

## Manchester Global Graduates Programme 2015

### Terms & Conditions

The Terms and Conditions set out in this document, alongside any other information provided to those students who are selected to the Programme, govern the Manchester Global Graduates Programme 2015 (as defined below) and must be complied with.

#### 1. Introduction and aims of the programme

- 1.1 The University of Manchester (“**University**”) will sponsor up to 32 registered full time undergraduates of the University who are not in their final year of study (“**Selected Students**”) to take part in the Manchester Global Graduates Programme (“**Programme**”). Up to 28 of the Selected Students will be in receipt of the full, non-repayable financial grant from the UK government to support their studies, and/or a bursary or other form of support from the University as a result of their annual household income being £25,000 or less. Each Selected Student, as part of a small team, will visit one of the following locations over one week in the summer of 2015: Dubai, Hong Kong, New York City, San Francisco, Singapore, and London (which will include a return trip to Paris), and one trip to London only in September 2015 (“**Host City**”).
- 1.2 During these visits, the Selected Students will meet with University alumni and graduate recruiters from a wide range of sectors (“**Hosts**”). The focus of the meetings will be to provide the Selected Students with an overview of the Host’s sector/organisation/role as well as insights into local working culture and practices. Alumni Hosts may also share how their experience at the University may have impacted on their career.
- 1.3 The Programme aims to enhance the Selected Students’ employability by expanding their professional networks, improving skills such as communication and teamwork, and fostering a more global mind set. Selected Students will gain an understanding of how their knowledge and skills can be applied in specific sectors, insights into possible career pathways, an awareness of the breadth of opportunities available to them and an appreciation of global working practices.

#### 2. Eligibility Criteria for the Programme

- 2.1 The Programme is open to:
  - registered, full time undergraduate students of the University;
  - from all degree disciplines;
  - who are not in their final year of studies;
  - who are, at the time of making their application, in possession of a current valid passport which will remain valid for the duration of the Programme from (12 June 2015 – 21 June 2015); and
  - who are permitted to enter the Host City and country they are applying for (“**Eligible Students**”).

- 2.2 Up to 28 of the 32 places will be allocated to Eligible Students who are in receipt of the full, non-repayable financial grant from the UK government to support their studies, and/or a bursary or other form of support from the University as a result of their annual household income being £25,000 or less.
- 2.3 Students who are in their final year (ie, graduating in 2015), postgraduates, and recent graduates are not eligible.

### **3. Application and selection process**

- 3.1 Eligible Students are required to submit a written application by 23<sup>rd</sup> March, 2015.
- 3.2 Eligible Students must be able to depart from Manchester Airport and return to Manchester Airport.
- 3.3 Eligible Students can apply for one Host City only.
- 3.4 Eligible Students are required to demonstrate in the written application:
  - an understanding of the aims of the Programme and an awareness of how the Programme may improve their future career prospects and aspirations;
  - some knowledge of the Host City they have applied for and how this fits with their expectations of the Programme; and
  - a commitment to representing the University and their fellow students in a positive way.
- 3.5 A shortlist of Eligible Students will be selected, based on the criteria outlined in paragraph 2 above. When compiling the shortlist, preference will be given to Eligible Students who have not previously participated in an international opportunity provided or facilitated by the University e.g. Study Abroad. Shortlisted candidates will be assessed by a panel of University staff.
- 3.6 All applications must be received by 23<sup>rd</sup> March, 2015. Any application received after that date will not be considered.
- 3.7 The University reserves the right to decide at its absolute discretion how it awards places on, and administers, the Programme. The University's decision is final.

### **4. Entry to countries**

- 4.1 At the time of making their application, each student must be in possession of a current valid passport, which will remain valid for the duration of the Programme (12 June 2015 – 21 June 2015). Some countries require at least six months' validity on a passport before travel and it is the responsibility of each student to check passport requirements before making an application.
- 4.2 Prior to making an application, each student is responsible for ensuring that he or she is eligible to visit the Host City and country they have chosen.
- 4.3 Depending on the destination, a Selected Student may be required to obtain an entry visa to the country and/or satisfy other necessary entry requirements. As this is a visit and not a period of work experience, a tourist visa should be sufficient in most cases. Each Selected Student must make his or her own arrangements for obtaining a visa.

- 4.4 The University accepts no responsibility or liability for any issues which arise in relation to visas or entry into the chosen country.

## 5. Selected Students' responsibilities during the visits

- 5.1 During the visits, there is an expectation that Selected Students will:

- follow the scheduled itinerary;
- be an ambassador for the University and present themselves and the University in a positive light;
- attend all arranged meetings promptly and in appropriate smart/casual business dress;
- submit a list of appropriate questions to ask of each individual they meet to the Careers Service, in advance of the trip;
- make notes of the meetings in order to use this information in post-visit reports and presentations; and
- where possible, take photographs at key visits, ensuring first that all appropriate consents to take and use such photographs have been obtained.

- 5.2 Selected Students may conduct additional visits related to their career interests, which they have arranged for themselves ("**Additional Visits**"), but only outside of the scheduled itinerary. Selected Students must inform The Careers Service of any Additional Visits that they have arranged before they depart for the Host City from Manchester. The University accepts no responsibility or liability for any Additional Visits arranged by Selected Students.

- 5.3 On return to the University, Selected Students must:

- produce a team report, with those other Selected Students who visited the same Host City, of up to 3,000 words on their experiences on the Programme. The report should communicate the key findings of the visits, e.g., working practices of the relevant Host City and country and how these may differ to the UK, opportunities for graduates within particular organisations/sectors, opportunities for overseas nationals to work in specific countries, and growth areas within the relevant sectors;
- an individual report of up to 2,000 words on how the experience has improved their employability and career development;
- deliver a 30-minute team presentation, with those other Selected Students who visited the same Host City, to staff from across the University, including the Careers Service, and guests on the findings from their visit, to be followed by a question and answer session;
- give photographs taken during the visit, in relation to which all necessary consents have been obtained, to the Careers Service and agree that these could be used by the University for marketing purposes; and

## 6. Financial arrangements

- 6.1 The University will pay for the costs associated with undertaking the Programme in order to help Selected Students take advantage of this opportunity.
- 6.2 The University will:

- arrange and pay for return flights from Manchester for Selected Students travelling to Host Cities other than London arrange and pay for transport to Manchester airport from within the Manchester area;
- arrange and pay for return rail travel from Manchester to London and return rail travel/flights from London to Paris for Selected Students travelling to the Host City of London;
- arrange and pay for overnight accommodation in Manchester on the evening before departure and on the evening of return, if required;
- arrange and pay for a single hotel room for each Selected Student, in advance of the visit;
- reimburse expenses for reasonable subsistence costs, up to a value of £250 per Selected Student, on production of receipts on return to the UK. Such reimbursement will cover expenses reasonably incurred for food, non-alcoholic drinks and local transport whilst in the Host City; and
- make suitable alternative arrangements for any Selected Students who are unable to provide their own subsistence budget of £250.

### 6.3 Selected Students will:

- be responsible for obtaining local currency to pay for reasonable subsistence costs during their visit. The University will reimburse expenses for reasonable subsistence costs, up to the value of £250 per Selected Student, on the production of receipts, on return to the UK. Such reimbursement will cover expenses reasonably incurred for food, non-alcoholic drinks and local transport whilst in the Host City;
- pay for any costs associated with gaining entry to the chosen Host City/Country (for example ESTA Visa Waiver); and
- pay for any costs associated with travelling to and from the agreed Manchester departure and arrival point, which will either be Manchester airport, or a hotel in Manchester booked by the University, depending on the Selected Student's preference.

## 7. Health and Safety Considerations

7.1 The University will provide Selected Students with relevant guidance, documentation and training in relation to health and safety, upon selection to the Programme.

7.2 Selected Students should also familiarise themselves with any relevant guidance available on the Foreign and Commonwealth Office website in relation to the Host City and country.

## 8. Submission

8.1 By submitting an application to the Programme, an Eligible Student agrees and acknowledges:

- that they have read, understood and agree to the Terms and Conditions laid out in this document;
- that any personal data submitted as part of an entry will be held securely and used for the purposes of applying for, participating in, administering and organising the Programme;

- that any information provided as part of the application may be checked and verified by the University;
- to be photographed and filmed as required by the University. All resulting intellectual property rights in and to such photographs and films will belong to the University for use by it;
- that their name and likeness (including photograph) may be used in any publicity associated with the Programme;
- that they will allow the University to use all photographs and reports submitted after the Programme for any purposes required by the University; and
- that the University accepts no responsibility for any visits or activities outside of the scheduled itinerary and it excludes its liability for all matters related to, or arising out of, any visits or activities outside of the scheduled itinerary.

If you have any questions or queries about the Programme or the application process contact the team via [globalgraduates@manchester.ac.uk](mailto:globalgraduates@manchester.ac.uk).