



## Plus Programme Opportunities Fund 2021/22 Guidance

**\*You must read this in full before applying for the Opportunities Fund\***

The Plus Programme has opened the 2021/22 Opportunities Fund designed to help students who would otherwise be unable, for financial reasons, to access extracurricular professional development opportunities offered through 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](mailto:theplusprogramme@leeds.ac.uk)

# Frequently Asked Questions

## 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.

Examples of activities we might support	What we may fund
<ul style="list-style-type: none"><li>• Internships, Work Experience and Volunteering Opportunities</li><li>• Attendance at conferences (virtual or in person)</li><li>• Accessing Lifelong Learning Centre / University of Leeds events</li><li>• Attendance at an interview or assessment centre</li><li>• Attendance at a career insight day</li><li>• Attendance at a network event in your field of study/ chosen career area</li><li>• Short courses/ training, for example an Online Marketing course offered outside of the university</li></ul>	<ul style="list-style-type: none"><li>• Travel costs</li><li>• Clothing (e.g smart attire for an interview)</li><li>• Attendance fees for courses, conferences or residential training events</li><li>• Accommodation costs associated with a work experience/placement opportunity in the UK</li><li>• Subscriptions/ professional body memberships</li></ul>

## 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, PCs or books.**

## Get Out get Active

Plus Programme Students are eligible to apply for reimbursement on [Get Out, Get Active](#) activities through the Opportunities Fund. You may apply for one activity, or a series of activities within the same strand (e.g walking) happening that term.

To apply for reimbursement on these activities, you may apply for funding before you have purchased a ticket to the relevant activities, although no money will be reimbursed to you without proof of purchase.

As with any application to the Opportunities Fund, we cannot guarantee that any will be accepted before reviewing it. As such, if you are relying on the fund, we recommend not purchasing tickets to any activities without having your application to the fund accepted first.

### **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.

For smart clothing- we will offer up to £75 for a one off event, or £150 for a longer term event (such as a summer placement)

### **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?**

We will consider applications relating to studying/ working/ volunteering abroad. Please note that the trip must be in line with current travel restrictions and guidance. We can also only fund activities which can go through and be signed off by the university's Risk Assessment process for activity abroad. We will contact you with more information about this if you apply.

### **\*Turing Funding Update\* 27/01/2022**

The University of Leeds has been awarded Turing funding which can support students with the cost of a number of activities abroad which come under the following categories:

- Study placements
- Summer schools
- Volunteering
- Postgraduate research
- Work placements
- Recent graduates
- International Internships
- Medical Electives

This means that you may be eligible for this Turing funding, for example if you are undertaking a medical elective abroad. There are requirements, for example the activity must be at least four weeks long.

We will only consider you for the Opportunities Fund if you are **not eligible** to receive Turing funding. We will not duplicate any funding you are being offered via the Turing scheme.

It is your responsibility to find this out- either by contacting the person in charge of your activity planning or the Turing scheme operations team.

Please [find out more about the Turing scheme here](#)

## **Summer Schools**

We will not be providing funding for Summer Schools arranged via the Study Abroad team from the Opportunities Fund. There are other generous funding options available for Plus Programme students- please see the [summer schools website](#) for more information.

## **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 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 will I receive the money?**

In most cases we will 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. If you do not have the funds available to make the purchase and claim back, you can indicate this on the form. We will work with you to purchase the item(s) via university purchasing methods.

**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>

## **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- we will send an email with a link to a form you must fill in with the contents of this report.

## **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](mailto:theplusprogramme@leeds.ac.uk) and a member of the team will get back to you as soon as possible.