

## Terms and Conditions for Undergraduate Placement Bursaries 2024-25

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## 1. Scope

These Terms and Conditions apply to undergraduate students who are undertaking an unpaid placement period integral to their course in the academic year 2024-5. The Placement Bursary is made under the terms of the University's 2024-28 [Access and Participation Plan](#).

Awards are worth up to £2,000 as a single one-off payment in your placement period.

## 2. Eligibility

2.1 You will be awarded a Placement Bursary if you meet the following criteria:

- your course is defined as having a full-year (thick) or part-year (thin) **unpaid placement period** *and*
- you are in receipt of the Bath Bursary *or*
- you are in receipt of the Gold Scholarship *or*
- you are in receipt of the Cowrie Foundation Scholarship *or*
- you are in receipt of the [Discretionary Student Support Fund](#) (DSSF) (administered by the Student Money Advice Team)

## 3. Placement definition

3.1 For the purposes of this bursary scheme a placement is defined as:

When a student is undertaking a thick or thin sandwich course that has a full/part-year placement option as **an integral part of their course**. These courses have defined UCAS codes that identify them as an undergraduate degree course with placement.

3.2 Unpaid placement periods include unpaid employment, research or study abroad.

3.3 Any optional placement period(s)/overseas study are not included in this bursary scheme. This includes the BSc (Hons) Social Work and Applied Social Sciences which has practical learning opportunities as part of the course.

3.4 If you are in receipt of a payment that is classed as **taxable income** by your placement provider or country of placement, then you will be treated as if you are on a paid placement. If you are concerned about your finances during your placement year, or any other year of study, then we would recommend that you speak to the [Student Money Advice Team](#) to discuss your finances and other possible funding options.

3.5 If you are in receipt of a paid allowance or stipend for your placement period, that is not subject to income tax, then you will be treated as if you are on an unpaid placement.

## 4. Awards

- 4.1** Awards will be automatic for Bath Bursary recipients, Gold Scholars and Cowrie Foundation Scholars, based on data held about you in your SAMIS record. There is no application process; **however, please ensure your placement type is correctly recorded in your SAMIS record.**

You will be required to submit information about your placement via the placement task in your student SAMIS record. This will include submitting information about whether you are on a paid or unpaid placement, or whether you are receiving a stipend.

Placement type	Award
Thick sandwich course full year that is unpaid or study	£2,000
Thick sandwich course full year that is a combination of paid and study or unpaid	£1,000
Thin sandwich course part year that is unpaid or study	£1,000

- 4.2** Students in receipt of the DSSF will need to notify the [Student Money Advice Team](#) and [Scholarship and Bursaries Team](#) about their placement circumstances in order to receive the Placement Bursary.
- 4.3** The Placement Bursary is subject to review and there is no guarantee that it will be available in future academic years.

## 5. Deadline

- 5.1** The deadline for us to consider students for a Placement Bursary is 9am on Monday 18<sup>th</sup> November 2024. **Your placement information and SAMIS record must be accurate by this date for us to determine your eligibility.**
- 5.2** Eligible students identified after this date will be considered at the discretion of the Scholarships & Bursaries Manager and Student Money Advice Team Leader.

## 6. Payment of awards

- 6.1** We will check your SAMIS record to confirm your placement status prior to any payment being made.
- 6.2** It is the responsibility of you and your Departmental Placements Team to ensure that the placement information in your student SAMIS record is accurate and complete. If you are unsure, please speak to your Placements Team. We cannot be held responsible for errors in how your placement activity is recorded in the placements task.
- 6.3** Awards will be paid as a single instalment for either £2,000 or the pro rata amount of £1,000 on 4th December 2024, **alongside the first instalment** of the Bath Bursary or Gold

Scholarship. Cowrie Scholars and DSSF students will receive a standalone payment on the same day.

- 6.4** Payment will be made to the same bank account, as provided by you, for the Bath Bursary, Gold Scholarship, Cowrie Foundation Scholarship or DSSF. If you need to update your bank account details, you can do so by logging into your Student SAMIS account and following the link 'enter or change financial support bank details' in the Bath Financial Support Package section.

## **7. Suspensions, withdrawals, repeat study**

- 7.1** If you suspend or leave your studies prior to payment of the Placement Bursary then you will not be eligible for payment in that year. You may; however, be eligible to receive the Placement Bursary upon your return from suspension, subject to meeting eligibility criteria.
- 7.2** If you receive a Placement Bursary and then suspend your studies in the same academic year, you will not receive a second Placement Bursary should you decide to retake another placement year. In these circumstances you would need to speak with [Student Money Advice](#) to discuss other possible funding options.
- 7.3** The University will not seek to reclaim any bursary payments already made to you prior to your suspension/withdrawal.

## **8. General Terms and Conditions**

- 8.1** The Placement Bursary will not be terminated, nor repayment required on the basis of academic failure.
- 8.2** Awards are allocated for placements starting in the academic year 2024/25 only. Funding for future years is subject to review and may change.
- 8.3** The University reserves the right to terminate a Placement Bursary in the case of any disciplinary action being taken against an award-holder. The University may also seek repayment of any Placement Bursary overpayment on a pro rata basis, should your award be terminated due to disciplinary action being taken.
- 8.4** 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).
- 8.5** 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 [Student Complaints Policy and Procedure](#)

- 8.6** Please refer to the University webpages for [information about how we process student data](#). While you are a student at the University and after you cease to be a student, the University needs to collect, store, use and disclose certain data about you for purposes connected with your studies, including providing services to applicants, current students and alumni.
- 8.7** Each year we may survey students about our funding schemes to evaluate and inform our strategies, as well as planning for future funding opportunities. Your survey responses will remain anonymous.
- 8.8** Any queries relating to these Terms and Conditions should be addressed to the Scholarships & Bursaries Manager at [undergraduatefunding@bath.ac.uk](mailto:undergraduatefunding@bath.ac.uk)
- 8.9** Queries about your placement status and if it will be classed as paid or unpaid should be directed to your Departmental Placement Office.

**DOCUMENT CONTROL INFORMATION**

Owner Scholarships & Bursaries Team

Version number 1

Approval Date: 19/02/2024

Approved by: H Knowles, Scholarship and Bursaries Manager

Date of last review: 19/02/2024