

# Faculty of Humanities & Social Sciences Placement Fund 2025/26 terms and conditions – undergraduate students

## 1. Scope

The Faculty of Humanities and Social Sciences (HSS) has made funding available to support our students undertaking a placement. We recognise that the placements available to our students are often unpaid or low paid and would like to ensure where possible that financial concerns do not prevent or limit our students' ability to take up opportunities.

Grants range from £250-£1000 (pro rata for placement duration). The award can be used for either living costs or activities which will enhance your learning during your placement year. The HSS Placement Fund is limited as well as being discretionary and even if you meet the eligibility criteria you are not guaranteed to receive an award.

These terms and conditions apply to all UK Faculty of Humanities and Social Sciences (HSS) undergraduates during their placement year.

## 2. Eligibility

The HSS Placement Fund has specific eligibility criteria. It is the Faculty's responsibility to identify potential award recipients on the basis of these criteria and the Faculty cannot be responsible for any errors or omissions in the information supplied with the application. The Faculty's decision is final and there is no right of appeal. You must comply with all requests for additional information within the timeframes specified.

The HSS Placement Fund is limited as well as being discretionary and even if you meet the eligibility criteria you are not guaranteed to receive an award.

To be eligible for this grant you **must** meet the following criteria:

- Be an eligible UK student *and* be registered on a full-time campus based Humanities and Social Sciences undergraduate programme.
- Not be in receipt of additional placement grants (e.g. commercial scholarship)<sup>1</sup>
- Be expecting to begin your placement in the 2025/26 academic year.

Applications will ask questions around your finances during your placement year.

As part of our decision process, we will also take into account the following information, if it applies to you<sup>2</sup>:

- your home is in a neighbourhood with low participation in higher education
- your home meets the criteria for Indices of Multiple Deprivation (IMD)
- you entered university with an Access to HE qualification

- you are a care leaver
- you are a refugee
- you are a young carer
- you are an irreconcilably estranged student
- you, your partner or a parent or guardian receives a state means-tested welfare benefit
- you have a disability which may incur additional costs whilst on placement (please specify in the 'Additional Information' option on the application form)
- you are a Bath Bursary recipient
- you are a Gold Scholarship recipient
- you are an Alumni Fund recipient

If you are an undergraduate student, the panel will have access to widening participation information via your student records – you do not have to indicate this on your application if you are unsure or would prefer not to.

If there are other factors you feel we should consider when assessing your application, please include them in the 'additional information' section. Whilst it is not essential to meet the above criteria, priority may be given to these students.

**Please note:**

- If you withdraw or suspend from your placement before completing (other than in exceptional circumstances e.g. illness) you will need to repay the award.
- The University reserves the right to terminate an HSS Placement Fund award in the case of any disciplinary action being taken against an award-holder. The University may also seek repayment of any HSS Placement Fund overpayment on a pro rata basis, should your award be terminated due to disciplinary action being taken.
- The University reserves the right to withdraw an award from anyone who is found to have misled the University about any aspect of their eligibility and to seek repayment of any monies already paid to them. In such cases the University may seek to recover any money paid as a debt in the county court (in which case it may also seek to recover additional sums such as interest, court fees and legal costs).
- There is no right of appeal and the University's decision is final in relation to your eligibility for an award. You may make a complaint if you believe that you have not been considered for an award because of a procedural error, or you believe that there has been some other procedural problem with our allocating and awarding system. Complaints should be made under the terms of our Admissions Complaints and Appeals Procedure.
- Each year we may survey students about our funding schemes to evaluate, inform our strategies and planning for future funding opportunities. Your survey responses used as part of any evaluation will remain anonymous

### 3. Assessment Process

Applications will be considered by a panel made up of Faculty staff members (Associate Dean for Learning and Teaching, Director of Administration, Operations and Projects Manager, Student Engagement Manager and Placements Manager). The decision of the panel is final. If successful, funds will be in your account by the 1 September 2023.

## 4. Other Requirements

Successful applicants will be required to submit a short report (approx. 500 words) and photos of their placement experience – the report can be a written account, or something more creative (e.g. video, blog or photo essay). After the disbursement of funds, the successful applicant must provide this report as evidence of the placement. If the student does not meet this requirement the funds must be repaid to the University upon demand. This report will be needed by the beginning of the academic year, after your return from placement.

## 5. The Use of Data & Confidentiality

The Faculty may use data/information you provide to inform and advise you about the University and its services as well as to inform our strategies for supporting you. Your data is treated confidentially within the Faculty and will only discuss your case or share your data with third parties with your explicit consent.

## Footnotes

1. You are still eligible to apply if you receive a Bath Bursary, Income-related Scholarship, Gold Scholarship, Care Leavers Bursary, or Departmental, Sport or Organisation scholarships. You are also eligible to apply if your placement is paid or provides you with a contribution towards living costs.
2. You do not need to provide evidence

## Terminology

The following definitions apply.

- **UK Student:** Eligible Home UK students are those that are classed as UK (England, Wales, Scotland or Northern Ireland), as assessed for student support purposes, as determined by Student Finance England (SFE) or other relevant UK student loans awarding agency. This is in addition to a Home UK fees status as determined by the University.
- **Campus-based:** These are undergraduate degree or foundation degree courses delivered on the University of Bath site at Claverton Down, BA2 7AY. Courses delivered off site via franchised agreements with partner organisations are excluded and have a different bursary awards in place.
- **Care leaver:** The Children (Leaving Care) Act 2000 definition states that a care leaver is someone 25 or under who has been in Local Authority Care for a period of at least 13 weeks or more spanning their 16th birthday. You may have indicated that you are a care leaver in your UCAS application. You will be given the opportunity to submit evidence to verify this via our online funding application form which opens for applications in May. You will need to provide a letter from a social worker, Leaving Care Personal Adviser or other relevant professional confirming your care status. The University has a Student Retention & Success Team who can provide you with additional funding support and advice during your studies. You can also provide evidence direct to them if you wish.
- **Low participation neighbourhood:** This is a postcode classification that tells us what proportion of young people from your area progress to higher education. The specific

system uses POLAR 4 data which is based on the home postcode provided by you in your UCAS application, at the point of application to University. Where it is not passed on or does not exist, we will not be able to use any other proxy data or alternative classification system. This system groups postcodes into quintiles. We will count your postcode as low participation if it is quintile 1 or 2

- **Indices of Multiple Deprivation (IMD):** Indices of multiple deprivation (IMD) is a measure of relative deprivation for small, fixed geographic areas of the UK. Your home postcode and actual IMD quintile is shared with us from UCAS. Where it is not passed on or does not exist, we will not be able to use any other proxy data or alternative classification system. IMD classifies these areas into five quintiles based on relative disadvantage, with quintile 1 being the most deprived and quintile 5 being the least deprived. We will count your postcode as an area of general disadvantage if it is in quintile 1 or 2
- **Access to HE Diploma:** The Access to (Higher Education) HE Diploma is a year-long qualification that prepares students to study at undergraduate degree level. This qualification is typically undertaken by mature students, although students of any age can take this qualification.
- **Means-tested welfare benefit:** As part of our process for determining your eligibility for support, we will invite you from late spring onwards to indicate whether you or your parent(s), guardian or partner are in receipt of any qualifying government state welfare means-tested benefits. This will include UK government income assessed benefits such as:
  - Child Tax Credits
  - Working Tax Credits
  - Housing Benefits
  - Council Tax Benefits
  - Income Support or Income-based Job Seekers Allowance
  - Income-related Employment and Support Allowance
  - Pension Credits
  - Universal Credit (we also will accept, if the parent or student receives for themselves, not for a sibling or child)
  - Disability Living Allowance
  - Personal Independence Payments
- **Young Carer:** You are classed as a young adult carer if you are a carer between the ages of 18 and 25 who looks after a relative or friend, of any age, due to disability, chronic/terminal illness, mental health problems or alcohol or drug addiction/dependency. You will be given the opportunity to submit evidence to verify this via our online funding application form which opens for applications in May. You will need to provide a letter from a social worker, teacher or other relevant professional confirming your young carer status. The University has a Student Retention & Success Team who can provide you with additional advice and guidance during your studies. You can also provide evidence direct to them if you wish.
- **Irreconcilably Estranged:** An irreconcilably estranged person is someone who has not had any verbal or written contact with their parents for a significant period of time, on or before the first day of the academic year for which they are applying for funding, and this is unlikely to change. This can include your biological or adoptive parents, or your only living parent. A significant period of time is usually considered to be twelve months or longer, but this can also depend on your circumstances. You will be given the opportunity to submit evidence to verify this via our online funding application form which opens for applications in May. You will need to provide a letter from a social worker, teacher or other relevant professional confirming your estrangement status. The University has a Student Retention & Success Team who can provide you with additional funding support and advice during your studies. You can also provide evidence direct to them if you wish.
- **Refugee:** The definition of a refugee as defined on the UKCISA website is: (a) you must be ordinarily resident in England on the first day of the first academic year of your course; and (b) you must:
  - have been recognised as a refugee by the UK Government and have remained ordinarily resident in the UK and Islands since then; or

- be the spouse / civil partner of such a refugee and have been in that relationship on the date on which he/she made his/her application for asylum; or
- be the child of such a refugee, or the child of such a refugee's spouse / civil partner, and be able to show that on the date that refugee made his/her application for asylum, you were: i. under 18 years of age; and ii. the refugee was your parent, or your parent's spouse / civil partner. Your refugee status will be verified by our Undergraduate Admissions Team if you have declared this in your UCAS application.

Visit our webpages for more information on how the university uses [contextual data](#).