

## **Nottingham Trent University Employability Team**

### **Rise Insight Bursary Terms and Conditions Academic year 2023/24**

#### **1. Introduction**

- 1.1 Nottingham Trent University Employability Team, in partnership with Santander Universities, is offering a bursary to support the completion of the Rise Insight Programme, in the form of a non-repayable cash award called the 'Rise Insight Bursary' (the 'Rise Bursary') to eligible first year undergraduate students on courses who meet the eligibility criteria set out at paragraph 2.
- 1.2 These terms and conditions apply to those students who make an application to the Rise Insight Programme. Such students must meet the eligibility criteria set out at paragraph 2 and be fully enrolled on the first year of an undergraduate course at Nottingham Trent University for the 2023/24 academic year.
- 1.3 The Rise Bursary is given in the form of cash awards of £100 paid in two instalments of £50 each. The first instalment is to be paid within 1 week of the allocated insight day and the second instalment is to be paid within 2 weeks of submitting a reflective activity (see paragraph 4). The financial support is intended to support students with the associated costs of attending the insight day.
- 1.4 Students who meet the eligibility criteria will be notified of their eligibility to apply for the Rise Insight Programme and receive the Rise Bursary to support their participation.
- 1.5 To receive the Rise Bursary, students must complete the Rise Insight Programme application form and Santander Universities Open Academy portal registration, and, if awarded a place on an insight day, take part in all activities related to the Rise Insight Programme. Places

are limited and will be allocated in line with the selection criteria set out in 3.2.

- 1.6 The Rise Bursary is awarded by the Employability team to students who;

1.6.1 Meet the eligibility criteria;

1.6.2 Satisfactorily complete the Rise Insight Application Form, Santander Universities Open Academy portal registration, and are offered an insight day

1.6.3 Participate in Insight preparation including completion of a Confirmation Form.

1.6.4 Attend and participate in their allocated insight day

1.6.5 Submit a reflective activity within the allocated time frame after the insight day has taken place

## 2. Eligibility Criteria

- 2.1 In order to be considered for the Rise Insight Programme 2023/24, students must:

2.1.1 be enrolled in the first year of a Nottingham Trent University undergraduate course

2.1.2 meet at least one of the following circumstances:

- **Geographical disadvantage:** Students from certain postcode areas where progression to Higher Education is low (ACORN/IMD data)
- **Financial disadvantage:** Students from households with low incomes (e.g. those who are entitled to the maximum tuition fee and maintenance loan from Student Finance, and who receive the NTU Bursary during the 2023/24 academic year)

- **Disability:** Students with a disability (as per records held by the Employability team)
- **Care leavers:** Students who have formerly been in Local Authority or Foster Care
- **University entry qualifications:** Students who have entered university on BTEC qualifications only

2.1.3 Register on the Santander Universities Open Academy portal. This is an external platform owned and managed by Santander Universities, and subject to the following Santander Universities policies:

- [Privacy notice](#)
- [Legal Notice](#)
- [General terms](#)

### 3. **Application process and notification of Rise Insight Bursary entitlement**

- 3.1 Eligible students will be contacted directly by the NTU Employability Team to notify them of their eligibility.
- 3.2 Applications will be assessed based on student motivations for participating and whether or not students have a career goal in mind. Priority will be given to students who are unsure of future career path and options, and/or those on courses with low graduate employment outcomes. Where possible, places will be allocated evenly between schools, based on the numbers of eligible students in that school, to ensure fairness. Final decisions will be made based on student and employer availability and matching the maximum number of students with insight days based on the availability provided in the application form.
- 3.3 If students are successful in securing a place on the Rise Insight Programme, they will receive an email explaining which insight day they have been allocated and a link to the Rise Insight Confirmation

Form to confirm their place and submit their details to receive the bursary via NatWest PayIt. If this form is not completed within the allocated time, the place will be forfeited and offered to another student.

- 3.4 Payments will be made using the Natwest 'Payit' service. By sharing this information, you agree to us sharing your name, email address, UK mobile telephone number and your NTU ID with Natwest for the purposes of making payments into your account via their 'Payit' service. This information will be used by NatWest for payment purposes only. Full details of how 'Payit' works, including a privacy statement, can be found by visiting <https://sendmoney.natwest.co.uk/sendmoney/app/send-money/SendingPaymentsUserTerms.pdf>
- 3.5 The insight days will take place between 11<sup>th</sup> March and 5<sup>th</sup> April 2024 (inclusive) within a reasonable distance of the Nottingham area.
- 3.6 Students will receive details of the time, date and location of their insight day and will be expected to make their own way there.
- 3.7 Students are expected to use the initial £50 payment to cover any expenses of attending the insight day such as travel costs and lunch.

#### **4. Payment of the Rise Bursary**

- 4.1 The Rise Bursary is a set amount of £100 for completion of the whole programme (activities outlined below)
- 4.2 In order to receive the full £100 students must make a successful application and be accepted onto the Rise Insight Programme and matched to an insight day. They must successfully complete all stages set out at paragraph 1.6
- 4.3 The first £50 instalment will usually be paid into the student's bank account no less than 7 days prior to their insight day. Students who do not attend their allocated Rise Insight day may be required to return this payment.
- 4.4 The second £50 instalment will usually be paid into the student's

bank account within 14 days of submitting their reflective activity. If the reflective activity is received after the submission deadline of 28<sup>th</sup> April 2024 payments may be delayed.

- 4.5 It is solely the responsibility of the student to ensure that the details provided on the Rise Insight Acceptance of Place Form are correct. The NTU Employability Team takes no responsibility for missed payments or lost funds as a result of inaccurate details being provided by the student.
- 4.6 Funding is not guaranteed and is provided at the sole discretion of the NTU Employability Team.

## **5. Retrospective adjustments**

- 5.1 A student who has been assessed as eligible to receive the Rise Bursary in 2023/24 will not be subject to a financial assessment for the purposes assessing eligibility.
- 5.2 The University reserves the right to review and (at its sole discretion) revise or revoke all or part of the award of the Rise Bursary if:
- The initial assessment confirming eligibility for the Rise Insight Programme and Rise Bursary was made on the basis of information which was false or materially incorrect at the time of that assessment and thus had the effect of erroneously securing the Rise Bursary for the student
- OR
- The student fails to attend all or part of the set activities as outlined in 1.6 or fails to submit the video reflection
- OR
- The student suspends or defers their studies (with the approval of the

University and in accordance with the relevant University procedures) part way through the 2023/24 academic year.

OR

- The student's studies are terminated (by the student, the placement provider or the University) part way through the 2023/24 academic year.
- 5.3 In the event of termination of a student's studies part way through the 2023/24 academic year, eligibility for the Rise Insight Programme and Rise Bursary will be terminated on the date of withdrawal.

## **6. Miscellaneous provisions**

- 6.1 Students are obliged to inform the University immediately of any change in their circumstances (including but not limited to those in these terms and conditions) which may affect their entitlement to take part in the Rise Insight Programme and receive the Rise Bursary. In the event of a failure by the student to notify the University promptly of any such changes, the University will be entitled to recover or adjust (as appropriate) the bursary.
- 6.2 It is the student's sole responsibility to check how the receipt of this funding may affect other funding or benefits the student is entitled to, currently receiving, or receives in the future.
- 6.3 The University shall also be entitled to recover or adjust any Rise Bursary benefit given in error.
- 6.4 The University reserves the right to amend these terms and conditions as required to meet the needs of the Rise Insight Programme.

## **7. Your data and how we will use it**

- 7.1 The University is committed to the responsible handling and

protection of personal information. Please see the University's [Student Privacy Notice](#).

- 7.2 The University's Employability and Finance Teams will contact you (by phone, email, letter or text) and to administer your application (and make payments to your bank account).
- 7.3 The Employability team will contact you (as applicable, by phone, email, letter or text) to ascertain any additional information as required in relation to your receipt of the Rise Bursary.