

WORK EXPERIENCE BURSARY TERMS and CONDITIONS

(Careers Service, Lancaster University)

Please read this document and sign and date at the end to acknowledge that you have understood the terms and conditions of the Work Experience Bursary.

What is the Work Experience Bursary?

Work experience is a valuable opportunity to build up experience, skills and confidence in the workplace. Lancaster University has therefore established a limited bursary to help support undergraduate students with some of the costs associated with undertaking work experience before they graduate; students in their final year therefore cannot apply.

Students must secure their own work experience opportunity; advice on how to secure work experience can be found on the [Careers Website](#).

Who can apply?

Full-time undergraduate students.

How much can be applied for

Non-Final Year Students

- International and EU undergraduate students can apply for up to £300
- UK undergraduate students not in receipt of a means tested Lancaster bursary can apply for up to £300
- UK undergraduate students in receipt of a Lancaster means tested bursary can apply for up to £1000

Final Year students.

There is very limited funding available for final year students and each application is assessed on its individual merits. *Final year students must submit their application before 7th June 2019 to ensure payment whilst still a student.*

- Final Year International and EU undergraduate students can apply for up to £300
- Final Year UK undergraduate students not in receipt of a means tested Lancaster bursary can apply for up to £300
- Final Year UK undergraduate students in receipt of a Lancaster means tested bursary can apply for up to £750

The Work Experience Bursary will be awarded on a competitive, first come first served basis, assessed against the strength of the information provided in the application form, until the allocated funding for the Work Experience Bursary has been exhausted.

The Work Experience

Students must secure their own work experience. Work experience can be either full-time or part-time and must not form part of the student's degree programme (n.b. Placement students are not eligible as the placement is part of their degree programme)

Work experience can be paid or unpaid experience (including voluntary work) in the workplace. Lancaster University Careers Service does not endorse unpaid internships – further information about unpaid work experience and your rights can be found on [TargetJobs](#).

The work experience must be conducted with a reputable organisation, company or individual within the UK, or overseas. The university reserves the right to assess the suitability of the work experience as part of the application process and its decision is final.

The university accepts no responsibility for the work experience or any other matters relating to, or arising out of it and excludes its liability for all matters (including without limitation any employment-related issues) related to, or arising out of, the work experience.

The work experience must contribute to student's personal development, skills development and/or support future career aspirations.

What can a Work Experience Bursary cover?

The Work Experience Bursary can be used to cover travel, accommodation or dependant's care costs¹ incurred by a student as a result of undertaking work experience in the UK or overseas.

The Work Experience Bursary cannot be used to cover daily expenses such as food, clothes, visa/passport application fees

How to apply

Eligible students should complete the online [application form](#).

As part of the online application process students will be asked to provide:

1. a copy of the work experience offer details and/or job description
2. evidence of potential costs (e.g screen grabs of transport/accommodation costs) If you have multiple screen shots, paste them into 1 word document)
3. an outline of how the work experience will:
 - contribute to personal development; and/or
 - enhance skills development; and/or
 - support future career aspirations; and/or
 - enhance workplace skills in the eyes of future employers.

Please address all these points above with as much information as you can to support your application. Applications with too little detail will risk being rejected.

Completed applicants for the bursary will be considered by Careers staff on a weekly basis; applicants who provide all the relevant information will be informed if their application has been successful within 3 weeks.

The university reserves the right to interview applicants, either by telephone or in person should it wish to do so. In addition, the university may take steps to verify the information provided in the "Your Details" section of the application form.

Successful Applications

If an application is successful, the university will notify the successful applicant of the maximum amount they can claim; this money will be paid into their nominated bank account.

Once a student has completed their work experience they will be required to evidence, with original receipts, the expenses incurred as part of the work experience.

The university reserves the right to terminate and, where appropriate, require payment from the student should it become apparent that the work experience is not being carried out by the recipient or there is a failure to produce the relevant original receipts.

Contact following receipt of a Work Experience Bursary

Following their work experience, students will be required to provide a short report (maximum 400 words) outlining the impact of their work experience skills on confidence, skills, and experience and/or career thinking.

A condition of the work experience is that students are required to provide feedback at different stages during the remainder of their time at the university to determine if/how the work experience has supported, influenced or made a difference to their career choices and decisions.

If you have any questions or queries about the bursaries or the application process please contact the [Lancaster Careers team](#)

¹ *Dependant's care costs" refers to the costs of childcare or a dependent relative incurred whilst undertaking work experience*

Terms of agreement for Work Experience Bursary.

By applying for the Work Experience Bursary you are agreeing to the following:

1. You will complete the application form as accurately and fully as possible
2. You understand that you must provide evidence, by way of full VAT receipts (not credit card slips) to prove that you have incurred the expenses as claim
3. You will pay back any unspent money or that for which you cannot provide a receipt. Failure to do so will result in you being formally invoiced by the university. Unpaid invoices may prevent you from being able to graduate. If already graduated we will look to debt recovery firms to recover the costs.
4. You will write a short report (min 250 words- max 400 words) outlining the impact of the work experience you have undertaken within **1 month of the end of your Work experience** and email it to careers@lancaster.ac.uk
5. For the Lancaster University Careers team to hold your contact details and personal information in order to make contact with you at a future point to either offer you future opportunities or to help evaluate the impact that the work experience bursary has had on your graduate prospects.

Name: _____

Signature: _____

Date: _____

Please keep a copy of this for your own records. You will be asked to electronically acknowledge your agreement to these terms within your application form.