

## Terms & Conditions - Media Fellowships

(a) All Media Fellows must provide the ABSW with a signed letter of support, on headed paper, from their employer/ supervisor/ line manager/head of department/funder or equivalent. The letter will confirm that their employer/funder is willing to release them on full pay for the duration of the Fellowship and for the associated training and follow up events.

(b) Depending on the location, Media Fellows may be asked to relocate for the duration of their placement. If necessary, the ABSW will reimburse any reasonable out-of-pocket accommodation and/or travel costs for the Media Fellow only - relocation of partners or other family members is not covered by this Fellowship. The Media Fellow will need to agree these expenses with the ABSW prior to confirming any relocation or significant travel expenses.

NB: The ABSW will always work with the Media Fellow to try to find a placement that is most suitable to their location, commitments and needs.

(c) Media Fellows must participate in:

- Training Day – in person in London to prepare the Media Fellows for their placements
- Media placement – usually 2-6 weeks in the summer months (there may be options for working from home and/or for working part time, but it is expected that you will be on secondment from your academic work whilst on placement, participating fully in your placement rather than trying to combine it with academic commitments)
- Development Meeting (half day) – in person in London to report back on your experience. Media Fellows are required to write a short report about the Media Fellowship to be presented at the Development Meeting. The report should outline a set of objectives with their employer/funder for use of their newly gained skills and experience and how they intend to disseminate the knowledge gained during their placement. These objectives will be assessed by the ABSW after six months.

(d) Media Fellows are required to liaise with their employer/funders press office and public engagement team. Such as a few days in the press office or involvement in public engagement or media activities.

I have read, understand and agree to these terms & conditions.

Media Fellow's full name

Media Fellow's signature

