



Loughborough Bursary for Unpaid Placements (LBUP) 2019/2020

Purpose

45 bursaries of up to £5,000 have been made available by the University to support UK undergraduate students who are in receipt of the Loughborough Scholarship Programme (LSP) bursary to enable access to unpaid placements which persist in various highly competitive industry sectors.

Terms & Conditions

1. Assessment of Student Eligibility

- 1.1 Students must be registered on a Part I route for academic year 2020/21 and registered on a full-time programme of study at Loughborough University to be eligible for the LBUP. The data used to make this assessment is gathered by the University at application and registration stages.
- 1.2 Students in receipt of the Loughborough Scholarship Programme (LSP) bursary for year 2019/20 will be eligible to be considered for the LBUP.
- 1.3 In the event of having more than 45 students eligible for the LBUP, priority for allocation of the LBUP funds will be given to students in the following order:
 - Students in receipt of the LSP **and** from Black African or Caribbean heritage. Students from this group have been prioritised as a positive action response to data indicating that they have lower odds of achieving a higher degree class than other students. Completing a placement year has a statistically positive impact on students' chances of obtaining a higher degree class.
 - Students from the lowest household incomes in line with the Loughborough Scholarship Programme
 - £18,000 and under
 - £18,001 - £22,000
 - £22,001 - £25,000
- 1.4 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. Assessment of Financial Eligibility

2.1 Students in receipt of the LSP in the year prior to their placement year (e.g. Part B on an (F)ABIC route or Part C on an (F)ABCI(D) route will be automatically assessed for their eligibility.

2.2 Only students who are eligible to receive funding for 2019/20 and have a 'live'* 2020/21 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.

* The term 'live' refers to students having submitted their application for funding to their student finance body for 2020/21. Funding covers tuition fee and/or maintenance loans/grants.

2.3 Any student has the right to request a review of their circumstances by the University. An email should be sent to careersprojects@lboro.ac.uk stating the reason why a review is required along with any associated evidence.

Example: a student whose household income or LSP status is being reviewed by Student Finance or The University and was not made available during the LBUP award process, could apply for their circumstances to be reviewed.

3. Assessment of Placement Eligibility

3.1 Students must have secured an unpaid work-based placement(s) and have it confirmed and authorised by submitting relevant information* about the placement(s) to their School Placement Team by the 30th September 2020.

*Relevant placement information which must be submitted to the Placement Team (for each placement);

- Host organisation name
- Host organisation address
- Placement start date
- Placement end date
- 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.

3.2 Students are required to submit the relevant information referred to in paragraph 3.1 for each placement they have secured by the Placement Information Submission Deadlines indicated in paragraph 5.3 below.

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- 3.4 Unpaid Placements which include travel expenses and/or limited subsistence, or include neither, will be considered for the purposes of the LBUP awards.
- 3.5 Placements for which a student will receive Erasmus or Erasmus+ funding will not be considered for the purposes of the LBUP.
- 3.6 Unpaid Placements which provide fully funded accommodation will not be considered for the LBUP awards.
- 3.7 Placements for which students receive a Loughborough University or other stipend will not be considered for the LBUP awards.
- 3.8 Placements for which a student receives commission only as a form of remuneration will not be considered for the purposes of the LBUP.
- 3.9 Study placement periods will not be eligible for the LBUP awards. This does not include students completing a study and unpaid work placement, such as the 6+6 scheme who will be paid pro rata for the number of weeks of unpaid work declared and approved.
- 3.10 Students completing the Placement Year in Enterprise will be considered for the purposes of the LBUP awards subject to meeting the eligibility criteria in the terms.
- 3.11 Students will be paid pro rata for the number of unpaid placement weeks they declare to the University and have approved. Please note, the expectation as detailed in University Regulation XI is that students complete 45 weeks of professional training.

4 Bursary Award Process

- 4.1 Part B or C students on an ABIC or ABCID route, who receive the Loughborough Scholarship (have a household income of £25,000 or under) in 2019/2020 will automatically be considered for the bursary.
- 4.2 Student eligibility will be assessed by the University in the following order to award the bursaries:
 - 4.2.1 Students' route as outlined in paragraph 1.1
 - 4.2.2 Students who meet eligibility criteria outlined in paragraph 1.2 and 1.3
 - 4.2.4 Students' application for student finance outlined in paragraph 2
 - 4.2.4 Students who meet placement eligibility criteria outlined in paragraph 3
- 4.3 Student eligibility will be assessed at the intervals stated below in paragraph 5.3. Students who meet the eligibility criteria above will automatically be paid for the number of unpaid weeks that have been declared and approved. The monetary amounts can be found in section 5.
- 4.4 Once all LBUP funds have been allocated no more bursaries will be awarded.

5 Payments

- 5.1 An individual bursary amount of up to £5,000 is available to each LBUP award holder. This will be paid by bank transfer in three instalments via the Student Loans Company. Payment dates could be subject to change as they are dependent upon third-party payment administration. Payments will be made pro rata for the number of weeks of unpaid work placement a student has declared and had approved at each Placement Information Submission Deadline below (please see paragraph 5.3).
- 5.2 LBUP payments will be made as per the table below;

Placement Information Submission Deadline	Estimated Date of Payment Instruction to SLC	Estimated Bursary Payment Date	Maximum Proportion of LBUP Monies Paid at each instalment
30 th September 2020	12 th October 2020	25 th October 2020	33%
27 th January 2021	8 th January 2021	21 st February 2021	33%
24 th April 2021	1 st May 2021	15 th May 2021	34%

- 5.3 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.

6 General conditions

- 6.1 Students who receive funds through the LBUP agree to complete the Graduate Outcomes survey after graduation.
- 6.2 Students who receive funds through the LBUP **must** complete a bursary evaluation form which will be sent to them typically midway through their placement year.