



Global Placement Grant 2023 (Faculty of Social Sciences)

Terms and Conditions

These terms and conditions (“**Terms**”) apply to the Global Placement Grant (GPG) 2023 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 undergraduate level students who, of their own initiative, have secured an overseas work experience placement. By making an application for the GPG (“**Grant**”), (whether or not you subsequently receive a Grant) you accept and agree to be bound by these Terms.

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. The University reserves the right to cancel the GPG programme, at any time, due to any future changes or new guidance linked to the ongoing Covid-19 pandemic.

- 1.1 The work experience placement must be based outside of the United Kingdom and not in your home country if you are an EU or International student.
- 1.2 To apply you must be a student of 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. 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.



- 1.3 Not eligible to apply are 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.
- 1.4 You must be a current, full-time undergraduate student at the University of Nottingham
- 1.5 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 Arts Global Placement Grant instead)
- 1.6 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
- 1.7 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
- 1.8 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.
- 1.9 The placement must be a structured period of work experience, work shadowing or volunteering covering a set period agreed with the placement provider.
- 1.10 **Electives** forming part of a medical degree are NOT eligible for GPG funding
- 1.11 You must NOT have previously received a Global Placement Grant OR and International Work Experience Grant.
- 1.12 You must not have previously received funding from Turing for any purpose, including Study Abroad
- 1.13 You must meet the other requirements set out in these Terms.

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.vaccarini@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

3. Other requirements for completing an application

3.1 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.

3.2 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.

3.3 You accept that you are taking up an overseas placement at your own discretion and at your own risk. Prior to travel you must ensure you are aware of and follow all guidance provided by the Foreign and Commonwealth Development Office (FCDO) for your destination country <https://www.gov.uk/foreign-travel-advice>. You must also ensure



you follow all guidance provided by your destination country related to Covid-19 e.g. quarantine measures.

3.4 You acknowledge that it is your responsibility to research your placement, and the host provider, to ensure that you understand what is being offered and that you are happy with the arrangement.

3.5 You must make yourself aware of the refund policy of your placement provider, especially with regards to Covid-19. The University will not be responsible for any monies lost due to the implementation of travel restrictions, through illness, or other reasons for cancellation.

3.6 You acknowledge that you are choosing to undertake your chosen international work experience placement in your own time.

3.7 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). See appendix 1 of the Global Placement Grant Guidance document for further information about minimum cover requirements.

3.8 You will be required to supply us with confirmation from your placement provider, which includes the dates of your planned placement.

3.9 Before deciding whether to award a Grant, the University may 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.

3.10 Once your work experience placement has completed you must complete an evaluation document and provide a case study based on your work experience placement (with your permission, these may be used in future by the Faculty of Social Sciences for marketing purposes outside the University (e.g. on the Faculty of Social Sciences blog/web pages)

4. The Grant



- 4.1 There is 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.
- 4.2 Grants will only be allocated after the full Grant application process has been completed, all required evidence is supplied, and written confirmation by the Faculty of Social Sciences has been sent.
- 4.3 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.
- 4.4 If the University notifies you that your application has been successful, the university shall pay you a Grant of up to £750 only. 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 requested on the application.
- 4.5 The amount issued is at the discretion of the Faculty of Social Sciences and is non-negotiable.
- 4.6 GPG payments will be made during June 2023 and not before this time.
- 4.7 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.
- 4.8 Payment of the Grant will be made to the account you have registered on your Nottingham Hub profile. If you supply incorrect details or do not follow our instructions correctly, we cannot be held responsible for payments that do not reach you.
- 4.9 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.
- 4.10 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.
- 4.11 You accept that if a Grant is paid to you and then you do not take up the internship for any reason, all funds will be repayable to the University. You must adhere to this condition, even if you are no longer a student at this point.



4.12 GPG can only fund opportunities to take place during Summer 2023. If an opportunity is cancelled, you choose not to undertake it for any reason, or if the opportunity is deferred to a later date the University cannot offer funding for this experience.

4.13 You accept that if you receive a grant and then do not provide us with all the evidence we have requested and/or meet all the conditions of the grant, all funds will be repayable to the University.

4.14 Deposits and other fees to placement providers are paid at your own risk. The University is not responsible for any monies lost due to cancellation by you, the placement provider, or by implementation of travel restrictions.

5. How do I apply?

5.1 You must submit your application to the Faculty of Social Sciences using the application method specified by the Faculty of Social Sciences. 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 **Tuesday 11 April 2023***. 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. Conditional grant offers will be made following a short-listing and selection process; you will be required to provide full details of your work experience placement prior to the grant being allocated.

5.2 The University will consider all the applications received and will let you know whether or not you have been successful within 4 weeks of the closing date for applications.

5.3 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.

6. General

6.1 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.

6.2 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.



6.3 If you provide the University with incorrect or incomplete information, or if you fail to complete the international 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 or not any such sums have been paid in advance) within seven (7) days of receipt of a request from the University.

6.4 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.

6.5 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.

6.6 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.**