

FALMOUTH PLACEMENT BURSARY 2017/18 - 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 supports a student's learning and study aims, and which has been approved via the CareerHub Placement Proposal procedure.

Applicant Eligibility

To be eligible to apply for a Falmouth Placement Bursary, students must be

- ✓ either UK or EU domiciled
- ✓ an undergraduate student
- ✓ attending a full fee course on either the Penryn or Falmouth campus

The following students are **not** eligible to apply:

- ✗ International students (ie paying international fee rates)
- ✗ Intermitting students
- ✗ Students studying a franchised course such as ACM; DIME; Falmouth Flexible; etc.

Additionally, all applicants must meet at least one of the following criteria:

- ✓ Assessed by Student Finance as having a household income of under £42,875
- ✓ Be in receipt of Disabled Student Allowance (DSA)
- ✓ Be in receipt of a Care Leavers Bursary
- ✓ Assessed by Student Finance as an independent student
- ✓ Be in receipt of either Childcare Grant (CCG) or Adult Dependents Grant (ADG) from Student Finance

NB: All applicants' eligibility will be checked using information from University student records and Student Finance records.

Placement Eligibility

Additionally, in order to be considered for financial support, the placement needs to be:

- with an appropriately established and recognised host employer who has in place employer liability insurance, and any other required insurance or health & safety measures;
- approved via the CareerHub Placement Proposal procedure – students should submit their proposal through the portal <https://careerhub.falmouth.ac.uk>.

What does the Bursary cover?

A Placement Bursary can help cover travel and accommodation costs associated with undertaking a recognised work placement as described above. It cannot be used to purchase or help cover the cost of food, clothing, equipment or other items.

Placement Bursaries cannot support other trips or forms of engagement such as company visits; work shadowing; insight days; projects; sandwich placements; or a semester or year abroad. In some circumstances, a Falmouth Travel Bursary may be appropriate and able to help. 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 funding towards an Erasmus placement. The Erasmus Programme is funded separately and students interested in this should contact the Falmouth Erasmus Co-ordinator at: erasmus@falmouth.ac.uk.

How do I apply?

To complete an application you must do the following:

- 1) Read the Falmouth Placement Bursary Information fully;
- 2) Discuss your plans with your academic course team;
- 3) Research the costs associated with your placement and gather evidence;
- 4) Submit a Placement Proposal via <https://careerhub.falmouth.ac.uk> ensuring that the Academic approving your application also provides full details of their support for your bursary application as well as just approving the placement;
- 5) As part of your placement proposal, complete the Placement Bursary application and your evidence of costs.

Proposals that do not receive full approval – including health & safety checks - will not be considered for a Placement Bursary.

To complete a Placement Proposal and Placement Bursary application, log on to <https://careerhub.falmouth.ac.uk>.

When can I apply?

Placement proposals and Placement Bursary applications can be submitted at any time during the academic year, with a deadline of **at least 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.

What if my placement isn't approved by my academic department or the Employability Service?

We can only offer bursaries to help fund placements that are fully approved.

What should I do if I don't have confirmed dates for my placement?

If the dates for your placement are still to be finalised, we would suggest you complete the placement proposal and bursary application with your earliest possible departure date, ensuring you meet the minimum 2-week application deadline. If your departure is then delayed to a later date, you will need to contact us to let us know.

When will I know the outcome of my Placement Bursary application?

Placement Bursary applications will be considered alongside the placement approval process and are likely to take 2-3 weeks for a decision to be made and communicated to you. Final decisions won't be possible until the placement has been fully approved. Decisions are communicated via email to your [University email address](#).

NB: 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; a decision communicated to you; and your payment received.

How will I receive my funds, if successful?

If you are offered a Placement Bursary you will be sent an acceptance form which you need to complete, sign and return to us ASAP.

Once we have received your completed, signed acceptance form, we will process your bursary payment. Bursaries are paid directly into students' bank accounts and take 2 weeks (from the date of approval) for funds to clear.

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

Funds are limited, and a range of factors will be taken into account when 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.

Please note that we will check students' eligibility using University and Student Finance records. If we cannot view relevant information (eg because you / your parents have withheld consent for us to be able to see it), then we will not be able to consider your application.

We aim to target the funds at those students who are least likely to be able to cover the costs of a placement without this type of financial assistance. If you have already received a placement bursary, you are less likely to receive further funding 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. If you are offered a bursary for less than the full amount you requested, you will be asked to confirm that you are able to cover the balance of costs.

Applications with unrealistic or apparently exaggerated costs will not be funded.

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.

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

No, you can't apply for a Placement Bursary to just visit a company – it can only support appropriately organised and approved placements.

For support with self-organised, study-related trips, you can apply for a Falmouth Travel Bursary. 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 in your placement proposal & bursary application, 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. We may be able to agree some changes with you (eg change of departure dates), but in some circumstances you may be asked to repay the bursary. Agreement for any changes to your placement must be agreed, in writing, in advance of your departure.

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 information relating to you receiving a placement bursary for promotional and PR purposes.

What if I change my mind about my placement?

Placement Bursaries are awarded only 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