

Inspiring Futures Fund 2022/23

The scheme supports low or unpaid¹ work experience/other opportunities that can be in the UK, overseas or for research-related experiences (e.g. Research Project at the University or within an organisation)

- x be completed before, or on, 30th September 2020, except for final year students who must complete their opportunity by 31st July 2020.

For final year students who anticipate their opportunity is going to end after 31st July 2020, please outline this in your application so that consideration can be given to this on a case-by-case basis.

The work experience must not:

- x form part of a degree programme if mandatory e.g. mandatory work-based learning modules and those undertaking professional practice placements within Health and Professional courses;
- x exceed 16 hours per week term time, or above 40 hours per week during holiday periods (and for those with a visa, do not exceed the working hour allowance set out within your visa);
- x promote or endorse illegal activity;
- x relate to a pyramid, multi-level marketing or similar style selling scheme;
- x represent an undue health and safety risk;
- x involve writing or sharing academic related material for use by other students;

The University reserves the right to assess the suitability of the Work Experience as part of the application process and its decision is final. Work experience that the University deems to fulfil any of the above will not be supported; however, you will be signposted to relevant support services, including the CEE team, to support you in finding an appropriate opportunity.

The University Job Board, found within the University website, includes a variety of job vacancies that may be appropriate, and the University would encourage students to research opportunities available on the job board as the

When to Apply?

The fund for 2021/22 is open for applications and the closing date for applications on the 6th June 2021 at 23:45 pm, with all disbursements needing to be made by 31st July 2021. If a work experience opportunity may require payments after 31st July 2021, please state this clearly in your application as this will be considered on a case-by-case basis. Please note that it cannot be guaranteed that payments could be made after this date and planning for this should be taken into account. For those in their final year of study, payments will not be made after 31st July 2021.

Applications can be submitted by those that have already been offered an opportunity, or by those that are in the process of submitting a placement application (if we are able to support you, we will provide written confirmation of this, but funds will not be disbursed until you can confirm that you have been successfully offered the opportunity and supporting evidence is supplied).

The University reserves the right to close the Inspiring Futures Fund earlier if all funds are disbursed before the closing date, and University-wide announcements will be made should this occur.

How to Apply?

Make sure that you follow the steps below to increase your chances of making a successful application!

- x Before completing the application form, ensure you have read and understood the Inspiring Futures Fund terms and conditions. You should be awarded.
- x Complete the online application form via [Microsoft Forms](#)
- x Send to inspiringfuturesfund@uos.ac.uk the necessary supporting documentation upon submission of your application form.

A final decision cannot be made until the following supporting documentation has been received:

- o Your current CV
- o Evidence of your work experience designed letter from your employer or contract of employment
- o Job description or job outline from your employer (including dates/hours of work experience)
- o If you have not received a job offer yet, but are in the process of applying for an opportunity, and need confirmation of the intention for us to support you before being able to commit: the job advert AND receipt from the employer of your application;
- o If training course, research project or other please provide the reasons why you want to do it, why this will benefit your career aspirations/employability AND a reference from your tutor at the University of Suffolk stating how important it is for you to do it. Regarding the topic of the training course your tutor must clearly state that it is not part of your degree programme.
- o Including evidence of why you have requested the specific amount of funds -Download Budget Template [here](#)
- o If you request payments against travel mileage you will be paid 45p/mile along with government recommendations website <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>.
- o Evidence to outline why you require the financial support of the fund e.g. household income (via info submitted to Student Finance England), account statements, Loans, Scholarship Approval or Grants Letters (please contact our Student Adviser (Finance) for advice)

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- x that the University reserves the right to interview applicants, either by telephone, Microsoft Teams or in person should it wish to do so;
- x the University may take steps to verify the information and supporting documents provided;
- x that all data will be stored securely in line with the General Data Protection Regulations (GDPR), and only used by applicable staff to administer and record progress of the Fund. Please visit the [BEECE Directorate Privacy Notice](#) to find out more.

What happens if I am successful with my application?

You will be required to:

- x sign a Bursary Pledge which sets out the expectations of you, the student, and us, the University;
- x complete a Bursary Declaration form.

