

## Work Experience Bursaries Application Guidance 2017/18

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### 1. What are Work Experience Bursaries?

#### Introduction

The Work Experience Bursaries scheme supports University of Birmingham **undergraduate students** in their first, second and penultimate years of study. The bursaries provide financial assistance with the costs of undertaking work experience or internships during the students' summer vacation.

The scheme also plays an important role in publicising and promoting the achievements of its award winners to demonstrate the value of work experience to other students

**Please note** that only the separate [Global Challenge Internships Programme](#) is open to ALL undergraduate students including final year students.

The bursaries are available to assist with the funding of opportunities that do **NOT** form part of your course requirements. You may **NOT** request a bursary to fund opportunities such as electives, or opportunities that are part of an accredited module.

#### Who are the bursaries designed to support?

The aim of the scheme is to encourage students to undertake ambitious work experience placements without being inhibited by financial constraints. Students looking for work experience in areas or sectors which are **low paid** or **unpaid** can apply for a bursary to assist them.

The bursaries are, in particular, designed to support students who:

- hold no prior work experience (this includes volunteering, part-time work, internships, work shadowing)
- want to undertake work experience in a role/sector for which no previous work experience is held
- hold former work experience but who want to explore a different role/sector to help with career decision-making

**PLEASE NOTE:** The quality of your application and the information that you provide is used to determine your suitability for an award. **It may be decided that you shall be awarded part of the amount requested instead of the full amount.**

### **Eligibility to apply to multiple bursaries**

Some students may qualify to apply for more than one bursary (for example, you may meet the eligibility criteria for both the International Work Experience Bursary and the Gateway Bursary). We **will** accept applications for more than one Bursary from a single student; applications for more than one will not impact on our assessment of applications in any way. If you are invited to interview for multiple bursaries, we will endeavour only to conduct one interview to cover all bursary strands.

**PLEASE NOTE: The bursaries are designed to act as a contribution towards the cost of your work experience. Depending on the performance of your overall application, you may receive all, part of, or none of the funds you have requested. Therefore it is important and highly recommended you have considered alternative funding options as a contingency should you not be awarded all of your requested funds.**

### **There are four strands to the Work Experience Bursaries:**

#### **University of Birmingham Undergraduate Research Experience Bursary**

This bursary may provide recipients with up to £500 assistance. It is intended for students who wish to undertake research, for example a research project at a university, or within any organisation that is undertaking research.

#### **University of Birmingham International Work Experience Bursary**

Where proposed work experience placements are overseas, students can apply for the International Work Experience Bursary. This bursary may provide recipients with up to £800 assistance. You must provide a strong rationale as to why a similar position in the UK would not provide the same learning opportunities.

#### **University of Birmingham UK Professional Work Experience Bursary**

This strand will support students undertaking work experience in the UK, whose placement specifically relates to a chosen professional career path, for example, law, PR, finance, teaching etc. This bursary may provide recipients with up to £800 assistance. Please note this bursary is only available for **UK** work experience placements and cannot be used to fund placements overseas.

#### **University of Birmingham Gateway Work Experience Bursary**

This bursary stream is available to students planning to undertake placements either abroad or in the UK. Applicants wishing to apply for the Gateway Internship Bursary can only do so if they consider themselves as coming from one of these priority groups:

- In receipt of a standard or alternative A2B (Access to Birmingham) offer
- Registered as disabled/in receipt of Disability Student Allowance.
- A care leaver

- First generation of the family into Higher Education
- From a lower income background e.g. in receipt of a grant or scholarship
- Lone parent (you are a single parent of one or more children)
- From an ethnic minority

The Gateway Bursary offers up to a standard £780 payment; if a student can demonstrate a valid requirement for additional funds (which **must** be associated with the work experience opportunity that they will be undertaking), payments of up to £2,000 *may* be made. The amount you apply for will depend on the individual circumstances of your proposed work experience. Last year we made awards ranging between £100 and £1,800. You may be asked to provide evidence of your eligibility for a Gateway Bursary.

### **Support available**

Within reason the Work Experience Bursary can contribute to any expenses incurred through work experience or an internship, including:

- Accommodation costs
- Travel expenses
- Living costs and utilities bills
- Insurance (if required in addition to the University of Birmingham travel insurance scheme)
- Equipment or resources
- Programme/experience fees

Discretion will be applied when assessing applications for funding for equipment and resources.

### **Enhanced Transcripts**

From July 2016 The University of Birmingham has introduced an enhanced transcript system. In addition to academic achievement, the enhanced transcript will provide information about verifiable extracurricular activities such work experience bursaries. Verification of this activity will be made available to the University's central records system and it will on the transcript. Please let us know if you do not want the activity to appear on your transcript.

Please note as part of the transcript recording process, you will be asked for confirmation from your host internship organisation that you have completed a placement there i.e. an e-mail confirming you have completed an internship with them over a certain period of time.