

## Work placement & Study Abroad Bursary 2023/24

### Information and Guidance Notes

#### What is the Placement Bursary and where do the funds come from?

The Placement Bursary is provided by the University of Reading via the Access Agreement in association with the Office for Students (OFS). The funds must therefore be used to support students from underrepresented groups in Higher Education, which determines the eligibility criteria set out.

The Placement Bursary intends to support eligible students with additional costs associated with undertaking a placement or study abroad/ERASMUS programme. *The bursary is not intended to cover the full cost incurred by you.*

**PLEASE NOTE, YOU CANNOT APPLY FOR BOTH TURING AND STUDY ABROAD FUNDING.**

An awarded bursary does not have to be repaid (unless fraudulently obtained) and can be used towards the expenses incurred in relation to the placement or study abroad/ERASMUS programme.

#### Who can apply?

**MPharm students - Part 2 and part 3** who are undertaking mandatory placements throughout the academic year will automatically receive an award based on the following criteria:

Assessed household income of less than £25,000	£300
Assessed household income of between £25,000 and £45,000	£200

**MPharm students - Part 1 and Part 4** you must apply to the bursary following the guidance below.

In order to apply for the Placement Bursary, you must be:

- currently enrolled on a full-time or part-time undergraduate course; and
- a permanent resident of the UK or EU; and
- undertaking a credit bearing placement/module in the UK or abroad as a formal part of their degree programme;
- or
- undertaking a study abroad/ERASMUS programme; and
- not earning above £20,000 (£22,000 for placements in London) per annum
- You cannot apply for more than one source of funding associated with this placement/ERASMUS Study Abroad

#### Important please read

*Additionally, you must be assessed by your Student Finance Authority<sup>1</sup> as eligible for financial support and have an assessed household income of below £45,000.*

*In order to confirm your eligibility, we will use data supplied to by the relevant Student Finance Authority. We will only be able to determine your eligibility if you have:*

<sup>1</sup> Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland

- *made an application through the relevant Student Finance Authority for tuition fees, maintenance loans/grants or other grants; and*
- *given the authority consent to share your assessed household income with the university. Please note that your parent(s) or partner must also provide consent if their financial information has been included in the application.*

## How and when to apply

Please note that you must have secured your placement at the time of application and provide evidence thereof. You should submit your application by one of the below noted application deadlines. Late applications will not be considered.

### Application deadlines for 2023/24

- January 31<sup>st</sup>, 2024
- June 3<sup>rd</sup>, 2024

## What supporting evidence should I submit?

You must submit evidence of your secured placement which should be in the form of a contract or a signed letter from your placement provider.

Students undertaking a study abroad/ERASMUS programme should provide a confirmation letter from the Erasmus & Study Abroad Office or an acceptance letter from the host institution.

The following information must be provided:

- Name of your placement or study provider
- Contact details for your placement or study provider
- Location of placement or studies (if different from above)
- Duration of your placement or studies (start and finish date)
- Amount of salary and/or other financial awards (e.g. travel cards, re-location award etc.

Please supply copies ONLY as no documents will be returned to you.

Additionally, you should provide evidence regarding your costs (see section 'Cost of Undertaking Your Placement) where applicable.

*Please note that incomplete applications will be declined.*

## What level of bursary could I receive?

Bursaries will be awarded based on the estimated overall cost of undertaking the placement as identified in the completed application form.

Estimated cost of placement	Less than £500	£500-£1,000	£1,001-£2,500	More than £2,500
Bursary Amount	£200	£300	£500	£1,000

We hope to be able to award funds to every applicant however, if the scheme is oversubscribed we will prioritise based on whether the placement is paid or not and household income.

Only one bursary per placement and academic year will be awarded.

## When will I receive my bursary payment?

Shortly after each application deadline the selection panel will meet to review the applications. We are hoping to inform all students of the outcome within 4 weeks from the application deadline. Information of when payment will be made to eligible students will be included in the notification email.

*Please note that in order to be paid you must provide your bank account details on the RISISweb Portal.*

## Can my application be reassessed?

If you wish to appeal the decision on your application, you should provide a written account of why you feel the decision should be revisited and the outcome you are seeking. Following receipt of your appeal, your statement and complete application will be reviewed by the Director of Student Support Services who ordinarily will not have reviewed your application previously.

Please note that the level of bursary is calculated based on the evidence submitted with your application at the time of applying. You cannot appeal the decision of your application in order to provide additional evidence of incurred costs which have not previously formed part of your application.

# How to Complete the Application Form

## Your Personal Details

Complete all sections and make sure that your contact address and telephone numbers are correct in case we need to contact you.

## Course Details (University of Reading)

Complete all sections as this is used to assess your eligibility for the Placement Bursary.

Your placement must be part of your degree and should therefore form part of a module. You must provide the module code, please ask your school if you do not know the module code.

## Placement Details

Complete all sections and make sure that the contact details provided for your placement provider are correct as we may need to verify your placement arrangement.

It is important that you tell us whether you will receive a salary and/or any other financial support from your provider (e.g. travel cards, re-location award etc.).

## Cost of Undertaking Your Placement

Please use this section to estimate your travel and/or childcare costs while undertaking your placement. The cost incurred should be over and above your normal costs while at University.

The overall estimated costs that you identify and provide evidence for will be used to determine the amount of bursary that you are eligible to receive.

## Childcare

Childcare costs that are incurred over and above what you would usually pay during an academic year are considered. Your child/children must be with an Ofsted registered child minder or nursery.

You will need to provide evidence of your childcare costs for the previous academic year (invoices or bank statements) as well as evidence of your arrangements during the time you are on placement or study abroad/ERASMUS programme (letter from childcare provider).

## Travel costs

Flights: If you have not yet booked your flights you should provide three quotes from airlines or travel agencies (online quotes/searches are acceptable).

An average of the three quotes should be calculated and provided as the cost of flights. Only costs for one return flight will be considered<sup>2</sup>.

Transport to/from airport: One return journey to/from the UK airport and one return journey from/to the overseas airport will be considered.

Daily bus/train transport: Please provide the *daily* cost of your return journey. Calculation will be based on you working 5 days per week. If you in addition to working Monday-Friday are *required* to work weekends, a letter stating so should be obtained from your placement provider and submitted with your application. Merely confirming attendance in the office will not suffice.

Daily car transport: We expect students to use public transport whenever possible. In the event that you choose to travel to your placement by car we will calculate mileage at 45 pence per mile.

We will not include car wear and tear, car insurance, MOT or parking charges.

## Supporting Statement

Please use this section to provide any further information or explanation to any of the other sections of the application form.

## Can I speak to someone about my application?

If you have questions about the application process, your eligibility or your submitted application, please email [studentfunding@reading.ac.uk](mailto:studentfunding@reading.ac.uk) or call 0118 378 5555. You can also speak to us in person by coming to the Student Services Reception in the Carrington Building and ask to speak to a member of the Student Financial Support team.

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<sup>2</sup> If you are undertaking a study abroad/ERASMUS programme in two different countries one return flight per country will be considered.