

Global Placement Grant

Terms and Conditions

These terms and conditions (“**Terms**”) apply to the Global Placement Grant scheme administered by the Faculty of Social Sciences at the University of Nottingham (“**the Scheme**”). Under the Scheme, the University has a limited number of monetary grants that it wishes to allocate to students who, of their own initiative, have secured a work experience placement that will take place remotely/virtually during the summer vacation period: start of June until late September. By making an application for the Global Placement Grant (“**Grant**”), (whether or not you subsequently receive a Grant) you accept and agree to be bound by these Terms.

1. Am I eligible to apply?

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 Grant, and allocation of such Grants 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.

- 1.1 In person work experience must be based outside of the United Kingdom. Remote working/virtual/online only experience must not involve any travel overseas, the placement must, however, be with an organisation that is engaged overseas/internationally.
- 1.2 You must be in receipt of a Nottingham Core Bursary.
- 1.3 To apply you must be a student at the University of Nottingham studying in the UK for at least a level 6 qualification (degree or above). Applicants must be current full-time undergraduates (not in their final year of study). International students based on the University of Nottingham (UK) campus for the entirety of their degree, and 2+2 students from the University of Nottingham China and Malaysia 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 2022 summer vacation.

- 1.4 Not eligible to apply are final year undergraduate, postgraduate taught, PhD/postgraduate research, and foundation year students. International students on exchange at the University of Nottingham (UK) campus for one year only are also not eligible to apply.
- 1.5 You must have secured the work experience placement yourself and it must be additional to any work experience placements required as part of your course.
- 1.6 The placement must adhere to the [University of Nottingham \(UK\) Policy on paid/unpaid Placements and Internships](#). Please note that we reserve the right to reject applications where placements are paid, if we consider that the salary you will receive is large enough to support you without grant funding.
- 1.7 The work experience placement must take place during the University of Nottingham (UK) summer vacation period. Dates slightly outside this timeframe will be considered, details must be provided at application stage.
- 1.8 The placement must be a structured period of work experience, work shadowing or volunteering covering a set period agreed with the placement provider.
- 1.9 You must NOT have applied for the Careers & Employability Service International Work Experience Grant (IWEG) in this same period
- 1.10 You must meet the other requirements set out in these Terms.

2. Other requirements for completing an application

- 2.1 Your work experience placement should be within an organisation or company of good standing, 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 organisation or the work experience. We reserve the right to judge whether the work experience in question adheres to the University of Nottingham (UK) Policy on paid/unpaid Placements and Internships and our decision will be final.
- 2.2 You must secure your own work experience placement. The University accepts no responsibility for securing the work experience 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 work experience placement or any prospective work experience placements.
- 2.3 We reserve the right to revoke an offer of Global Placement Grant funding if safety concerns arise after an offer has been made.
 - 2.4 You acknowledge that you are choosing to undertake your chosen work experience placement in your own time; you are therefore personally responsible for making all appropriate arrangements.
 - 2.5 You acknowledge that 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 covered by your placement provider with regard to Liability Insurance, Clinical Negligence (if applicable) and Professional Indemnity Insurance (if applicable).
 - 2.6 You will be responsible for making your own emergency procedure plans. You should ensure you have a list of people you can contact and plans for how to do so, in case of an emergency.
 - 2.7 You will be required to supply us with evidence of your placement confirmation as proof of your intended work experience.
 - 2.8 You will be required to supply us with confirmation from your placement provider, which includes the dates of your planned placement.
 - 2.9 Before deciding whether to award a Grant, the University will write to the host organisation for confirmation of placement and may also wish to discuss the details of the proposed work experience placement. You agree that the University may process your personal data for the purposes of such discussions. Without prejudice to the generality of the foregoing, you accept that the University shall be entitled to request that the host organisation discloses to the University accurate details of the total pay/other sums they shall invest in you in relation to the proposed placement. Such discussions shall not imply any offer by the University or otherwise entitle you to or give you any expectation of receiving a Grant.
 - 2.10 Once your work experience placement has completed you must attend a reflection session run by the Careers and Employability Service, complete an evaluation document and provide a detailed case study of your work experience placement.

3. The Grant

- 3.1 There are a limited number of Grants available, and the payment of Grants shall always be subject to University budget constraints. Grants will be allocated by competition before the work experience placement starts.
- 3.2 Grants will only be allocated after the full Grant application process has been completed, all required evidence is supplied, and written confirmation by the by the Global Placement Grant team has been sent.
- 3.3 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.
- 3.4 If the University notifies you that your application has been successful, the university shall pay you a Grant of up to £800 for students who wish to undertake in-person overseas work experience and a grant of up to £350 for students who wish to undertake remote working/ online/ virtual international work experience. No other sums shall be payable to you by the University whatsoever. There is no obligation to pay the maximum grant or to pay the full amount on the application.
- 3.5 The amount issued is at the discretion of the Faculty of Social Sciences and is non-negotiable.
- 3.6 You shall be responsible for declaring the Grant as income to HM Revenue and Customs and for paying income tax and National Insurance contributions and other applicable deductions required under applicable law. It is your responsibility to ensure that you remain within the law. The University accepts no liability for such matters.
- 3.7 Payment of the Grant will be made by BACS transfer. Student ID will be required as proof of identification prior to the transfer being made.
- 3.8 The University reserves the right to not award a Grant to you and/or to end the Scheme (or any part of it) at any time.
- 3.9 Only one Grant is allowed per person during your time at the University. Once your full application has been accepted and a payment made you are not eligible to apply for further funding through the Global Placement Grant.

4. How do I apply?

- 4.1 You must submit your application online via the link on the global Placement Grant [web page](#). Application forms sent by other methods or in an incorrect format will not be considered. Please note that an application must be submitted by midnight on **Sunday 24 April 2022***. You are not required to have confirmed your work experience placement at the point of application however you will need to have a firm idea of what you are planning to do and where. **Grants will be offered on a first come first served basis**. You will be required to provide full details of your work experience placement prior to the grant being allocated.
- 4.2 The University will consider all the applications received and will let you know within 5 working days of submission if your application is successful.
- 4.3 If you have been informed that your application has successfully passed initial screening, you will be required to attend a compulsory session/interview, prior to a conditional offer decision being made.
- 4.4 If a conditional grant offer is made you will be required to provide full details of your work experience placement prior to the grant being allocated. Offers will be conditional until we are satisfied that all conditions have been met and all evidence requested has been received.
- 4.5 The University shall not return your application form to you. You are, therefore, advised not to enclose any valuable information or documentation with your application and to keep a copy of your application form (along with a copy of these Terms).

5. General

- 5.1 By submitting an application for a Grant, you agree to disclose your personal information and for this to be held by us. Your details will be stored on file for 6 years in accordance with the University's regulations. Your personal information will be used for legitimate purposes in connection with the Grant.
- 5.2 If your application is successful, you may be contacted by the Faculty of Social Sciences with requests for assistance with promoting the grant to future students; this could include being part of a case study/video. You may also be contacted to ask for your feedback on the scheme generally.

- 5.3 If you provide the University with incorrect or incomplete information, or if you fail to complete the work experience placement so that you do not in fact meet the eligibility criteria for the Grant, or you otherwise do anything that might bring the University into disrepute, without prejudice to its other rights and remedies the University may, on notice to you, terminate its agreement with you with immediate effect, will not be liable to pay you any further sums and shall be entitled to recover from you any and all of the Grant already paid to you. You shall reimburse the University the total value of the Grant (whether any such sums have been paid in advance) within seven (7) days of receipt of a request from the University.
- 5.4 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 this Agreement.
- 5.5 Except in relation to personal injury or death caused by its negligence or for fraudulent misstatement, the University accepts no liability to you for indirect and consequential losses, loss of opportunity, loss of business or loss of profit and otherwise limits its liability under these Terms to the amount of grant allocated.
- 5.6 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.
- 5.7 These Terms are governed by English law and are subject to the jurisdiction of the English courts.

***Timescales may be subject to change if the project is oversubscribed. If we have a very large number of applications, we may bring forward the closing date. You are therefore advised to apply as soon as possible.**