

FISITA Student Travel Bursary

Terms & Conditions 2019

1. Applicants must be in full time higher education, studying engineering or related science and the placement must be related to mobility issues.
2. Applicants must be a member of a FISITA Member Society. The list of societies is at www.fisita.com/about/members.
3. Applicants must have arranged their own international industrial or research-based placement.
4. The proposed placement must take place in another country outside of the applicant's home country, and outside the country of the applicant's place of study.
5. The proposed placement must be within or connected to the mobility industry.
6. Preference is given to applicants whose proposed placement involves some practical or technical training in engineering. Administrative or managerial placements are given a lower priority.
7. Typical host organisations include industrial companies, research, and government or higher education establishments. Pure university study or course is not eligible.
8. The placement must last a minimum of four weeks.
9. It is the responsibility of the applicant to make all necessary arrangements for the proposed placement. FISITA cannot assist with any arrangements, travel, or visas.
10. Applications must be submitted before the placement begins. An application will not be considered once a placement has started or ended - Bursaries will not be awarded retrospectively.
11. Applications can be submitted at any time throughout the year and must be submitted online www.fisita.com/ffl/bursary/apply (email applications will **not** be accepted).
12. All information must be provided in English.
13. Applicants must submit one Academic Reference form, filled in by a member of staff from their place of study, and one Host Reference form filled in by a member of staff from the destination of the placement.
14. Applicants must submit a current copy of their CV/resume. This document must **not** exceed two pages.
15. Bursaries are awarded at the discretion of FISITA, based upon merit and viability of the proposed placement.

16. The maximum bursary award will not exceed EUR 2,000.
17. FISITA reserves the right to recover funds deemed to have been awarded under false pretences. This includes any substantial changes to the proposed placement which have not been approved by FISITA.
18. Complete applications will be reviewed by a judging panel of industrial and academic experts selected by FISITA, who will decide on any award being made. Members of the Judging Panel selected by FISITA HQ will assess applications on a quarterly basis 31 March, 30 June, 30 September, and 31 December.
19. FISITA's decision on any application is final. FISITA will not enter into any communication with applicants regarding unsuccessful applications.
20. FISITA will attempt to deal with all applications within four weeks after the deadline for entries. Applicants will be notified by email.
21. A report of around 500 words, countersigned by the applicant's placement supervisor, must be submitted to FISITA via email 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) and where appropriate include photos of the placement. The report should address how the placement has been of benefit to the applicant in relation to their 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 and Conditions and may insist that the funds be returned.
 - a. If awarded, the recipient must upload their report within 4 weeks of placement completion to the FISITA International Engineering Community (FIEC)
 - b. When you submit your application, you are agreeing to these report terms
22. A bursary may only be made once to any individual.
23. If an application is made for a bursary and it is unsuccessful, an applicant cannot apply again for the same placement.
24. Recipients of the award agree to the use of their name and image in any publicity material and will cooperate with any other reasonable requests made by FISITA relating to publicity after the term of the bursary.
25. Entry into the competition will be deemed as acceptance of these terms and conditions.

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 and what is expected of you?
- Have you identified a suitable host referee and allowed them time to complete the form?
- Do you know all special legal or training requirements, like work permits etc. that you need?
- Have you confirmed your accommodation for the duration of your placement?

2. Travel

- Do you know the visa requirements for your placement?
- Have you checked the costs for transport options and availability?
- Have you confirmed local travel on site during your stay?
- Do you have travel and medical insurance for your trip?

3. Budget

- Where possible, please provide evidence for approximate costings e.g. lease details, flight costs etc. (these can be uploaded as additional documents during the application process)
- Please check you have provided a realistic budget when applying for a Travel Bursary
- Have you calculated all international and local travel costs?
- Have you factored all local living expenses like accommodation and food?
- Have you checked any special equipment needed for the placement such as clothing, books etc.? 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 including scholarships and monetary awards?
- Have you included any personal funds that you will use? Using your personal funds is appreciated as your higher motivation for the bursary and anyway, you would use your personal funds even during your normal life.
- Have you checked 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 for a Travel Bursary

- Is your 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 reference?
- Have you included a copy of your current CV (maximum 2 pages)?

- Have you included any other documentation that you deem to be useful to support your application? Be brief and accurate.

5. References

- Have you ensured your referees have time to fill in the form and return it to you prior to the date that you wish to submit your application? Send a link to your referees to the FISITA website so they can read more about the Travel Bursary and understand the intention behind the reference form.

Checklist for referees:

- Planning
 - Has the applicant showed detailed planning in their application?
 - Has the applicant considered what they will do during their placement and planned for the financial aspect of taking up the placement?
- Technical content & benefit
 - Has the applicant showed that their placement will offer technical content and benefit for them during their time within the placement?
 - Has the applicant considered how the placement will aid them with their studies and career prospects?
- Educational value
 - Has the applicant showed that the placement will enhance their engineering knowledge?
 - Does the placement offer an opportunity for the applicant to enhance their engineering knowledge?
- Alignment with FISITA's aims
 - Does the application align with the aims of FISITA to promote excellence in mobility engineering?
 - Does the applicant demonstrate that they understand the aims of FISITA and the purpose for which a Travel Bursary may be offered?
- Overall value for money
 - Has the applicant demonstrated that the amount requested is fair and in line with the placement?
 - Will the amount requested help to support the student to complete the placement?

6. Outcome

- FISITA aims to respond to applicants within 4 weeks of the assessment deadline.
- FISITA is unable to enter into correspondence regarding unsuccessful applications.
- 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.
- The report must be sent to Education Manager at FISITA as well as uploaded to the Discussion Forum on the FISITA International Engineering Community within 4 weeks of completion of the placement <https://www.fisita.com/fiec>