Work experience bursary terms and conditions

These terms and conditions (“Terms”) apply to the University of Warwick’s (“University”) Work Experience Bursary Scheme (“Scheme”). Under the Scheme, the University has a limited number of monetary grants, which it wishes to allocate to students who, of their own initiative, have secured work experience within companies or other organisations. By making an application for the Scheme, (whether or not you subsequently receive a bursary) you accept and agree to be bound by these terms.

1. In order to apply to enter the Scheme, the following criteria must be met. Please note that meeting the eligibility criteria set out in these Terms will not automatically result in you being entitled to, or you being made an offer of a bursary, and allocation of such bursary shall (subject to these Terms) be at the University’s absolute discretion. The University may also withdraw the Scheme (or any part of it) at any time without notice.

2. To be eligible to apply for a bursary you must:
   a. 2.1 be a student of the University studying in the UK;
   b. 2.2 provide the University with a valid Student ID number when submitting your application;
   c. 2.3 have secured the work experience yourself (as defined below); and
   d. 2.4 meet the other requirements set out in these Terms.

3. Work experience means an appropriate, temporary work placement within an organisation or company of good standing in the United Kingdom or Internationally, which does not carry out business which is illegal, immoral, unethical or offensive or which could otherwise be detrimental to the University’s reputation or interests. The University shall not be under any obligation to carry out enquiries into, and makes no warranty regarding the employer or the work experience. The University reserves the right to judge whether the proposed work experience can be classified as “appropriate” in accordance with clause 4 and its decision will be final.

4. The initial standard test for establishing whether the work experience will be valid for an application is as follows: “does the work experience undertaken lead to development of skills that support your employability and, following completion of
the work experience, would a future employer be impressed to hear of the work you undertook during your period of work experience?”

5. You must secure your own work experience. The University accepts no responsibility for securing the work experience or for any other matters relating to it and (except for personal injury or death caused by the University’s negligence) excludes its liability for all matters (including without limitation any employment-related issues) related to the experience or any prospective work placements.

6. Before deciding whether to award a bursary, the University will seek to discuss the proposed work experience with the employer. You agree that the University may contact the employer and that the University and the employer may disclose to each other and otherwise process your personal data for the purposes of such discussions.

7. The University may write to your employer to discuss the information provided to the University and may enter into a dialogue with them over the details of the work experience generally.

8. You must ensure that you are legally entitled to work in the UK during the period of your work experience, and should take care to ensure that your studies are not unduly affected by this commitment.

The Bursary

9. There are a limited number of bursaries available and the payment of bursaries shall always be subject to University budget constraints. Bursaries will be allocated on a “first come, first served” basis, so early submissions are advisable.

10. Bursaries will only be allocated after the bursary application process has been completed satisfactorily and written confirmation by Student Careers and Skills has been sent.

11. The University shall always use reasonable endeavours to act fairly when making decisions as to whom to allocate the bursaries. However, by submitting an application for the Scheme, you acknowledge and agree that the University reserves the right to decide at its absolute discretion how it wishes to allocate the bursaries to applicants. You further accept that the University shall not (unless required by law) be required to give any reasons for its decisions.

12. If the University notifies you that your application has been successful, the University shall pay you a bursary of up to £300 only, and upon receipt of a
satisfactory end of placement report. No other sums shall be payable to you by the University whatsoever. There is no obligation to pay the maximum of £300 or to pay the full amount on the application.

13. You shall be responsible for declaring any bursary received as income to H&M Revenue and Customs and to pay income tax and national insurance contributions and other applicable deductions required under applicable law. It is your responsibility to ensure you remain within the law. The University accepts no liability for such matters.

14. Payment of a bursary to current students will be made by BACS within 3 weeks following confirmation of a satisfactory end of placement report. Payments to graduates will be made by BACS within 3 weeks of the graduate returning any requested documentation informing Student Careers and Skills of bank details.

15. The amount issued is down to the discretion of Student Careers and Skills and is non-negotiable.

16. Undergraduates and PHD students can apply once per financial year for the maximum £300 bursary for unpaid work experience undertaken (University’s financial years start 1 August and ends 31 July).

17. Postgraduate (taught students) i.e. Msc, MA etc. can apply once for the maximum £300 bursary for any unpaid work experience undertaken during the course of your studies.

18. All work experience placements must finish prior to the month typically allocated to your cohort’s graduation, i.e. July for Undergraduates or January for Postgraduates.

Your application

19. The University will consider all the applications received and will let you know if you have been successful in being awarded a bursary by e-mail no later than 21 working days following the date of your submitted application. If you do not hear back from us by such date, you should assume that you have been unsuccessful. The University may however at its sole discretion consider your application at a subsequent time during the Scheme.

20. The University shall not return a copy of your application form to you. You are therefore advised to keep a copy of your application form’s content (along with a copy of these Terms). You should also not include any valuable information or documentation with your application.

21. Data held by Student Careers and Skills is subject to the central
University Data Protection Policy and we may share applicant information with other departments within the University for marketing, research and reporting purposes.

General

22. The University reserves the right not to award a bursary to you and/or to end the Scheme (or any part of it) at any time.

23. If you provide the University with incorrect or incomplete information, or if you fail to complete the work experience, or you do not in fact meet the eligibility criteria for a bursary, or you otherwise do anything which might bring the University into disrepute, without prejudice to its other rights and remedies the University, may terminate its agreement with you pursuant to these Terms with immediate effect and will not pay any money to you and/or may require you to return any money already paid to you pursuant to these Terms.

24. By submitting an application and/or reflective report for a bursary, you agree to disclose your personal information and for this to be held by us. Your personal information will be used for legitimate purposes in connection with the work experience and bursary, including its marketing.

25. You accept that the University does not act as agent, partner or employer of you, nor of any employer. You shall not be providing services to the University and the University does not act as an employment agency or employment business in any capacity under these Terms.

26. The University takes no responsibility for undertaking health and safety or any other risk assessments of work experience organisations unrelated to course requirements. Students participating in work experience as part of this Scheme are expected to undertake their own assessments and familiarise themselves with the relevant organisation’s processes in order to ensure their personal safety and well-being.

27. Students on placement are not covered by the University’s Public Liability insurance (unless specifically stated to the contrary). As such you are advised to ensure that the provider of the placement does provide insurance cover for you in this respect. Where the provider does not provide such cover you are strongly recommended to take out such cover personally.