

## **Loughborough Bursary for Unpaid Placements (LBUP) 2017/18**

### **Purpose**

The purpose of this bursary scheme is to support undergraduate students from low income households (£25,000 or under) to enable access to unpaid placements which still persist in various highly competitive industry sectors.

### **Terms & Conditions**

#### **1. General**

- 1.1 Students must be registered on a Part I route for academic year 2017/18 and registered on a full-time programme of study at Loughborough University to be eligible for the LBUP.
- 1.2 Students will be invited to submit an LBUP Declaration of Interest from 26 July at 12:00 (midday) BST. Declarations submitted before this time will not be considered. 31 bursaries are available on a first-come, first-serve basis and remaining students who have confirmed their interest will be placed on a waiting list.
- 1.3 After the Placement Information Submission Deadline (see section 3.3), information provided by the student will be assessed based on the criteria indicated in section 2 of this document. For the purposes of LBUP 'household income' will be assessed on the basis of the figure used for 2016/17 funding as may be established in accordance with [Loughborough Scholarship Programme](#) procedures.
- 1.4 Students who are awarded funds through the LBUP agree to complete the Destinations of Leavers from Higher Education (DLHE) survey upon graduation.

#### **2. Assessment of Placement Information**

- 2.1 Only Students who were eligible to receive maintenance funding for 2016/17 and have a 'live' 2017/18 application with Student Finance England (SFE), Student Finance Wales (SFW), Student Finance Northern Ireland (SFNI) and Student Awards Agency for Scotland (SAAS) may apply for the LBUP Scheme.
- 2.2 Only those students with an assessed residual household income of £25,000 or under for 2016/17 funding will be eligible for the LBUP scheme.
- 2.3 Students must have secured an unpaid work-based placement/s and have confirmed this by submitting relevant information\* about the placement/s to their School Placement Team by the first Placement Information Submission Deadline indicated in point 3.3 below.
- 2.4 Students who secure multiple placements are required to submit relevant information\* by the Placement Information Submission Deadlines indicated in point 3.3 below.
- 2.5 Students who secure a single placement of 45 weeks or more will only need to submit relevant information\* about their placement once by the Placement Information Submission Deadlines indicated in point 3.3 below.
- 2.6 Where there is a change in the placement information\* previously submitted students should communicate this to their School Placement team as soon as possible.

2.7 Unpaid Placements which include travel expenses and/or limited subsistence, or include neither will be considered for the purposes of LBUP awards. Unpaid Placements which provide fully funded accommodation will not be considered for LBUP awards.

2.8 Placements for which a student will receive Erasmus or Erasmus+ funding will not be considered for the purposes of LBUP.

2.9 Study Placement periods will not be eligible for LBUP awards.

2.10 Students must have submitted information about a minimum of a 25 week eligible unpaid placement/s or still have sufficient time prior to the start of the 2018/19 academic year to complete a minimum 25 weeks of eligible unpaid placement/s. Please note the expectation as detailed in [University regulation XI](#) is that students complete 45 weeks of professional training.

2.11 Students whose circumstances change such that they no longer continue to meet all eligibility criteria, including but not limited to withdrawing from their programme of study or taking a leave of absence, will not be eligible for further LBUP payments.

2.12 Students on the waiting list will be moved on to the LBUP scheme if a student who was previously on the scheme is no longer eligible.

### 3. Payments

3.1 An individual bursary amount of up to £6415 is available to each LBUP award holder. This will be paid by bank transfer in instalments via the Student Loans Company.

3.2 If any LBUP award is made as a result of the provision of inaccurate information by the student, the University reserves the right to recover the award made.

3.3 LBUP payments will be made as per the table below;

| Payment Date    | Placement Information Submission Deadline | Proportion of LBUP Monies Paid |
|-----------------|---|--------------------------------|
| 6 October 2017  | 7 August 2017                             | 33%                            |
| 2 February 2018 | 29 January 2018                           | 33%                            |
| 8 June 2018     | 4 June 2018                               | 34%                            |

3.4 Once all LBUP funds have been allocated no more bursaries will be awarded.

3.5 Students that are moved from the waiting list will be eligible for the remaining individual bursary amount available e.g.

- Moved from waiting list to registered prior to 08/08/17, eligible for 100% of individual bursary amount; £6415
- Moved from waiting list to registered between 08/08/17 and 29/01/18 inclusive, eligible for 67% of individual bursary amount; £4233.90

- Moved from waiting list to registered between 30/01/18 and 04/03/18 inclusive, eligible for 34% of individual bursary amount; £2181.10

\*Required Placement Information (for each placement);

- Host organisation name
- Host organisation address
- Placement start date
- Placement end date
- Unpaid placement category
  - Unpaid placement
  - Unpaid placement with limited travel/subsistence
  - Unpaid with accommodation
- Satisfactory student risk assessment

N.B. A completed Host Organisation Declaration Form (HODF) is required from the placement organisation by the Placement Information Submission Deadline and prior to the start of your placement. This will be requested via the relevant School Placement Team.

### LBUP Payment Examples

Total payment amount of £6415 where placement information is submitted prior to 8 August.

Payment Schedule:

|                 |          |
|-----------------|----------|
| 6 October 2017  | £2116.95 |
| 2 February 2018 | £2116.95 |
| 8 June 2018     | £2181.10 |

Total payment amount of £6415 where sufficient LBUP funding is available and where placement information is submitted between 8 August 2017 and 29 January 2018.

Payment Schedule:

|                 |          |
|-----------------|----------|
| 6 October 2017  | £0       |
| 2 February 2018 | £4233.90 |
| 8 June 2018     | £2181.10 |

### Waiting List Example

The first 31 students who declare their interest in LBUP and are found to be eligible, will be awarded.

Any further students who declare their interest are placed on a waiting list in priority order in which they declared interest i.e. 32nd student is first on the waiting list and 33<sup>rd</sup> student is second on the waiting list.

On the first Placement Information Submissions Deadline 5 students of the first 31 are assessed to be no longer eligible for an awarded. The first 5 students on the waiting list who have submitted their placement information are promoted from the waiting list and are eligible to be awarded the following:

Payment Schedule:

|                 |          |
|-----------------|----------|
| 6 October 2017  | £2116.95 |
| 2 February 2018 | £2116.95 |
| 8 June 2018     | £2181.10 |