

Unpaid Placement Bursary Terms and Conditions (courses commencing 2022/23)

1. Award details

The Unpaid Placement Bursary is a £3,000 cash award available to 50 full-time Home paying students who commence a course at Brunel University London and the Brunel Pathways College (BPC) in 2022/23.

The award will only be applied when the student progresses to the Placement year (Year 3 for FSN (thin sandwich) courses, Year 3 for FSK (thick sandwich) courses or Year 4 for those taking a placement in Year 4), provided they were awarded a Brunel University London Bursary, Brunel Sanctuary Scholarship or a Care Leaver Bursary in a previous academic year and will only be paid once for that level of study.

Value: A £3,000 cash award for the Placement year only.

How many: 50

Application process: There is no separate application, all students will be considered for the Unpaid Placement Bursary automatically based on the information in their Brunel student record. Students awarded a Care Leaver Bursary and/or the Brunel University London Bursary and/or the Brunel Sanctuary Scholarship will automatically receive an Unpaid Placement Bursary if they are registered on a sandwich course and undertaking an unpaid placement at the time the Unpaid Placement Bursaries are allocated.

Awards will be made by the Allocation Panel in early October and November of the Placement year (the third year of a thick or thin sandwich course, or the fourth year for those taking a placement in Year 4).

Bursary holders may be requested to represent Brunel at various promotional activities throughout their time at the University. Participation is not mandatory. Bursary holders may be contacted with invitations to participate in activities such as surveys, focus groups and interviews in order to evaluate the University's financial support package. Bursary holders will be contacted as and when participation is required. If a student chooses not to participate, their bursary award will not be affected.

Data pertaining to bursary holders such as: progression rates, degree attainment, degree completion, and graduate outcomes may also be analysed in order to understand the effectiveness of bursaries and scholarships. This data may also be linked to other data already held by the University for the purpose of better understanding the impact of bursaries and scholarships on under-represented groups. To learn more about how the University uses data to support its commitment to delivering positive outcomes to students from under-represented groups please visit our webpage.

2. Eligibility

The bursary will be awarded to those students who meet the following eligibility criteria:

- Must be a fully enrolled student at Brunel University London.
- Must be progressing into either
 - year 3 of an Undergraduate sandwich course (full-time thick sandwich or full-time thin sandwich);
 - or year 4 of an Integrated Master’s sandwich course (full-time thick sandwich)
- Must be classed as a Home fee paying student based on the [UK government regulations](#). Students who are unsure of their fee status should note Brunel uses the information provided in your course application form to assess your fee status when you start your course against regulations set by the UK government. For information on these regulations please visit the independent organisation [UKCISA’s website](#)
- Must be undertaking an unpaid placement, with an annual income of less than £9,200 a calendar year, or less than £175 per week.
- Must either be in receipt of the Care Leaver Bursary or the Brunel University London Bursary or the Brunel Sanctuary Scholarship.

Bursaries will be awarded to those who meet the eligibility criteria at the time of allocation.

a. Those not eligible for this bursary

- Students undertaking a paid placement, defined as a placement paying more than £9,200 a year or more than £175 per week.
- Students not registered on an Undergraduate sandwich programme or an Undergraduate Integrated Master’s sandwich programme.
- Students classed as Overseas or Channel Islands/Isle of Man for fees purposes (based on the [UK government regulations](#)) or with an unresolved fee status.

b. Eligibility Definitions

Brunel University London Bursary	Awarded a Brunel University London Bursary , which will be placed on hold in your placement year.
Brunel Sanctuary Scholarship	Awarded a Brunel Sanctuary Scholarship, which will be placed on hold in your placement year.
Care Leaver Bursary	Awarded a Brunel Care Leaver Bursary , which will be placed on hold in your placement year.

Level of Study

Thick Sandwich			Thin Sandwich			Full Time		
FHEQ Level	Year of Study	Study Stage	FHEQ Level	Year of Study	Study Stage	FHEQ Level	Year of Study	Study Stage
Foundation	0	0	Foundation	0	0	Foundation	0	0
4	1	1	4	1	1	4	1	1
5	2	2	5	Placement	Study	2	5	2
	Placement			Study	Placement			
6	4	3	6	4	3	6	3	3

Unpaid Placement

An Unpaid Placement pays less than £9,200 a year or less than £175 per week of salary (including any payments for expenses). The period considered is a calendar year i.e. 12 months from when a student starts their placement.

To be awarded in October students must have provided the necessary information relating to the placement prior to early October in order to be eligible for the bursary.

This information is provided by a student to the University either via the 'Confirmation of Placement' details form or 'Own Placement Approval' form. The remuneration value is taken from the offer letter students receive when they are successful in securing a placement.

Students awarded the Bursary in November will be required to provide placement details by the end of November.

c. Proof of Eligibility

- **Care Leaver Bursary:** Evidence of a Care Leaver Bursary award will be collected from the student's University record.
- **Brunel University London Bursary:** Evidence of a Brunel University London Bursary award will be collected from the students University record.

- **Brunel Sanctuary Scholarship:** Evidence of a Brunel Sanctuary Scholarship will be collected from the students University record.
- **Unpaid placement:** Evidence of an unpaid placement will be collected from the student's University record.

3. Allocation

3.1 Eligibility criteria are reviewed annually.

3.2 Students are considered for the bursary using the information provided at the time of allocation only and cannot be considered should their circumstances change during the course of their studies. Bursaries cannot be backdated.

3.3 Awards will be made by the Allocation Panel in the year the student commences their placement. The Allocation Panel will consider awards in October and November. Successful students will be informed by email thereafter.

3.4 The decision of the Scholarship Allocation Panel is final. Any appeals in respect of the allocation process should be referred to the [admissions policy](#). An appeal will only be considered in line with procedural irregularities, where a student believes that the University has not followed the procedures stated within the relevant Scholarship or Bursary Terms and Conditions and there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Any appeals relating to Scholarship or Bursary allocation must be lodged within the student's first academic year at the University. Brunel will not be able to consider later appeals.

4. Payment

4.1 The bursary will be paid in three instalments in the placement year of a sandwich course to all awarded students. There is no alternative payment option for this award.

4.2 Successfully awarded students will be asked to supply relevant bank account details to support receipt of the cash payments by no later than the date requested in your award email.

4.3 Payment dates

For cash bursary awards, payment will be made as follows:

Payment 1 - 09 December 2022

Payment 2 - 03 March 2023

Payment 3 - 09 June 2023

4.4 Condition of payment

The cash award will only be paid providing the student is enrolled at the University on an Undergraduate degree programme of study, undertaking a Placement year.

N.B. Payments will be made direct to a UK bank account and therefore students are required to supply accurate bank account details via their eVision account within the requested time. Failure to provide current valid UK Bank account details will result in delayed payment.

5. Withdrawal of a Scholarship

5.1 **Misleading information:** The University reserves the right to withdraw a bursary 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 by appropriate means.

5.2 **Change of course or mode of attendance:** Where a student is awarded an Unpaid Placement Bursary and subsequently changes from a sandwich mode of study to full time, or to a course with no placement, the Unpaid Placement Bursary will be withdrawn, even if the change takes place after the allocation of the bursary.

5.3 **Abeyance/Temporary Withdrawal:** A student who takes a period of temporary withdrawal (abeyance) during their Placement year-would cease to receive bursary payments whilst temporarily withdrawn. Bursary payments made prior to temporarily withdrawing will not generally be requested to be repaid and remaining payments would generally be paid once the student returns to complete the placement year.

5.4 **Suspension of Study:** Should a student be suspended for any reason, bursary payments will be withdrawn and consideration of reinstatement will be dependent on the disciplinary outcome.

5.5 **Repeat/Extended Study:** Repeat periods of study, and periods of temporary withdrawal that result in repeat of the Placement year are not supported by additional bursary payments. Bursary entitlement is for the maximum duration of each award (one year) and entitlement is not extended if overall course duration alters.

5.6 **Withdrawal from Study:** A student who withdraws from their programme prior to completion and who is in receipt of a bursary award will *not* normally be requested to repay bursary payments made up to the point of withdrawal. However, entitlement to all future bursary payments cease immediately when a student withdraws from Brunel University London.

Any queries relating to these terms and conditions should be addressed to the Admissions Office by emailing: scholarships@brunel.ac.uk

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