

FALMOUTH PLACEMENT BURSARY 2016/17 - AWARD INFORMATION

The Falmouth Placement Bursary is open to all UK & EU undergraduate students who meet the eligibility criteria (see below). It is aimed at supporting students who are looking to undertake a work placement which is departmentally recognised.

Eligibility

You are eligible to apply if you:

- are a UK or EU, full-fee paying student (ie. paying £9,000 tuition fees)
- **and**
- are currently enrolled on and attending a Falmouth University undergraduate course **and**
- meet at least one of the following criteria –
 - ✓ Have an assessed household income of under £42,875 (as per your Student Finance assessment)
 - ✓ Are in receipt of Disabled Student Allowance (DSA)
 - ✓ Are in receipt of a Care Leavers Bursary
 - ✓ Have been assessed by the Student Loans Company as an independent student
 - ✓ Have one or more dependents (child or adult)

Additionally, your work placement needs to be:

- recognised by your academic department/course
- with a recognised host employer who has the appropriate employer liability insurance, etc, in place

What does the Bursary cover?

The bursary can be used to help cover travel and accommodation costs associated with a work placement. However, it cannot help to purchase food, equipment, clothing or other items that may be needed whilst undertaking a placement. The fund isn't able to support trips or employer visits that are not a recognised work placement. The Falmouth Travel Bursary, however, may be able to help in these situations. For information and an application form, either contact the Student Funding Team or visit the webpages at:

www.falmouth.ac.uk/student-funding/undergraduate/placement-travel-bursaries.

The Placement Bursary cannot provide funds towards an Erasmus placement. The Erasmus Programme is funded separately and students interested in this should contact the Falmouth Erasmus Co-ordinator, Jenny Gramnes, at: erasmus@falmouth.ac.uk.

How do I apply?

You need to complete a Falmouth Placement Bursary Application Form, which asks you to demonstrate your eligibility and provide information about your planned placement and detail the costs relating to it. You need to provide evidence of these costs which can include, for example,

print outs from webpages, but please note that it is not sufficient to just write web addresses or links on your application form.

You also need to get an Academic Reference from your Tutor or Course Leader to support your placement and the dates you are intending to be away. You should provide your tutor or course leader with a copy of your application in order for them to have a full understanding of your plans before completing your supporting statement

When can I apply?

You can apply at any time during the academic year, but applications **MUST** be received by the Student Funding Team no later than **2 weeks** prior to your planned date of departure.

Please note that applications received outside this deadline will not be accepted and **NO** retrospective applications will be considered.

When will I know the outcome of my application?

Applications take 2 – 3 weeks to be considered and decisions will be communicated as soon as possible. If you are relying on a bursary to undertake your placement, you will need to ensure that your application is submitted with plenty of time for it to be assessed and a decision communicated to you.

Please note that payment of the bursary may take a further 2 – 3 weeks to be processed, following a decision being made.

What should I do if I don't have confirmed dates of my placement or all the required information to submit an application?

If there are some details of your placement still to be finalised, complete the application as thoroughly as possible and add an explanation of this to your application. You must apply within the 2-week deadline – late and retrospective applications **won't** be considered – however, your application may be considered and assessed pending confirmation of any outstanding details.

Am I likely to be awarded a bursary if I apply?

Funds are limited, and a range of factors will be taken into account in assessing your application, in particular the support of your tutor or course leader in the reference provided, and the quality of your proposed placement and intended outcomes.

Funds will be targeted at applicants where it is felt the bursary will 'make the difference'. As such, realistic applications where costs have been well researched and efforts are made to be economical, will be considered favourably. Applications with unrealistic or apparently exaggerated costs will not be funded.

If you have already received a placement bursary, you are less likely to receive a further award as priority will be given to other applicants who have not previously received support.

Will the bursary cover all of my costs?

It is unlikely that a bursary will cover all the costs relating to your placement. If you are able to contribute towards any of the costs yourself eg through part-time work or savings, please state this in your application. This will be considered favourably.

Is there a maximum award amount?

Awards will not exceed the maximum amounts as follows:

£800 – UK based placement
£1,000 – placement abroad

Awards for London-based placements will be capped at a **maximum** of £400 for one week and £600 for 2 weeks. Please note, however, that awards may be smaller than this.

How will I receive my funds, if successful?

We will usually pay the award by cheque to the applicant. It is likely to take a total of 6 weeks from receipt of your application for any award cheque to then clear with your bank.

What if my placement isn't recognised by my academic department?

We can only consider giving a bursary to help fund placements that are recognised by academic departments. Placements that are outside the scope of academic recognition, cannot be supported.

I'm going to visit a company / organisation, but not to complete a work placement – can I apply for a bursary?

No, you can't apply for a Placement Bursary to just visit a company – it can only support appropriately organised and recognised placements (ie health & safety checked, etc) where you will be undertaking a specific role.

Support for self-organised, study trips within the UK is available from the Falmouth Travel Bursary fund. For information and an application form, contact the Student Funding Team or see the webpages here:

www.falmouth.ac.uk/student-funding/undergraduate/placement-travel-bursaries.

What are my commitments in accepting a Falmouth Placement Bursary?

In accepting a Falmouth Placement Bursary, you are agreeing to undertake the placement as described on your bursary application form, on the dates you have stated. Any changes to the details of your placement must be informed to the Student Funding Team as soon as possible.

You also agree to the Student Funding Team contacting you following the completion of your placement to request feedback and any evidence that may be required.

In applying for a Placement bursary, you also agree to the University using your information relating to you receiving the award for promotional and PR purposes. The Brand Communication Team may contact you about this following your placement.

What if I change my mind about my placement?

Bursaries are awarded for the specific placement as detailed in your application. If, after being awarded a bursary, you do not undertake the placement as described, you will be required to repay the bursary. You must contact the Student Funding Team as soon as you know about any changes or decide not to go.

If you go on to do a different placement, you will be able to apply for a bursary for that placement, which will be considered independently, in the same way.

Queries about the Placement Bursary should be directed to the Student Funding Team:

E: studentfunding@falmouth.ac.uk T: (01326) 213744 / 255159

For help & advice in applying for a placement, writing a CV or general careers advice, please contact the Careers & Employability Team for an appointment on (01326) 253735 or online via www.careerhub.falmouth.ac.uk.