an international **work experience** placement during the summer vacation. All sections of the application must be completed. Please ensure you also read the Global Placement Grant **Terms and Conditions** before completing the application form.

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

The final closing date for applications is **midnight on Tuesday 11 April 2023**. Late applications will not be accepted. **IN THE EVENT THAT THE GRANT IS OVERSUBSCRIBED THE CLOSING DATE MAY BE BROUGHT FORWARD, SO PLEASE APPLY AS SOON AS YOU CAN.**

Introduction

The Faculty of Social Sciences administers the Global Placement Grant (GPG) – current undergraduate students 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 GPG is designed to enable students to undertake work experience opportunities that they might not otherwise be able to afford. The GPG 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.

****All grant payments will be made during June 2023****

As part of the application process, you may 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 GPG is **only** 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](#) with a member of the Careers and Employability Service, or visit our [Opportunities Outside the UK](#) webpage where you can find resources to help with your search.

How we allocate grants

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.

You will be asked about your status as part of your application, it is not compulsory to provide this information, but it could help your application if you do.

The University shall always use reasonable endeavours to act fairly when making decisions on allocation of the Grants. 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 Grants to applicants. You further accept that the University shall not (unless required by law) be required to give any reasons for its decisions.

Eligibility criteria and who can apply

Student eligibility:

- The student must be a **current full-time undergraduate at the University of Nottingham UK campus**
- 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, though the work experience must take place outside of the student's home country.



- You must be studying a degree with your home school in the Faculty of Social Sciences (if your home School is in Faculty of Arts, or any other Faculty you may be eligible to apply for the Careers Service International Work Experience Grant (IWEG) or the Faculty of Arts Global Placement Grant instead).

You must also meet at least one of the criteria below

- Be in receipt of a University of Nottingham Core Bursary or a Nottingham Potential Bursary
 - Have a declared disability. If you haven't declared a disability to the University but would like to choose this option, please contact stephen.vacarrini@nottingham.ac.uk before continuing with your application.
 - Identify as having Black, Asian or Minority Ethnic (BAME) ethnicity
 - The home address used on your UCAS application is in an area where people are less likely to go to university. A POLAR postcode check is carried out post application to confirm this so there may be instances where applications aren't accepted on this basis.
 - Be a mature student (21 or over at the start of your course)
 - Have spent more than three months in local authority care (this can be at any point in your life)
 - Be under 25 and estranged from your family
 - Be a carer
 - Have refugee status from the Home Office
- The following are **not eligible to apply** for the Global Placement Grant:
 - Postgraduate taught students
 - PhD/postgraduate research students
 - Foundation year students
 - International students on exchange at the UK campus for one year only
 - Students who are applying to the International Work Experience Grant
 - Students who have previously received IWEG or the Global Placements Grant
 - Students who have previously received Turing funding for any programme, including Study Abroad

IMPORTANT

If you are a **student from the Faculty of Social Sciences or the Faculty of Arts AND meet certain criteria**, you may be eligible for the [Global Placement Grant](#).



There is only one application form for both grants. Please use the IWEG application form and you will be directed to appropriate grant for your particular circumstances.

You can receive ONE grant only. If you apply for the GPG and you are unsuccessful you will **automatically** be considered for IWEG and you don't need to do anything else. This will not affect your chances of success in any way.

Work experience opportunity eligibility:

1. The work experience placement must take place in the 2023 summer vacation, between the dates of **23 June and 25 September 2023**.
2. The work experience placement must take place outside of the United Kingdom and not in your home country if you are an international student.
3. The work experience opportunity must be considered, by us, to be a suitable use of GPG funds.
4. 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 GPG to fund opportunities such as electives, or opportunities that are part of an accredited module.
5. The internship must comply with the University of Nottingham's **UK Policy on Paid/Unpaid Placements and Internships**.

Important supplementary guidance for 2023 applicants

- Look for placement providers with a published refund policy that you are happy with. Particularly, make sure you understand and accept their terms regarding Covid-19 and potential travel restrictions.
- You should ensure you have suitable comprehensive travel and health insurance. Check that you are happy with the cover offered regarding Covid-19 and possible impacts of this.
- You should regularly check the [Foreign and Commonwealth Development Office \(FCDO\)](#) website for current guidance and rules on travel. Also be aware of all Covid-19 protocols of your chosen destination country, and implications of guidelines on your ability to exit the country and return to UK.

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



Development Office (FCDO). Areas that we would class as 'unsafe' are usually those to which the FCDO has advised against 'all travel' or 'all but essential' travel. However, new guidance and travel rules/ restrictions with regards to Covid can be implemented at short notice, and we will not support travel to affected areas/countries. Please visit the FCDO website [gov.uk/foreign-travel-advice](https://www.gov.uk/foreign-travel-advice) to obtain appropriate foreign travel, health, safety, and security advice for your destination.

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/grant payment made.

If Covid-19 restrictions are implemented whilst you are away, we may advise you to return to the UK or your home country. In these circumstances we would not request a refund of GPG funds but would be unable to sanction a continued stay in the affected area.

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 and health insurance that will cover you for your period 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.
- any loss of funds due to cancellation or postponement by either the student or the placement provider, or due to new travel restrictions being imposed.

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 following a short-listing and selection process managed by the Faculty of Social Sciences; 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 Rebekah Thirlwall at rebekah.thirlwall@nottingham.ac.uk

GPG 2023 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
20 Feb – 11 April 2023	Complete online application in full, read and agree to terms and conditions
11 April 2023 Application closing date	All applications must be received by midnight on Tuesday 11 April 2023. LATE APPLICATIONS WILL NOT BE ACCEPTED.
11 April – 10 May 2023	Applications reviewed by the Faculty of Social Sciences
By 10 May 2023	Successful applicants will be made a conditional grant offer
Following GPG IWEG conditional grant offer	Student makes arrangements for placement; travel bookings, visa application, vaccinations, travel insurance (see Appendix1) and any other necessary considerations Student must supply Faculty of Social Sciences with evidence of travel booking (if applicable) and confirmation of booking/payment from their placement host.
June 2023 and once the University is satisfied with <u>all</u> evidence provided	The Faculty of Social Sciences check the FCDO website for travel advice (to ensure there are no current safety concerns/Covid restrictions, before the grant is paid) Grants will be paid to students during June 2023
Summer 2023	Student undertakes work experience placement
Sept 2023 (following placement completion)	Student submits case study/evaluation to Faculty of Social Sciences
October 2023 – date tbc	Student attends reflective session with 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.

You are advised to thoroughly research your options for travel/health insurance, paying particular attention to any Covid-19 exclusions. The ABI (Association of British Insurers) website also offers some good advice <https://www.abi.org.uk/products-and-issues/topics-and-issues/coronavirus-hub/travel-insurance/>.

If you are using a placement provider and paying a fee, you should also ensure you understand their refund policy in case your travel plans cannot go ahead, for Covid-related or any other reasons. Please note that the University is unable to enter into disputes with providers or insurers.

Healthcare Cover - EHIC/GHIC

The European Health Insurance Card (EHIC) or the Global Health Insurance Card (GHIC) can be used to access medically necessary state-provided healthcare when you are visiting an EU country or Switzerland.

If you currently hold an EHIC it will continue to be valid until its expiry date. If you need a new card after 1 January 2021 you will need to apply for the new Global Health Insurance Card (GHIC) card which operates in a similar way. See the '[Apply for a free UK GHIC Card](#)' web page.
