



INSTMC ENGINEERING SCHOLARSHIP SCHEME **2023**

Terms and Conditions for Sponsor Companies



InstMC manages an engineering scholarship scheme which connects the most capable undergraduates with companies offering sponsorship. Sponsor companies provide scholars with an annual bursary, paid work placements and mentorship. Scholarships can commence from any year of a student's degree (except the final year) and continue for the duration of their course. This document provides detailed information about the scholarship scheme for sponsoring companies.

Application process

Students from one of our partner universities who meet the relevant criteria submit an online application, InstMC undertakes a sift, checking the eligibility of all students and ensures that each applicant matches any company specific requirements. Relevant applications are then sent to the sponsoring companies for review.

Companies review applications, interview candidates and notify InstMC which offers they wish to make within the deadlines set by InstMC. Interviews may be arranged by phone, Skype, in assessment centres and/or one-to-one interviews. Online assessments may also be used. All offers will be sent by InstMC and include a list of the work placements offered to that scholar.

Work placements

All work placements are agreed in advance, when an InstMC scholarship offer is made. The scheme covers an 8-week summer placement. Placements can be changed at a later date with the agreement of both the scholar and company. InstMC should be kept informed of any changes affecting the overall duration of the scholarship. For instance, if a scholar changes from a BEng to MEng degree course, they will want to extend their scholarship to cover one more year, and to include one more work placement.

Summer placements should be a minimum of 8 weeks. The exact dates will be agreed between the scholar and company.

Scholarship fees

Each year the sponsor company will pay InstMC an advance management fee. This is non-returnable and covers the costs of promoting the scholarship and managing the scholarship selection process. The management fee is £895 for the first year and £240 per year for each subsequent year.

For each scholarship awarded, the sponsor company will provide an annual bursary of £1000 for the scholar. Throughout the 8-week placement, the sponsor company will pay the scholar a salary of at least £345 per week.

If the company employs a scholar at the end of their scholarship, a recruitment fee is payable to InstMC (£1,000 per hire, refundable if the new employee leaves within 6 months).

Fees will be invoiced annually. The company will pay VAT on these payments as applicable.

Total costs:

- **InstMC management fee:** £895 for the first year; £240 per annum for each subsequent year of scholarship
- **Bursary for one scholarship:** £1000 per annum for each year of scholarship
- **Salary for one scholar:** minimum of £345 per week for the duration of the 8-week placement for each year of scholarship

Annual review and continuation of scholarships

In early autumn, InstMC will arrange for each scholar to submit an annual progress report to the company for review. The report will include details of the scholar's academic progress, reflections on their placements and future plans and a confirmation that they would like to continue their scholarship. The company may choose, at its discretion, to terminate a scholarship following the review of the scholar's annual report, or if the scholar proves to be unsuitable at any other time. The company will inform any scholar of the termination of his/her scholarship and of the reasons for the termination, with copies of all correspondence sent to InstMC.

Sponsoring company's obligations

A sponsoring company has the following obligations to scholars and candidates for scholarships:

- To pay reasonable travel and accommodation expenses to candidates attending interviews.
- To sponsor each scholar, from the agreed start date until the end of their degree course.
- To provide a structured and planned work placement for each full year of the scholarship.
- To provide feedback and assessment of the scholar's performance during the placements.
- To pay a salary during work placements of at least the minimum InstMC rate agreed. InstMC advises a minimum of £345 per week.
- To nominate a member of engineering staff to act as a mentor to each scholar.

In addition, a sponsoring company has the following obligations to InstMC:

- To nominate a member of staff to be the main contact person with InstMC.
- To make available appropriate members of its engineering, early careers and HR staff to participate in the InstMC scholarship selection process, to review applications, interview and select suitable candidates, within the timescales set by InstMC.
- To provide when requested, content to help promote the scholarship scheme.
- To notify InstMC of any changes to scholarships, which affect the overall scholarship duration.
- To notify InstMC if a scholar accepts a permanent position with you, at the end of their scholarship.

Key dates for 2023 scholarships

APPLICATIONS	DATE
Applications open	October 2022
Application deadline	November 2022
SELECTION PROCESS	DATE
Applications sent to companies	November 2022
If companies request more applications, InstMC will identify suitable students and ask them to submit additional applications	December 2022 – February 2023
Companies invite short-listed candidates to interview and notify InstMC	December 2022
Initial candidate interviews	December 2022 – January 2023
Companies inform InstMC if they want to send any initial offers	January 2023
InstMC creates offer letters and sends to companies to check	February 2023
InstMC sends initial offers to candidates	February 2023
First choice candidates respond to offers	February 2023
Companies inform InstMC if they want to send any offers to second choice candidates	February 2023
InstMC creates offer letters and sends to companies to check	February 2023
InstMC sends offers to second choice candidates	February 2023
Second choice candidates respond to offers	February 2023
Additional candidate interviews and offers may be arranged for candidates who have not already received offers from other companies (e.g. candidates who were not available for interviews previously or candidates who submit additional applications)	February – March 2023
FINANCES	DATE
InstMC invoices companies for advance management fees	September 2022
InstMC invoices companies for initial bursaries	February 2023
InstMC invoices companies for any additional bursaries	March 2023
Initial scholars receive initial bursaries	April 2023
Additional scholars receive bursaries	May 2023

TERMS AND CONDITIONS FOR SCHOLAR

Annual bursary

InstMC will pay the scholar an annual bursary from the sponsoring company, as specified in the offer letter, by the end of the easter vacation in each academic year that it is due. The first year's payment will be paid during the summer term if the scholarship is agreed after mid-January.

It is one of the conditions of being an InstMC scholar that the scholar progresses satisfactorily with their academic studies. The scholar's university may provide InstMC with information on their academic progress and InstMC may share that information with the sponsoring company. This will not be the details of specific modules, but the overall average mark for their last end of year assessment for their degree course, and whether or not the scholar is progressing to the next year of study. Satisfactory progress will normally be judged as gaining an overall average of at least 60% for the last end of year assessment.

Paid work placements

The scholar will be employed by the company for the duration of the 8-week work placement, and the company will provide them with structured and planned work experience.

Scholars must seek agreement from their sponsoring company before they undertake any paid work with another employer during their InstMC scholarship. Agreement will usually be given for part-time jobs in unrelated industries and sectors. Scholars cannot undertake a work placement with any other company at any point during their InstMC scholarship.

The sponsoring company will pay the scholar a salary for each work placement at the rate specified in the offer letter. The salary is to cover the costs of accommodation, basic subsistence and travel associated with the work placement. The scholar will be responsible for finding their own accommodation, if necessary.

The sponsoring company is not obliged to offer the scholar employment on graduation.

Mentoring

Mentoring is part of the InstMC Scholarship Scheme. Usually, once the student has accepted the scholarship, the sponsoring company will introduce them to a mentor. The scholar will be expected to meet with their mentor at least twice a year. One of these meetings can be arranged during a work placement. In general, the sponsoring company will pay reasonable travel and accommodation expenses when the scholar meets their mentor away from their university base.

Annual Reports

Scholars must agree to submit an annual report to InstMC and their sponsoring company by October following each academic year of your scholarship. InstMC will provide a framework for the report and the scholar will be expected to report on their mentoring and work placement experiences, as well academic performance. Scholars will also be asked if they want to continue with their scholarship for the next academic year. The report will be reviewed by InstMC and by the sponsoring company to approve continuation of the scholarship.

Continuation of scholarship

Continuation of the scholarship will be dependent upon the scholar meeting the following criteria:

- Submitting an annual report by October 2023 and confirming their wish to continue with the scholarship;
- Demonstrating satisfactory academic progress each year on their degree programme;
- Continuing study towards the degree for which they were initially offered the scholarship, or study towards another degree relevant to the InstMC Scholarship Scheme with the agreement of the sponsoring company;
- Undertaking and completing all work placements agreed with the sponsoring company to the satisfaction of the sponsoring company;
- Continuing to demonstrate an interest in the technical activities of the sponsoring company;
- The sponsoring company for the InstMC scholarship continues to be the only commercial organisation that is sponsoring the scholar.

The sponsoring company may choose to terminate the scholarship if the scholar does not meet the above criteria or at its discretion.

If the scholar wishes to withdraw from their scholarship, they should notify InstMC in their annual report, or separately before October 2023. This gives the sponsoring company time to advertise a replacement scholarship. If the scholar withdraws later in the year, the sponsoring company may request previous bursaries to be repaid, depending on the circumstances of the withdrawal.