

## **Loughborough Bursary for Unpaid Placements (LBUP) 2022/23**

### **Purpose**

45 bursaries of up to £3,667 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 2022/23 and registered on a full-time programme of study at Loughborough University to be eligible for 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 the year 2021/22 will be eligible to be considered for LBUP. Please refer to the LSP Terms and Conditions for further information:  
<https://www.lboro.ac.uk/students/finance/ug/scholarships/>.
- 1.3 In the event of having more than 45 students eligible for LBUP, priority for allocation of the funds will be given to students in the following order:
  - Students of 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. (Further information can be found in Loughborough University's Access and Participation Plan:  
[https://apis.officeforstudents.org.uk/accessplansdownloads/2024/LoughboroughUniversity\\_APP\\_2020-21\\_V1\\_10004113.pdf](https://apis.officeforstudents.org.uk/accessplansdownloads/2024/LoughboroughUniversity_APP_2020-21_V1_10004113.pdf))
  - 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 to mean 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 a Parts (F)ABIC route or Part C on a Parts (F)ABC(D) route will be automatically assessed for their eligibility.
- 2.2 Only students who are eligible to receive funding for 2021/22 and have a 'live'\* 2022/23 application with Student Finance England (SFE), Student Finance Northern Ireland (SFNI) and Student Awards Agency for Scotland (SAAS) may apply for LBUP.  
\* The term 'live' refers to students having submitted their application for funding to their student finance body for 2022/23. 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 [FBTP@lboro.ac.uk](mailto:FBTP@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 30<sup>th</sup> September 2022.

\*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
- Confirmation the placement is unpaid

N.B. A completed Host Organisation Declaration Form (HODF) is required from the placement organisation by the Placement Information Submission Deadline (30<sup>th</sup> September 2022) and prior to the start of your placement. This will be requested via the relevant School Placement Team.

If all 45 bursaries have not been allocated after the first Placement Information Submission Deadline, checks will be carried out to find any other eligible student that has secured a placement since the first Placement Information Submission Deadline and efforts made to allocate them a bursary in line with the eligibility criteria outlined in Sections 1 and 2. Students will be paid the first and second instalment together on the second bursary instalment date (please see Section 5).

- 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 5.2 below.
- 3.3 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 5.2 below.
- 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 funding from the Government Turing Scheme will not be considered for the purposes of the LBUP awards.
- 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 awards.
- 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 set out in the Terms.
- 3.11 Students must have submitted information about a minimum of a 25-week eligible unpaid placement/s or still have sufficient time prior to the end of the 2022/23 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 35 weeks of professional training and that any LBUP bursary will be paid on a pro-rata basis.

#### **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 2021/2022 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 Paragraphs 1.2 and 1.3
  - 4.2.4 Students' application for Student Finance as 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 5.2. Students who meet the eligibility criteria above will automatically be paid each instalment amount. The monetary amounts can be found in Section 5.
- 4.4 Once all LBUP funds have been allocated, no more bursaries will be awarded.
- 4.5 If there are unused bursary funds remaining after the third instalment is paid, a top-up payment of the remaining funds will be paid equally to all bursary recipients and the amount will be confirmed after the third instalment has been made.

## 5 Payments

- 5.1 An individual bursary amount of up to £3,667 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 5.2).
- 5.2 LBUP payments will be made as per the table below (dates may vary slightly dependent upon processing times):

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 <sup>th</sup> September 2022	7 <sup>th</sup> October 2022	24 <sup>th</sup> October 2022	50%
26 <sup>th</sup> January 2023	3 <sup>rd</sup> February 2023	20 <sup>th</sup> February 2023	25%
20 <sup>th</sup> April 2023	28 <sup>th</sup> April 2023	15 <sup>th</sup> May 2023	25%

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