

Manchester Global Graduates Programme 2022

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 2022 (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 31 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 27 of the Selected Students will be in receipt of £2,000 or £1,000 per annum from The Manchester Bursary. Each Selected Student, as part of a small team, will visit London (“Host City”) over a one week period in the summer of 2022.
- 1.2 During the week, the Selected Students will meet in person with University alumni and graduate recruiters from a wide range of sectors (“Hosts”) in London. 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 working culture and practices. Alumni Hosts may also share how their experience at the University may have impacted on their career.
- 1.3 During the same week, the Selected Students will also meet virtually with University alumni and graduate recruiters from a wide range of sectors (“Hosts”) based in various international locations across the globe.
- 1.4 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, available to travel to London for duration of the Programme from 18 June 2022 – 25 June 2022 (“Eligible Students”).

- 2.2 Up to 27 of the Selected Students will be in receipt of £2,000 or £1,000 per annum from The Manchester Bursary.
- 2.3 Students who are in their final year (i.e. graduating in 2022), postgraduates, and recent graduates are not eligible.
- 2.4 Students who have taken part in the programme previously are not eligible.

3. Application and selection process

- 3.1 Eligible Students are required to submit a written application by Sunday 06 March, 2022.
- 3.2 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;
 - a commitment to representing the University and their fellow students in a positive way.
- 3.3 A shortlist of Eligible Students will be selected, based on the criteria outlined in paragraph 3.2 above. Shortlisted candidates will be assessed by a panel of University staff.
- 3.4 All applications must be received by 11.59pm on 06 March, 2022. Any application received after that time and date will not be considered.
- 3.5 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. Selected Students' responsibilities during the visits

- 4.1 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;
 - 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.
- 4.2 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 London from Manchester. The University accepts no responsibility or liability for any Additional Visits arranged by Selected Students.
- 4.3 On return to the University, Selected Students must:
 - produce a team report, with those other Selected Students in their team, 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, and how these may differ to the UK (virtual meetings with international

- Hosts), 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 in their team, 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;

5. Financial arrangements

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

5.2 The University will:

- arrange and pay for return rail travel from Manchester to London;
- arrange and pay for a single hotel room for each Selected Student, in advance of the visit; and
- pay reasonable subsistence costs, up to a value of £400 per Selected Student, providing the Selected Student produces original receipts of expenditure on their return. This will cover expenses reasonably incurred for food, non-alcoholic drinks and local transport whilst in the Host City.

5.3 Selected Students will:

- produce all original receipts of reasonable and approved expenses incurred on the trip on return to the UK. The University will provide reasonable subsistence costs, up to the value of £400 per Selected Student. This will cover expenses reasonably incurred for food, non-alcoholic drinks and local transport whilst in the Host City. The Selected Student will pay any such expenses not supported by an original receipt.

6. Health and Safety Considerations

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

7. Submission

7.1 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