



## **University of Kent: Work Experience Bursary Terms and Conditions**

These terms and conditions (“Terms”) apply to the University of Kent’s (“University”) Work Experience Bursary Scheme (“Scheme”). Under the Scheme, the University has a limited number of monetary grants, which it wishes to allocate to students who, through their own initiative, have secured work experience within companies or other organisations. By making an application for the Scheme, (whether or not you subsequently receive a bursary) you accept and agree to be bound by these Terms.

- 1** In order to apply to enter the Scheme, the following criteria must be met. 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, a bursary, and allocation of such bursary 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** To be eligible to apply for a bursary you must:
  - 2.1** be a student of the University studying in the UK;
  - 2.2** be undertaking graduate level work experience;
  - 2.3** provide the University with a valid Student ID number when submitting your application;
  - 2.4** have secured the work experience yourself (as defined below); and
  - 2.5** only claim the bursary for costs incurred during the first 3 weeks or 120 hours (based on 40 hours per week) of your work experience. (This supports the Kent Union policy on unpaid work experience and internships.)
  - 2.6** meet the other requirements set out in these Terms
- 3** Work experience means a graduate-level, temporary work placement within an organisation or company of good standing in the United Kingdom or Internationally, 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. To be eligible for a claim for an international placement the student must meet the criteria for our BKEW enhanced bursary. 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 this clause 3 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.
- 4** 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** 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.
- 6** Before deciding whether to award a bursary, the University may discuss the proposed work experience with the employer. 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. Without prejudice to the generality of the foregoing, 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 placement. Such discussions shall not imply any offer by the University or otherwise entitle you to, or give you any expectation of receiving a bursary.
- 7** The University may write to your employer to discuss the information provided to the University and may enter into a dialogue with them over the details of the work experience generally.

### **The Bursary**

- 8** There are a limited number of bursaries available and the payment of bursaries shall always be subject to University budget constraints.
- 9** Bursaries will only be allocated after the full bursary application has been submitted, written confirmation by The Careers and Employability Service has been sent, and the claims process has been completed. The funding for the bursary scheme is limited and will be offered on a “first come, first served” basis upon receipt of students’ full claim documentation and evidence.
- 10** The University shall always use reasonable endeavours to act fairly when making decisions as to whom to allocate the bursaries. However, 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 bursaries to applicants. You further accept that the University shall not (unless required by law) be required to give any reasons for its decisions.
- 11** If the University notifies you that your application has been successful, the University shall pay you a bursary up to the maximum amount you have been offered, subject to availability of remaining bursary funds on receipt of a satisfactory claim form and reflective report. No

other sums shall be payable to you by the University whatsoever. There is no obligation to pay the maximum amount originally offered or to pay the full amount on the claim.

- 12** You shall be responsible for declaring any bursary received as income to HM 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.
- 13** Payment of a bursary will normally be made by BACS within 3 weeks of the receipt of a satisfactory expenses claim form (BKEW-EXP1), all expenditure receipts and a reflective blog.
- 14** The amount issued is down to the discretion of the Careers and Employability Service and is non-negotiable.
- 15** Only one bursary is allowed per person per academic year. Once your full application has been accepted and a payment made you are not eligible to apply for further funding through the Scheme.
- 16** The bursary will contribute towards the following items only:

Travel expenses to and from the place of work during the period of work experience. e.g. car mileage, taxi, bus or train fare, but must be supported by receipts. Failure to provide receipts will result in the bursary not being awarded.
- 17** Students eligible for BKEW enhanced (bursary awards of up to £250) may claim for the cost of buying appropriate work clothing or arranging childcare for full/part duration of the work experience.
  - 17.1** Appropriate clothing is considered as clothing/footwear considerate of the working environment in which you are placed, e.g. shirt/blouse, smart skirt/trousers. Must be supported by original receipt(s). No single item may exceed the cost of £75.
  - 17.2** Registered carer or pre-arranged nursery placement only. Must be supported by official receipt of payment/invoice.
- 18** By applying for and/or accepting the bursary you are stating that you are not receiving any other form of payment for undertaking the work experience placement e.g. a wage or expenses.

### **Your Application**

- 19** The University will consider all the applications received and will let you know if you have been successful in being awarded a bursary 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.

- 20** The University shall not return your application form to you. You are therefore advised to keep a copy of your application form (along with a copy of these Terms). You should also not enclose any valuable information or documentation with your application.
- 21** Data held by Careers and Employability is also subject to the central University Data Protection Policy.

#### **General**

- 22** The University reserves the right to not award a bursary to you and/or to end the Scheme (or any part of it) at any time.
- 23** If you provide the University with incorrect or incomplete information, or if you fail to complete the work experience, so that you do not in fact meet the eligibility criteria for a bursary, or you otherwise do anything which might bring the University into disrepute, without prejudice to its other rights and remedies the University, may on notice to you terminate its agreement with you pursuant to these Terms 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.
- 24** By submitting an application for a bursary, you agree to disclose your personal information and for this to be held by us. Your personal information will be used for legitimate purposes in connection with the work experience and bursary.
- 25** 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.
- 26** The University takes no responsibility for undertaking health and safety or any other risk assessments of work experience organisations 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.
- 27** Students on placement 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 of the placement does provide 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.