Placement Hardship Fund Application Form

*Please complete this application form and submit it to* *placements@eastscotbiodtp.ac.uk* *before the start of your placement. Applications will be assessed on an individual basis.*

**Guidance on Placement Hardship Fund**

From 2025 onwards, EastBio will consider providing *financial support to students who experience significant adverse circumstances and hardship during their 3-month placement*. These may include a sudden and unexpected change of their personal or family circumstances, accommodation challenges, or other set of circumstances that have a negative effect on their ability to continue their placement. Financial support will be provided should it be deemed that this will ensure the completion of the placement project. Depending on the gravity of the situation and after consultation with the student and, as necessary and appropriate, the PIPS and PhD supervisors, further appropriate options will be advised, including an interruption, postponement or cancellation of the placement itself.

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| **EastBio Placement Hardship Fund** If you are faced with unforeseen circumstances that impact your ability to complete your placement project you have already started or about to start, please provide below some information to allow us to consider and approve additional financial support. You can alternatively – and confidentially - email us this information at placements@eastscotbiodtp.ac.uk (Subject: Urgent - Placement Hardship Fund) and we will respond within 3 working days. We estimate that we can support students at a max of £500 per studentship subject to funds availability. |
| Provide some details about the hardship you suffer (or anticipate) during your PIPS; include details about the challenges you currently face (or anticipate), as well as any measures you have already taken to solve the issues. We will rely on this information to confirm the level of support we can provide. |  |
| Have you access to financial support from other sources, whether you have already requested it or planning to? |  |
| Are the challenges you face of a type that can best be addressed by, for instance, postponing, pausing or amending your current placement? If so, with your consent, EastBio can liaise with your PIPS host and negotiate that change. |  |
| What type of help would you require from EastBio? Provide any information you think helpful. |  |
| What level of financial support you require from EastBio? Provide an estimate total cost and a break-down of an estimated total, if possible. |  |
| If you prefer to nominate an individual of trust who can liaise with EastBio on your behalf for this process, please provide their details (name and email). This can be your PhD supervisor, a colleague, or a close friend or family. |  |
| Have you communicated or plan to communicate about these challenges with your PIPS and/or PhD supervisor?  |  |
| If appropriate, would you consent to EastBio approaching your PIPS and/or your PhD supervisor to discuss additional measures to support you to complete your placement? |  |
| IF appropriate, would you consent to EastBio discussing your request for support with the EastBio academic lead for your academic institution? |  |
| Would you like to add anything further that is of relevant here for you? |  |
| **EastBio decision to award hardship fund & total fund awarded** |  |

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| **Signed by:** |
| PhD student |   |
| Date |   |

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| **Approved by:***Section to be filled in by nominated EastBio representative (EastBio Manager or EastBio Support Officer)* |
| Name(s) of approver | Email to authorise sent to SBS Graduate School Finances Manager on DATE  |
| Approval Date |   |
| Signed |   |
| Recommendations (if there are any) | After approval, placement expenses will be transferred to the student’s RTSG account or paid after the receipt of an invoice facilitated between EastBio and the student’s host institution. Further advice may be sought from the student’s local administrator. |
| Amount of expenses approved/rejected/amended [delete as appropriate; provide reason if rejected or amended] |  |