

# TRUSTED PARTNERS BURSARY

## Terms & Conditions

### (Careers Service & the Volunteering and Awards Team, The University of Manchester)

The Terms and Conditions set out in this document govern the award of Trusted Partners Bursaries (as defined below) and must be complied with.

#### What is a Trusted Partners Bursary?

The University knows how vitally important it is for students to gain experience to build up experience, skills and confidence and support personal and professional development. For the purpose of the Trusted Partners Bursary, overseas volunteering includes 4-week overseas volunteering opportunities with one of the University's Trusted Partners ("**Overseas Volunteering**"). A limited bursary fund has therefore been established to help support current, registered, full-time undergraduate students ("**Relevant Students**") of The University of Manchester ("**University**") with some of the costs associated with undertaking Overseas Volunteering with one of the University's Trusted Partners. ("**Trusted Partners Bursary**")

If you are a Relevant Student, you are entitled to apply for one Trusted Partners Bursary as follows:

- EcoSwell £1000
- Think Pacific Fiji £800 / Bali £700
- Play Action International Uganda / Kenya / Tanzania £600
- BHZ Connection £600
- Mildmay Institute of Health Sciences £600
- Travelteer Sri Lanka / Nepal / Morocco £400
- Kaya Responsible Travel – the amount will depend on the flight and accommodation costs for the project chosen. Please provide details when submitting your application or email us on [volunteers@manchester.ac.uk](mailto:volunteers@manchester.ac.uk)

If you are a Relevant Student AND in receipt of the full maintenance loan (e.g. household income less than £35,000) to support your studies and/or a bursary or other financial support from the university, you are eligible to apply for up to a maximum of £1000 for any of the above listed projects. If you are unsure of your financial status please refer to the student support [funding](#) pages. The Trusted Partners Bursary will be awarded on a competitive, first come first served basis, assessed against the strength of the information provided in the application form (see "How to Apply")

below), until the allocated funding for the Trusted Partners Bursary has been exhausted. There is no guarantee that an application will be successful or that you will receive the full amount requested.

## The Overseas Volunteering

You must secure your own overseas volunteering with one of the University's Trusted Partners. The overseas volunteering must comply with, amongst others, the following conditions.

The overseas volunteering must not:

- form part of a degree programme, e.g. industrial placements;
- exceed 40 hours per week ;
- be completed during an intercalation year;
- be immoral, unethical, offensive, or otherwise detrimental to the University's reputation or interests;
- represent an undue health and safety risk;
- involve writing or sharing academic related material for use by other students; and/or

The overseas volunteering must:

- take place during vacation time;
- contribute to your personal development, your skills development and/or support your future career aspirations; and
- be completed by the end of June in the case of final year Relevant Students.

The University reserves the right to assess the suitability of the overseas volunteering as part of the application process and its decision is final. The University accepts no responsibility for the overseas volunteering or any other matters relating to, or arising out of, it and excludes its liability for all matters (including without limitation any employment-related issues) related to, or arising out of, the overseas volunteering.

## What can a Trusted Partners Bursary cover?

A Trusted Partners Bursary can cover travel, accommodation or dependent care costs<sup>1</sup> incurred by a Relevant Student as a result of undertaking Overseas Volunteering with a Trusted Partner ("**Expenses**").

## How to apply

You must submit an online **Trusted Partner Bursary Application Form** and provide proof of the Overseas Volunteering opportunity that you will be undertaking, along with a copy of your CV, and evidence of your estimated travel/accommodation/dependent care costs. Applications will be considered on the basis of the

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<sup>1</sup> "Dependent care costs" refers to the costs of childcare or a dependent relative incurred whilst undertaking work experience.

information provided on the Application Form, in weekly rounds, for as long as the fund exists, so early submissions are advisable where possible.

The application process:

1. Complete the online Application Form and submit;
2. Evidence needs to be submitted alongside your application in order for a decision to be made about your application and the amount to award;
3. All applicants will be notified whether they have been successful or unsuccessful in being awarded a Trusted Partners Bursary within ten working days of the relevant closing date.

In considering the Application Form, the University will be looking for evidence, from the information provided in your Application Form that the Overseas Volunteering:

1. Complies with the conditions for Overseas Volunteering as outlined above; and
2. Contributes to your personal development; and/or
3. Enhances your skills development; and/or
4. Supports your future career aspirations; and/or
5. Enhances your workplace skills in the eyes of future employers.

The University reserves the right to interview applicants, either by telephone or in person should it wish to do so. In addition, the University may take steps to verify the information provided in the “Your Details” section of the Application Form.

Applications will be considered on a first come first served basis until such time as the allocated funding has been exhausted, and there is no guarantee that an application will be successful or will receive the full amount requested.

By submitting an application for a Trusted Partners Bursary, you acknowledge and agree:

1. that the University reserves the right to decide at its absolute discretion how it allocates Trusted Partners Bursaries to applicants; and
2. any personal data submitted as part of an application will be held securely and used only for the purposes of participating in, administering and awarding the Trusted Partners Bursaries.

**Before submitting an application applicants are advised to check the following web page:**

<https://www.volunteers.manchester.ac.uk/volunteer-community-engagement/international-volunteering/Trusted-Partners-Bursary/> on the Volunteering website regularly to ensure that applications for the Trusted Partners Bursary are still open.

## **Successful applications**

If your application is successful, the University shall notify you of the maximum amount which can be claimed.

- **You will be required to evidence, with original receipts, the Expenses incurred as part of the Overseas Volunteering.** No other sums shall be payable to you by the University as a result of the Trusted Partners Bursaries scheme.
- **The University reserves the right to terminate and, where appropriate, claw back the Trusted Partners Bursary at any stage should it become apparent that the Overseas Volunteering is not being carried out by the recipient or there is a failure to produce the relevant original receipts.**

### **Contact following receipt of a Trusted Partners Bursary**

Once you have completed your Overseas Volunteering, you will be required to **provide feedback at different stages during the remainder of your time at the University** to determine if/how the Overseas Volunteering has supported, influenced or made a difference to your career choices and decisions.

You will also be sent details of support that the University's Volunteering and Awards Team can provide to help you with next steps in preparing for your Overseas Volunteering.

If you have any questions or queries about the bursaries or the application process please contact the team via [volunteers@manchester.ac.uk](mailto:volunteers@manchester.ac.uk)

### **Overseas Volunteering and current Government Guidance**

When making an application you must ensure that any travel you have arranged in connection with your Overseas Volunteering adheres to the most up to date government guidelines in relation to travel restrictions that apply to the country you are travelling to. Foreign travel advice is available via: [Foreign travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/foreign-travel-advice) where you can get the latest updates on coronavirus/health warnings, safety, security and travel warnings.

If there is a gap between when you organise your Overseas Volunteering and the start date, it is important that you re-check the latest government and travel guidelines prior to travelling and commencing your Overseas Volunteering.

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*End*