



Dear Sir/Madam

Thank you for your interest in the **FISITA Student Travel Bursary Programme**.

FISITA is the world body for automotive engineers, linking the national automotive societies in 38 countries. Together we represent over 153,000 automotive engineers working in industry, research, academia and government worldwide.

Founded in Paris in 1948, FISITA is a non-profit educational and scientific organisation dedicated to improving automotive transportation through technology for the benefit of mankind.

We offer a number of applications and web based services to help with your academic studies and future career at [www.fisita.com/students](http://www.fisita.com/students).

FISITA believes that in today's global automotive industry, experience of working as an engineer in another country is especially valuable. And that's why we offer student engineers the chance to apply for a travel bursary to help with the cost of taking part in an organised work placement in an automotive company or research institution overseas.

Awards of up to EUR 2,000 are available to successful candidates. To be eligible to apply for a bursary from FISITA you must:

- be studying engineering at undergraduate or postgraduate level at a recognised college or university;
- have arranged an industry or research placement in an automotive company or organisation overseas;
- be a member of a FISITA member society

Enclosed in this application pack you will find the following:

- Application form
- Terms and Conditions
- Checklist
- Notes to Referees
- Referees Comments Form

Please read the terms and conditions before completing the application form. Once you have completed the form, please send it to the FISITA HQ along with a copy of your CV and references by email to [e.padden@fisita.com](mailto:e.padden@fisita.com) or by fax to +44 (0) 20 7299 6633.

From 2009, applications to the Travel Bursary Programme will be considered twice a year: **31 March** for those applicants attending a placement during the months of April to November and **31 October** for those applicants attending a placement during the months of November to April the following year.

It is always a pleasure to help students further their knowledge and experience and I look forward to receiving your application in the very near future.

If you require any further information, please do not hesitate to contact me.

With kind regards

Emer Padden  
Education Officer  
Phone: +44 (0) 20 7299 6639  
Email: [e.padden@fisita.com](mailto:e.padden@fisita.com)



# FISITA Student Travel Bursary Application Form

Please read the Terms and Conditions before completing this form. Please complete this form electronically or in BLOCK CAPITALS in black ink. You are advised to consult the Application Checklist before submitting this form.

## 1. Your Details:

Title (Mr/Mrs/Miss/Ms):

Forename:

Surname:

Contact address:

City:

Zip/Postal Code:

Country:

Phone (including country code):

Fax (including country code)

Email:

Date of Birth:

Current place of study (name of faculty, university / college) and course being studied (degree level and course title):

Year of study (e.g. final year):

Address of university / college:

Member Society:

Membership No.:

Where did you hear about the FISITA Student Travel Bursary Programme?

Please attach your written CV indicating your educational background and your professional career until now. Please use this space to include any additional information which you feel supports your proposal.

## 2. Details of your Proposed Placement:

Please give details of the proposed work placement(s) or exchange programme, including dates, companies/ institutions involved departments and details of the work/activities you will be doing. You should indicate the value of the work placement in relation to your career and its relevance towards FISITA's aims.

Please tell us why you feel your proposed work placement (s)/exchange meets the overall mission of the FISITA Student Travel Bursary Programme (max 200 words):

### 3. Details of Budget:

Placement:

Duration:            wks/mths

From (dd/mm/yy):

To (dd/mm/yy):

Please give details of all costs involved for which you are requesting support, making sure you include any expenses or income not listed below.

EXPENSES	EUROS	INCOME	EUROS
Flight/Rail		Company Salary	
VISA		University Contribution	
Travel Insurance		State Contribution	
Work Permit		Personal funds	
Accommodation		Other (please specify)	
Living costs, e.g. food, clothing, social life			
Ground transportation on site during placement			
Other (please specify)			

TOTAL:

€

\_\_\_\_\_

€

\_\_\_\_\_

TOTAL BURSARY AMOUNT REQUESTED: € \_\_\_\_\_

## 4. References:

Please provide names and contact details for two references who will support your application. (one must be from your current academic institution, e.g. your tutor; the other must be the main contact at the proposed host institution/company)

### Academic Referee

Name:

Position:

Address:

Phone (including country code):

Fax (including country code):

Email:

### Host Institution/Company Referee

Name:

Position:

Address:

Phone (including country code):

Fax (including country code):

Email:

## 5. Declaration:

I confirm that all the above information given by me is true and accurate. I agree to abide by FISITA's rules and conditions if my application is successful.

Signature:

Date:



# FISITA Student Travel Bursary

## Terms & Conditions

1. The aims of the scheme are: to promote the international experience of students and young engineers and to foster the interdisciplinary and global aspects of the education of young engineers.
2. The proposed placement must be within, or strongly connected to the automotive industry.
3. It is the responsibility of the applicant to make all necessary arrangements for the proposed placement. FISITA cannot assist with any arrangements, travel, visas etc.
4. Preference is given to applicants whose proposed placement involves some practical / technical training in engineering. Administrative / managerial placements are given a lower priority.
5. The proposed placement must be to another country outside the applicant's home country; typical host organisations include industrial companies, research, government or higher education establishments. The period of the proposed placement is completely flexible, but typically might range between 8 and 24 weeks.
6. The Travel Bursary programme is intended for work placements only. It is not intended to fund international master degree courses of any kind.
7. Applications are only acceptable from students and young engineers in full time higher education who are members of one of a national FISITA member society (list of societies at [www.fisita.com/membership/members](http://www.fisita.com/membership/members)).
8. A maximum of three applications to the same company will be accepted per calendar year.
9. A maximum of three applications per member society will be accepted per calendar year.
10. A maximum of two applications from the same country that are attending the same work placement will be considered per calendar year.
11. Applications must be submitted prior to the start of the work placement – bursaries will not be made retrospectively.
12. Applications sent to the FISITA HQ will be assessed after the subsequent deadline has passed: 31 March/ 31 October.
13. Bursaries are awarded at the discretion of FISITA based upon the merit and viability of the proposed placement. The maximum bursary award will not exceed EUR 2,000.
14. Awards are made on the strict understanding that the funds will be used solely for the purpose of travel & accommodation directly connected to the work / study placement detailed on the application form. FISITA reserves the right to recover funds deemed to have been awarded under false pretences. This includes any substantive changes to the proposed placement which have not been approved by FISITA prior to commencement.
15. Submissions via an application form (available on the web) must include a supporting statement (not more than 200 words) of how the proposed work experience opportunity meets FISITA's mission. Some evidence of other funding to meet part of the overall costs would normally be expected. Applicants must include references, from academic tutor and host placement contact, with their application form in order to ensure that the application is assessed in the quickest possible time.

16. Applications will be assessed in to check its completeness, overall viability and compliance with FISITA's goals. Then the application, together with the referees' comments, will be scrutinised by a sub-group of FISITA officers who will then decide on any award to be made.
17. FISITA's decision on any application is FINAL. FISITA will NOT enter into any communication with applicants regarding unsuccessful applications.
18. FISITA will attempt to deal with all applications within four weeks of receipt of the referees' comments accompanying the application. Applicants will be notified by mail/email. Decisions will be final and FISITA will be unable to enter into further correspondence about the assessors' comments.
19. The referees should include one from the student's educational institution and one from the proposed work placement institution.
20. A report of around 500 words, countersigned by the applicant's placement supervisor, must be submitted to FISITA no later than 4 weeks after the completion of the placement. The report should describe the placement, including a brief summary of the work undertaken by the applicant, together with the skills and experience gained (both technical and cultural). The report should address how the placement has been of benefit to the applicant in relation to his / her course of study, new skills learned, future career prospects and personal development. If a satisfactory report is not submitted within that time, FISITA will consider it a breach of the Terms & Conditions and may insist that the funds be returned.
21. An award may only be made once to any individual.



# FISITA Student Travel Bursary

## Application Checklist

Before sending your application, please check that you have supplied all the information we need.

### 1. Proposed Placement – are all arrangements clear and agreed?

- do you know the precise nature of work you will be doing, what is expected of you?
- have you identified a suitable referee?
- are there any special legal or training requirements, like work permits etc?
- have you confirmed your accommodation?

### 2. Travel

- VISA requirements?
- air/rail – availability, costs checked?
- local travel on site during your stay?
- do you have travel insurance for your trip?

### 3. Budget

- budgeting is not an easy task but try to be realistic.
- have you calculated all international and local travel costs?
- local living expenses – accommodation/food?
- any special equipment, clothing, books etc. required? Typically these are not funded by FISITA but a complete budget is necessary when evaluating the real need for support.
- have you included any company salary, university or state contribution?
- have you included any personal funds that you will use?
- please check your total expenses and income carefully. Applications will not be considered where the income outweighs the expenses or the figures are not realistic for the country of placement.

### 4. Your Application to FISITA

- is the form fully completed? – FISITA will NOT process your application if details are missing or information is incomplete!
- have you included a copy of your academic reference?
- have you included a copy of your host institution reference? Their support will be important in FISITA's assessment of your application
- have you included a copy of your current CV?

### 5. Outcome

- FISITA aims to respond to you within 4 weeks of the assessment deadline.
- FISITA is unable to enter into correspondence regarding unsuccessful applications – this is essential to minimise the running costs of the programme.
- It is a condition of accepting any financial support from FISITA that the funds are spent solely on legitimate travel / accommodation expenses directly resulting from the placement detailed in your application.
- FISITA reserves the right to take legal action to recover bursary funds which were obtained under false pretences and / or used for any other purpose. It is a requirement that any applicant receiving funds from FISITA submit a written report of min. 500 words, in English, detailing the work undertaken during the placement, and that this report must be countersigned by the applicant's supervisor during the placement.