**UCL Careers Extra Global Bursary**

1. **About the Bursary**

UCL Careers Extra is offering a number of bursaries to support students in undertaking work-based experience that provides the opportunity to develop workplace skills and identify/clarify potential career options. The experience can be an internship, volunteering or short-term Summer work. The funding is to help cover costs such as travel, accommodation or living expenses. A limited number of Careers Extra Global bursaries is available for students wishing to undertake their work experience outside the UK.

You will need to source the work-based experience yourself before applying for the bursary. UCL Careers Extra can support you in this, through workshops, web resources and one to one appointments. You can apply to the bursary if you are part way through the process of being accepted for the work-based experience – you will need to explain on the application form what stage you have reached.

The maximum amount available for a Careers Extra Global bursary is £1000. If your application is successful, the actual amount awarded to you will be determined by the UCL Careers Extra team and will be allocated on the relevance of the opportunity and the expected impact on your professional development. Financial need (including whether or not the experience is paid) will also be taken into account. Decisions will be based on your written application form and it is therefore important to complete it carefully and thoroughly – if you would like it reviewed before you submit it please book a Careers Extra 30 minute appointment for this purpose.

If your application is successful:

* You will be informed of how much funding has been reserved for you.
* You will need to complete all of the required documentation before any funding is allocated.
* You will need to provide bank details for UCL Careers to process the payment
* You may receive the payment in two phases i.e. if the experience is over several weeks. This will be clarified to you when funding is reserved.
* You may be asked to provide evidence of expenditure incurred during the work-based experience so please keep a record of how you have spent your bursary.
* You will be asked to provide evidence from your employer that you completed the work-based experience.

Completing an application does not guarantee full or part funding. In the event you are not successful, you will be given feedback on your application and the opportunity to discuss other options for work experience if this would be helpful. We look forward to receiving your applications.

1. **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.

For the Careers Extra Global bursary the work-based experience must take place outside the UK. It must be something that will support your professional development and help you with identifying career options.

All Careers Extra Global 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.
* **Supply evidence from the employer that the experience was completed satisfactorily**.

**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 work-based 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.

**Careers Extra Global Bursary application process**

Yes

No

Are you signed up to Careers Extra?

Not sure

Can you see Careers Extra 30 minute appointment option when you log into MyUCLCareers?

[Check eligibility here](https://www.ucl.ac.uk/careers/about-us/who-can-use-our-services/careers-extra)

No

Yes

Are you eligible?

No

[Sign up here](https://opinio.ucl.ac.uk/s?s=careersextra)

Yes

Source and apply for work-based experience (work experience, voluntary experience or internship). Make use of UCL Careers resources (workshops, online resources, 1-1 appointments) for help with that.

Unfortunately this bursary is only available to UCL Careers Extra students

Have you been firmly or provisionally accepted for work-based experience?

Continue with applications and accessing support from UCL Careers.

No

Yes

Complete Careers Extra Global Bursary application (deadline 26 April).

Was your bursary application successful?

Complete acceptance form and finance information form and return to [careers.extra@ucl.ac.uk](mailto:careers.extra@ucl.ac.uk). Book Careers Extra 30 minute appointment for skills discussion before undertaking experience.

After your work experience, supply to UCL Careers evidence from your employer that the experience was completed satisfactorily, book another Careers Extra 30 minute appointment to reflect on skills gained and how best to present skills and experience in future applications.

Yes

Discuss with Careers Extra team as appropriate.

No