Plus Programme Opportunities Fund 2020/21 Guidance

The Plus Programme has opened the 2020/21 Opportunities Fund designed to help students who would otherwise be unable, for financial reasons, to access extracurricular professional development opportunities offered though the University of Leeds or external organisations.

The purpose of this fund is to allow students to access non-compulsory activities which may enhance their employability or be related to their field of study or desired career, which they may otherwise not be able to access due to financial reasons.

Please note, applications will usually be processed within 21 days, although this may increase during busy periods. As soon as you have completed the application form, this 21 day period will activate.

Eligibility:

The Opportunities Fund is for registered Plus Programme students only (both undergraduate and postgraduate)

If you are unsure as to whether you are on the Plus Programme, please send us an email theplusprogramme@leeds.ac.uk
Frequently Asked Questions - you must read this before making your application

What types of things will this fund pay for?

Below are some examples of what we may fund, however if you have an opportunity which doesn’t fall under these categories, please feel free to apply anyway so that we can assess your case.

<table>
<thead>
<tr>
<th>Examples of activities we might support</th>
<th>What we may fund to enable you to attend</th>
</tr>
</thead>
</table>
| • Internships, Work Experience and Volunteering Opportunities  
  • Attendance at conferences (virtual or in person)  
  • Accessing Lifelong Learning Centre / University of Leeds events  
  • Attendance at an interview or assessment centre  
  • Attendance at a career insight day  
  • Attendance at a network event in your field of study/ chosen career area | • Childcare to enable you to attend an opportunity  
  • Travel costs  
  • Clothing (e.g smart attire for an interview)  
  • Attendance fees for courses, conferences or residential training events  
  • Accommodation costs associated with a work experience/placement opportunity in the UK |

On course or course related costs

We are now able to approve requests for funding towards some course related costs. Examples of these would include:

• DBS check required for research/placement/practical module  
• Professional Body Membership  
• Qualifications which are earned through taking part in a university module but there is an extra cost associated  
• Materials for practical courses such as Art and Design, Fine Art and Graphic Design. We will award up to the following amounts for these materials. Receipts for equipment must be provided.

  Level 1- £150  
  Level 2- £200  
  Level 3- £350
• Research project costs - for example if you require access to a journal that is not available through the library, or you need to travel to somewhere like the British Library or a museum to conduct research.
• Revision courses such as those for practical courses like Medicine

Please note we will not pay for laptops or PCs

Is there a limit on the amount of money I can request?
Applications for funding in the region of £0 – £500 are normally considered. No matter how much you request, you may be awarded less than this and this is at the Plus Programme’s discretion.

Can I apply more than once in an academic year?
In most circumstances, no student will be eligible to receive more than £500 of Opportunity Funding in one academic year. If you make one successful application for less than £500, we will consider future applications until your total has reached £500. To ensure the fund reaches as many students as possible, we also reserve the right to turn down applications from those who have accessed the fund already in the current academic year.

How far in advance do I need to apply for the fund?
The more notice you give us, the better. You must have sent in the application before your opportunity takes place as we will not accept retrospective opportunities. It may have taken place by the time we process your application, but we must have received the initial application before it does.

Will you pay for me to go abroad?
At the moment we can provisionally approve activities abroad in the summer, however we will not be able to make payment for an activity until closer to the time due to the changing COVID19 situation and current non-essential travel ban. If we have reimbursed you for the activity cost and it does not go ahead (and you receive a refund), you will be liable to pay back this money.

Will you pay for me to buy books?
We expect all students to make use of the comprehensive library services. We will not pay for books unless you can provide proof that the library is unable to provide either a physical or digital copy of the text and the book is essential to your coursework, project or dissertation.

How will I receive the money?
This will depend on what we are funding. For travel requests, we may book these ourselves through the University travel site and then email you the tickets, for example a return train trip from Leeds to
London. For some items we may request that you make the purchase with your own money, send us the receipt or proof of purchase and then we will reimburse you. In this case, you must remember to keep all receipts and proof of expenditure or we will not be able to reimburse you.

You must submit all receipts/ proof of purchase for reimbursement via email within 21 days of the opportunity ending. If you do not submit within 21 days of the opportunity ending, the funding award will be rescinded and you will not receive the money.

In order to receive reimbursements, you must ensure your bank details are correct on Minerva. https://students.leeds.ac.uk/bankdetails

Why are there so many questions on the application form?

We receive a large volume of requests to the Opportunity Fund and we need to ensure that we have enough information to assess your application fairly. If you are unsure about any of the questions, please email us on theplusprogramme@leeds.ac.uk

How will I know if I have been successful in my application for the Opportunity Fund?

We will get in touch with you up to 21 days of you submitting your application. We advise you to include as much supporting information as possible to your application to avoid any delays. Please also ensure you apply for funding with plenty of time prior to your opportunity taking place (as far as possible).

How can I apply for LeedsforLife Conference Awards?

You can download an application form by following this link. This is a separate pot of money which will be assessed by a separate panel to the Plus Programme Opportunities Fund. LeedsForLife will only fund up to 50% of a conference fee - if you have been approved for this funding, the Opportunities Fund may be able to provide additional funding, if you would be otherwise unable to attend the conference.

Do I have to do anything after my opportunity has taken place?

If we have requested receipts/ proof of purchase or similar, you must send these by the deadline given.

As part of the funding award, you are required write a 500 word report about how the opportunity has benefitted you personally, academically and/or professionally as well as how the funding enabled you to access the opportunity. We may use quotes from your report as testimonials for areas such as our website, however we won’t use your name without asking for your permission first. This report will need to be submitted within 28 days of your opportunity taking place.
I submitted an application but didn’t receive a confirmation email straight away. Did my application go through?

Confirmation emails are not automatically sent through when an application is sent. However, if you reach the completion screen, your application has gone through. Please allow time for the team to work on your application before chasing it up, as we are expecting a high volume of applications.

Where has the money come from?

Most of the opportunities fund money has come from generous gifts from University of Leeds Alumni and donors to the university. The rest of the money has come from the university.

What if I have any more questions?

If you have any more questions before submitting your application, please email theplusprogramme@leeds.ac.uk and a member of the team will get back to you as soon as possible.

Added 05/03/2021

Summer Schools placed through the Study Abroad Office

- All students who are placed on an in person summer school will receive a £500 scholarship from Santander
- Students who are placed on an online summer school can apply for up to £250 from Santander to cover the tuition costs
- Students who have been placed on an in person summer school can also apply to the Opportunities Fund for additional funding. The amount you can apply for will depend on the location of the summer school and whether it is an exchange or a fee paying place. This table outlines the maximum we will award students depending on their placement:

<table>
<thead>
<tr>
<th>Location of Summer School</th>
<th>Length of Summer School</th>
<th>Yes= student is paying tuition No= exchange place (no tuition fee paid by student)</th>
<th>Maximum amount we will award from the Opp Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe</td>
<td>2/3 weeks</td>
<td>Yes</td>
<td>£250</td>
</tr>
<tr>
<td>Europe</td>
<td>2/3 weeks</td>
<td>No</td>
<td>£100</td>
</tr>
<tr>
<td>Europe</td>
<td>4 weeks</td>
<td>Yes</td>
<td>£500</td>
</tr>
<tr>
<td>Europe</td>
<td>4 weeks</td>
<td>No</td>
<td>£250</td>
</tr>
<tr>
<td>Rest of world</td>
<td>2/3 weeks</td>
<td>Yes</td>
<td>£300</td>
</tr>
<tr>
<td>Rest of world</td>
<td>2/3 weeks</td>
<td>No</td>
<td>£200</td>
</tr>
<tr>
<td>Region</td>
<td>Duration</td>
<td>Eligibility</td>
<td>Amount</td>
</tr>
<tr>
<td>----------------</td>
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<td>Rest of world</td>
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<td>Rest of world</td>
<td>4 weeks</td>
<td>No</td>
<td>£300</td>
</tr>
</tbody>
</table>

- You should only apply for the additional Opportunity Fund funding **after** summer school places have been confirmed on the 18th March. We will contact all Plus Programme students who have been placed on a Summer School after this date to tell you when and how you should apply.
- You will need to supply a copy of your budget plan for the specific summer school and be able to demonstrate additional need for funding on top of the £500 Santander scholarship (e.g. evidence of flight costs, tuition costs etc)
- You will also be expected to write a one page report about your experience once you have returned
- Please note that in person summer schools, and therefore this funding, are subject to approval by the university of overseas travel depending on government restrictions.