University of Kent: Work and Opportunities Fund
Terms and Conditions

These terms and conditions ("Terms") apply to the University of Kent's ("University") Work and Opportunities Fund Scheme ("Scheme"). Under the Scheme, the University has a limited number of monetary grants, to allocate to students who, through their own initiative, have secured opportunities that will support their employability upon graduation.

By making an application for the Scheme, you accept and agree to be bound by these Terms.

1 To be eligible to apply for funding you must:
   1.1 be a student of the University of Kent, studying in the UK;
   1.2 be undertaking work which is considered graduate-level or attending a training / networking opportunity that will support your employability upon graduation;
   1.3 You should be returning to university for at least one term after completing your work experience.
   1.4 have secured the opportunity yourself (as defined below);
   1.5 only claim for costs incurred during the first 3 weeks or 120 hours (based on 40 hours per week) of your experience of work; and
   1.6 ensure your claim meets the requirements set out in the terms, below.

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, funding, and allocation of such funding 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.

2 International students: Students holding a visa to study in the UK must adhere to the following statement: As a postgraduate or undergraduate student you might be permitted to work either 10 or 20 hours per week, as stated on your visa, during term time (including all paid and unpaid employment). You understand the term and vacation dates associated with your studies which dictate when you may, or may not work full time. You understand the restrictions placed on your work and will not breach the terms of your visa.

University of Kent term dates can be found at: https://www.kent.ac.uk/academic/University-term-dates/MenuTermDates.html
What opportunities does the funding cover?

3 Training or networking event:

Funding can be used towards the cost of training or networking events, which will contribute to your personal and skills development and/or support your future career aspirations.

4 Travel to an interview for unpaid work:

Funding can be provided to cover the cost of travel to an interview (for an unpaid role), if expenses are not covered by the employer. Students must enquire with the company/organisation first to confirm if expenses will be covered, before applying for this funding.

5 Unpaid work experience:

5.1 Work experience means a graduate-level, temporary work placement within an organisation or company of good standing in the United Kingdom or overseas, 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 initial standard test for establishing whether the work experience will be valid for an application is as follows: “does the work experience undertaken lead to development of skills that support your employability and, following completion of the work experience, would a future employer be impressed to hear of the work you undertook during your period of work experience?”

5.2 Overseas opportunities: There is a limited amount of funding for overseas work experience. This funding will be given on a first come first served basis. The University shall not be under any obligation to carry out enquiries into, and makes no warranty regarding the employer or the work experience. The University reserves the right to judge whether the proposed work experience can be classified as “graduate-level work experience” in accordance with clause 5.1 and its decision will be final. All claims made are at the discretion of the Careers and Employability Service and are dependent on funds being available.

5.3 The work experience must be an extra-curricular activity, which is not accredited, and does not form part of a programme or module.

5.4 You must secure your own work experience. The University accepts no responsibility for securing the work experience 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 experience or any prospective work placements.
5.5 The work experience must be unpaid, and you must not be receiving any other form of payment for undertaking the work experience, or be required to pay the employer to take part in the experience.

5.6 The University may contact your employer to discuss the information provided to the University and may enter into a dialogue with them over the details of the experience generally. By agreeing to these terms and conditions you agree that the University may contact the employer, and that the University and the employer may disclose to each other and otherwise process your personal data for the purposes of such discussions. You accept that the University shall be entitled to request that the employer discloses to the University accurate details of the total pay/other sums they shall invest in you in relation to the proposed opportunity. Such discussions shall not imply any offer by the University or otherwise entitle you to, or give you any expectation of receiving funding.

Your Application

6 Please complete the Work and Opportunities Funding form and email to careerhelp@kent.ac.uk for the attention of Sarah Skinner. The University will consider all the applications received and will let you know if you have been successful in being awarded funding by e-mail by no later than 21 working days following the date of your submitted application. If you do not hear back from us by such date, you should assume that you have been unsuccessful. The University may however at its sole discretion consider your application at a subsequent time during the Scheme.

7 You can only apply for funding for work experience / opportunities which have not yet taken place.

8 GDPR and data protection: By agreeing to these terms and conditions, you agree to disclose your personal information and for this to be held by us, for a period of 8 years. Your personal information will be used for legitimate purposes in connection with the work experience and bursary. Data held by Careers and Employability is subject to the central University Data Protection Policy.

Funding Allocation

9 By applying for and/or accepting the funding you are stating that you are not receiving any other form of payment for undertaking the experience of work e.g. a wage or expenses.

10 There is a limited number of funds available and any payment shall always be subject to University budget constraints. Each eligible student can only apply once per academic year, however, they may use the awarded sum towards multiple experiences i.e. two unpaid work placements.

11 Funding will only be allocated after the full application has been submitted, written confirmation by The Careers and Employability Service has been sent, and the claims process
has been completed. The funding is limited and will be offered on a “first come, first served” basis upon receipt of students’ full claim documentation and evidence.

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 funding to applicants. You further accept that the University shall not (unless required by law) be required to give any reasons for its decisions.

Reimbursement

If the University notifies you that your application has been successful, the University shall pay you a reimbursement up to the maximum amount you have been offered, subject to availability of remaining funds on receipt of a satisfactory claim form and providing a 200 word reflective piece about your experience and a photo pertaining to your experience, to be used on the Careers and Employability social media pages (Facebook, Twitter and / or Instagram), University of Kent website and marketing materials.

You must submit your claim form within one month of the finishing date of your opportunity. Payment will not be made in advance of the work placement / opportunity or retrospectively, if it has already taken place.

You shall be responsible for declaring any funding received as income to H&M Revenue and Customs and to pay income tax and national insurance contributions and other applicable deductions required under applicable law. It is your responsibility to ensure you remain within the law. The University accepts no liability for such matters.

Payment will normally be made by BACS within 3 weeks of the receipt of a satisfactory expenses claim form (WO-EXP1), all original expenditure receipts and a reflective piece.

Only one bursary is allocated per person per academic year. The amount issued is down to the discretion of the Careers and Employability Service and is non-negotiable.

Expenses covered

Travel Expenses: Travel expenses to and from the place of the experience, e.g. car mileage, bus or train fare, but must be supported by receipts or a bank statement. Failure to provide receipts will result in the bursary not being awarded.

- Claimants must travel standard class
- Advantage should be taken of concessionary fares, cheap day tickets and rail card options
- Claimants are asked to travel by tube, bus or tram wherever practical, particularly for short journeys
- The use of taxis should be kept to a minimum, please ensure additional charges are avoided e.g. waiting charges
19 **Training costs:** If you are attending a training event / course which will support your employability, but it incurs a cost, the funding can cover this. Evidence of the training fee will be required.

20 **Accommodation:** Accommodation should only be used if this is cheaper than travelling to and from the experience of work, for the duration of the opportunity.

21 Students may claim for the cost of buying appropriate work clothing or arranging childcare for full/part duration of the work experience.

   21.1 Appropriate clothing is considered as clothing/footwear considerate of the working environment in which you are placed, e.g. shirt/blouse, smart skirt/trousers. Clothing must be supported by the original receipt(s). One single item (e.g. a jacket) may not exceed the cost of £75.

   21.2 Registered carer or pre-arranged nursery placement only. Must be supported by official receipt of payment/invoice.

**General**

22 If you provide the University with incorrect or incomplete information, or if you fail to complete the experience of work, so that you do not in fact meet the eligibility criteria for the funding, or you otherwise do anything which might bring the University into disrepute, without prejudice to its other rights and remedies the University, we may terminate the agreement with you with immediate effect and will not pay any money to you and/or may require you to return any money already paid to you pursuant to these Terms.

23 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 these Terms.

24 The University takes no responsibility for undertaking health and safety or any other risk assessments of the opportunities undertaken, which are unrelated to course requirements. Students participating in work experience as part of this Scheme are expected to undertake their own assessments and familiarise themselves with the relevant organisation’s processes in order to ensure their personal safety and well-being.

25 Students on undertaking work experience or training are not covered by the University’s Public Liability Insurance (unless specifically stated to the contrary). As such you are advised to ensure that the provider does supply insurance cover for you in this respect. Where the provider does not provide such cover you are strongly recommended to take out such cover personally.

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