**UCL CAREERS EXTRA GLOBAL BURSARY: APPLICATION FORM**

Please read the **UCL Careers Extra Global Bursary: Information Pack** prior to completing this form.

Priority will given to applications that show the individual has clearly thought about the work-based experience they are planning to undertake, the benefits of undertaking it, and the challenges (financial or personal) they may face in undertaking the experience.

Please provide as much information as possible in your answers. You may be asked for further information about any of the answers to help us assess your application for a bursary. You are encouraged to book a 30 minute appointment with a member of the UCL Careers Extra team to talk through your application before submitting it.

Once your application is complete, **please email your application form to** [**careers.extra@ucl.ac.uk**](mailto:careers.extra@ucl.ac.uk) with **UCL Careers Extra Global Bursary** in the subject line by **midnight** **26 April 2020**. Decisions will be notified to applicants by 5 May.

**ABOUT YOU**

|  |  |
| --- | --- |
| **Full name** |  |
| **Email address** |  |
| **Telephone number** |  |
| **UCL ID number (this has five letters and two numbers)** |  |
| **UCL department** |  |
| **UCL degree programme** |  |
| **Current year of study** |  |
| **If successful, do you agree to complete the paperwork / activity** outlined in the information pack? |  |

**ABOUT THE ORGANISATION YOU ARE APPLYING TO**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Organisation address** |  |
| **Organisation contact** |  |
| **Contact position** |  |
| **Contact email address** |  |
| **Contact phone number** |  |
| **Can we contact the individual above to seek further information about your work-based experience?** |  |
| **Organisation website** |  |

**ABOUT THE WORK-BASED EXPERIENCE YOU WILL UNDERTAKE**

|  |  |
| --- | --- |
| **Role title** |  |
| **Role description**  Please outline what you expect to be doing during the work-based experience. Include any duties and responsibilities. |  |
| **Work-based experience start and duration**  If unknown please state estimated start date and duration |  |
| **Number of hours a week**  If unknown please state estimated hours |  |
| **Salary**  (if the position is unpaid, write ‘none’) |  |
| **How did you source and apply for the experience?** |  |
| **Where are you in the process of securing this experience?** E.g. interview stage, offer confirmed  **NOTE:** You must attach supporting evidence along with your application showing what stage you are at. |  |

**APPLICATION QUESTIONS**

|  |
| --- |
| **How will this work-based experience support you in identifying your careers options and / or career aspirations?** Please consider what goals you have in mind for this experience and how these relate to any future career plans you may already have, or jobs/sectors you want to learn more about. (200-400 words) |
| **How will this work-based experience develop or build on your skills?** Please include how the experience will build upon any current skills, the impact for your personal and professional development, and why this particular opportunity will help you with this. (200-400 words) |
| **Why have you chosen the country/city that you will be working in and how will you benefit from the global experience?** Please consider more than just the fact that it is an opportunity to travel or explore a new culture. (200-400 words) |
| **Please outline all of the costs you expect to incur as part of your work-based experience** and **how you will use the bursary.** Please give details/evidence of any estimated costs and keep evidence available as you might be required to present it at the end of your experience.  This section of the form will be used to assess how the bursary funding will make a difference to you financially so please give as much detail as you can. You may include screen shots or an additional document to show the costs. |
| **Please outline details of your accommodation whilst working abroad and what stage you have reached with securing accommodation.** |
| **Do you need a visa to undertake this work and if so, have you got the visa?** |

**Eligibility and terms**

To apply for funding **you must be a UK undergraduate student (home fee status) and a member of** [**Careers Extra**](https://www.ucl.ac.uk/careers/about-us/who-can-use-our-services/careers-extra).If you are not sure whether you are part of Careers Extra, log in to MyUCLCareers and go to ‘search appointments’. If you can see the appointment type ‘Careers Extra 30 minute appointment’ you are already signed up. If not, [read the information given here](https://www.ucl.ac.uk/careers/about-us/who-can-use-our-services/careers-extra) and follow the sign up link if you are eligible to join.

The work-based experience must be something that will support your professional development and help you with identifying career options.

All bursary recipients are required to:

* Complete, signand return to [careers.extra@ucl.ac.uk](mailto:careers.extra@ucl.ac.uk)the **student agreement** – confirmation that you agree to the terms of the bursary and you will undertake the work-based experience as described in the application.
* **Attend a Careers Extra 30 minute Careers Consultant appointment** **before undertaking the experience.** During this appointment you will reflect on your skills and consider how to make the most of the work experience.
* **Attend a Careers Extra 30 minute Careers Consultant appointment after the experience**. This appointment is to reflect on what you have learned and how to articulate that in future applications or interviews. It is also an opportunity to talk through career ideas with the Careers Consultant.

**Failure to complete the compulsory activities listed above could result in your bursary being recalled.** Once you have successfully completed these activities your experience can be recorded on your HEAR (unless you are a final year student or have already graduated).

The work-based experience must:

* Be at least 80 hours in duration (in total).
* Be full or part-time and end before 21 September 2020.
* Take place outside the UK.
* Not form part of a course requirement.

The UCL Careers Extra Global bursary has been set up to support students who genuinely need financial assistance. Please do not apply for funding if you can access support elsewhere. In the event of a large volume of applications we may take into consideration other aspects of your situation.

As the work-based experience is undertaken optionally, you are personally responsible for:

* Sourcing and applying for the experience – the university is not providing guaranteed opportunities as part of this scheme.
* Establishing the duties that will be expected of you and how they will support your professional development.
* Ensuring you have accommodation in place for the duration of the work experience and have organised flights and/or other travel arrangements.
* Understanding and complying with health and safety and other work related policies of the organisation the experience is with.
* Letting UCL Careers know if the work based experience does not go ahead for whatever reason.
* Ensuring you have the appropriate health and travel insurance for the duration of your work experience.
* Ensuring you are eligible for the relevant visa for the country in which you are working and obtaining the visa prior to starting work (if applicable)
* Preparing yourself for the experience of living overseas and understanding local laws and traditions.
* Planning your own emergency procedure for any issues that may arise whilst you are away.
* Acting as an ambassador for UCL by acting in a professional manner throughout the duration of the work experience.

**Please tick here to agree to the UCL Careers Extra Global bursary terms and conditions (as stated above)**

**Signature (type name):**

Please email your completed application form (and additional documents if applicable) to [**careers.extra@ucl.ac.uk**](mailto:careers.extra@ucl.ac.uk) with **UCL Careers Extra Global Bursary** in the subject line by **midnight on** **26 April 2020**.