

FISITA Student Travel Bursary

Terms & Conditions

1. Applicants must be in full time higher education.
2. Applicants must be a member of a FISITA member society (list of societies here www.fisita.com/membership/members)
3. Applicants must have arranged an international industrial or research based placement.
4. The proposed placement must take place in another country outside of the applicant's home country, or outside the country of the applicant's place of study.
5. The proposed placement must be within or connected to the automotive 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.
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 prior to the end of the work placement. Bursaries will not be awarded retrospectively.
11. Applications sent to FISITA HQ will be assessed after the subsequent deadline has passed: 31 March or 31 October.
12. 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.
13. Bursaries are awarded at the discretion of FISITA, based upon merit and viability of the proposed placement.
14. The maximum bursary award will not exceed EUR 2,000.
15. 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.

16. 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.
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 after the deadline for entries. Applicants will be notified by email.
19. 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 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.
20. A bursary may only be made once to any individual.
21. 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.
22. 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, 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.