



## **Student Opportunities Fund 2025/2026**

### **Application Guidance and Terms and Conditions**

Filling in an application form may seem a little daunting, but really it is a chance for you – the applicant – to show just how important this activity is to you!

Hopefully this guide will give you some help and answer any questions you have. If you are stuck at any point or have any questions you can contact the Scholarships and Bursaries Coordinator (see contact details below).

#### **Deadlines and conditions**

There are three application Rounds for the [Student Opportunities Fund](#), deadlines for which can be found on the [webpage](#). **Make sure you have read the Terms and Conditions ('T&Cs'), which can be found at the end of this guidance and on the award [webpage](#).** The T&Cs define various elements of the award such as applicant eligibility, application process, activity criteria, how an award is paid, etc. A reminder that eligible applicants, including all members of a group application, should be:

- 1) a Bath Spa University undergraduate or postgraduate student studying at either Newton Park, Sion Hill, Locksbrook, Corsham Court or Bath Spa University London (Hackney). Students studying at our Educational Partner institutes or other providers and students on exchange programmes, distance learning or other modes of study are not eligible; and
- 2) a current, registered student both at the time of application and at the time the activity takes place.

Applicants should expect to receive decision feedback within six weeks after the applicable Round deadline. However, where additional information or clarification is required, decisions may take longer to confirm.

#### **Have an APP and need support with completing your application?**

If you have an Academic Access Plan with the University and have needs that mean you may require support to help you complete the application form, please do get in touch with the Scholarships and Bursaries Coordinator. Their contact details are included at the end of this guidance document.

## Making a group application

A group is three or more students who meet the eligibility criteria. Only one person should apply on behalf of the group, they will act as the lead applicant. The lead applicant will submit the application, they will also be responsible for completing any follow up actions or requests relating to the application and any subsequent award offer (if successful). The application form requires the name and BSU student number of each group member, so make sure you have this information available when you start the application.

## Getting started

Firstly, make sure you have read the T&Cs to check that you are eligible to apply! If you are not sure, please get in touch – see contact details below.

**We highly recommend you access the application form in advance** so you can see what it looks like and what input is required. Applications are via the [Blackbullion](#) platform: you'll need to register if you're not already signed up to this platform.

## Accessing the application form

Eligible students should apply for the Student Opportunities Fund through the [Blackbullion](#) platform. If you haven't already, make sure you sign up to the platform so you can access the application form! Go to the Student Portal>Funding Hub menu and search for the fund under 'Bath Spa University - Careers and Employability'.

## Completing the application form

You should complete all questions in the application form. Applications with missing details may be rejected. The application automatically saves HOWEVER you must complete the submission in order for the application to be considered!

The application has three main sections that require your input:

- 1) About You
- 2) About your Activity or Project
- 3) Activity/Project costs.

Below you will find guidance about what to include in these sections. There is also a Documents section towards the end of the form where you should upload any evidence you have to support the costs you're seeking to cover.

## ABOUT YOU

This section requires some general information about you, such as your name, BSU student ID, contact details and BSU course details. If you are submitting on behalf of a group, you should also include the names and BSU student IDs of all group members.

You must also provide details of a BSU staff member who can act as a referee to support your application. This could be your course leader/lecturer, academic advisor or other appropriate BSU staff member who is familiar with the activity you are seeking to fund and is happy to support your application should we require a reference. You should seek their permission before submitting your application and make them aware that they may be contacted later for further follow up.

## **ABOUT YOUR ACTIVITY OR PROJECT**

In this section, it is important to tell us about the activity you're seeking to fund. We want to know what you're doing and the impact it will have on your future career. There are four short sections to complete:

### **Description of Activity/Project (400 words maximum)**

In this field, you must provide a description of the activity or project you wish to pursue. We recommend you include (where applicable):

- The location of the activity.
- Identify any organisation(s) you will be working for or with.
- The core tasks being undertaken.
- Where applicable, any higher level of responsibility you will have (e.g. leadership, supervisory roles, etc.).
- If equipment purchases are involved, what is the purpose of and need for the equipment? If this is a resource that you can loan from the University then you must justify why an additional purchase is necessary.
- What will the project/activity enable you to achieve beyond your current studies?
- Should the project/activity be considered particularly unusual, enterprising or innovative? If yes, provide details.

### **Career Development (300 words maximum)**

For this question, explain how the project/activity will benefit your studies at BSU and the impact it will have on your future career aims and employability. Tell us:

- How does the project/activity relate to and enhance your current studies at BSU?
- What skills will you develop/improve?
- How might these skills be applied to your intended future career?
- How will the experience enhance your employability prospects going forward?

### **Wider Benefit (100 words maximum)**

In this short section, tell us if/how your project or activity might be useful for the wider BSU community. For example:

- Are there any skills or knowledge from the project/activity that you could share with your peers at BSU?
- Does the project or activity provide other opportunities for other students to benefit?
- Will there be opportunity to promote BSU through the activity? If so, how?

## Graduate Attributes (100 words maximum)

If you haven't already, you will need to familiarise yourself with the BSU [Graduate Attributes](#). For this question, briefly explain how the project/activity will enable you to develop or enhance at least one Graduate Attribute.

## ACTIVITY/PROJECT COSTS

### Expenditure

Here you will need to enter the values (in £GBP) of the expenditure involved in undertaking the project or activity. Be as accurate as possible but do bear in mind that the costs and purchases must be reasonable, necessary and for the purposes of the project or activity only.

The expenditure categories are outlined below. Use the categories that most align to the costs that will be incurred. If you're not sure, or a cost doesn't fit within a specific category, use 'Other costs'.

- *Travel / accommodation / subsistence* – Activity or projects that involve travel abroad are not eligible for the Student Opportunities Fund. However, if your activity requires more local (within the UK) travel or an overnight stay, then this should be included in your costings. Subsistence will be costs such as meals, parking, etc.
- *Equipment/consumables* – equipment or resources that will be purchased for the project/activity (e.g. fabric materials, specialist photo paper, tools, etc.)
- *Hire/rental costs* – for things like venue hire or renting a space, etc.
- *Course/training/programme fees/subscriptions* – for example: the cost of a training course or certification, a software subscription, etc.
- *Other costs* – anything that doesn't fit within the above categories.

### Expenditure details and supporting evidence

Here you must also provide a brief explanation about the costs/purchases that you have included – what are they and why are they required? There is a 'Documents' section towards the end of the application for you to upload evidence where.

### Income

Use this section to identify what money you have already secured and from what sources. Please only state the funds you have available to contribute towards the activity. For example:

- If you have saved money from your part time job how much you have been able to set aside for this activity?

- Have you saved part of your student loan towards the activity? Only include the amount you have saved and can afford, not the entire loan!

You should also provide details about:

- Your funding shortfall: the amount in £GBP that you are short to cover the cost of undertaking the project/activity.
- Have you taken any other steps to address the shortfall (e.g. fundraising, applying for grants elsewhere).

Finally, make sure you include the amount of funding you are applying for. Remember, the maximum amount that may be offered is £250 for an individual or £500 for a group.

## DOCUMENTS

Here you will need to upload evidence to support the expenditure you are seeking to cover. This can be evidence such as travel fares, receipts/quotes for equipment, venue booking confirmations, etc. Upload the evidence under the appropriate category. If you do not have supporting evidence at this stage, select the 'unable to provide' option and add a short note to explain.

We're not expecting you to evidence every minor cost! However, we do expect applicants to be able to demonstrate that the costs they are seeking to fund are reasonable and true.

## How applications are judged

The successful applicants will be selected by the Scholarships and Bursaries Disbursement Panel. The Panel aims to convene within four-six weeks following each application Round deadline.

Applicants should expect to receive decision feedback within six weeks after the applicable application Round deadline. However, where additional information or clarification is required, decisions may take longer to confirm.

## Contact details

If you have any questions, please get in touch with the Scholarships and Bursaries Coordinator by:

- Log in to [MyCareer](#) and submit a question (select the 'scholarships and bursaries' option from the question type list); or,
- via email on [s-bfunds@bathspa.ac.uk](mailto:s-bfunds@bathspa.ac.uk).

END OF GUIDANCE.



## **Student Opportunities Fund 2025/26**

### **Terms and Conditions**

The Student Opportunities Fund (“**SOF**”) offers small, non-repayable grants to eligible Bath Spa University students seeking to fund a project or activity that will improve their career opportunities and enhance their employability. Recipients of the SOF are subject to a number of conditions as detailed below.

#### **PURPOSE**

1. Funds must be used to support a project or activity that will improve the Recipient’s career opportunities and enhance their employability.
2. Activity or projects that involve travel abroad are not eligible for the Student Opportunities Fund.

#### **APPLICANT ELIGIBILITY**

3. The Applicant must be a Bath Spa University undergraduate or postgraduate student studying at either Newton Park, Sion Hill, Locksbrook, Corsham Court or Bath Spa University London (Hackney). Students studying at our Educational Partner institutes or other providers and students on exchange programmes, distance learning or other modes of study are not eligible.
4. The Applicant must be a current, registered student both at the time of application and at the time the Funded Activity takes place.
5. Multiple applications for one group Funded Activity are not permitted.
6. As per clause 19, the Applicant must apply before the Funded Activity takes place in order for the application to be considered.
7. Successful Applicants may only receive a maximum of one Award from the SOF for 2025/2026.

#### **GROUP APPLICATIONS**

8. Where an application is submitted on behalf of a group, all members of the group must meet the eligibility criteria as per clause 3 and 4.

9. Where an application is submitted on behalf of a group, all members of the group will be subject to these terms and conditions.
10. Where a group application is successful, the group will only be eligible to receive a maximum of one Award from the SOF for 2025/2026.
11. Where further communication, action and follow up tasks related to the application and/or any offer of Award are required, it is the responsibility of the Applicant/Recipient to fulfil such requirements on behalf of the group.
12. It is the Recipient's responsibility to ensure that any Award is spent on behalf of the group and in accordance with the Funded Activity.
13. Payment of an Award for a group application will be made in accordance with clause 31, 32 and 33.

## **FUNDED ACTIVITY CRITERIA**

14. The Funded Activity must commence no earlier than 29<sup>th</sup> September 2025 and complete before 31<sup>st</sup> August 2026. **For final year students, the activity must complete before their graduation date.**
15. The SOF is to support the Funded Activity, which should be developmental in nature and go beyond the Recipient's current studies. It is not intended to:
  - a) pay towards assessed and/or compulsory elements of the Recipient's degree course or course field trips;
  - b) pay towards trips to the Recipient's home country/area of residence;
  - c) pay for activity that is not directly related to enhancing the Recipient's career opportunities and employability (e.g. holidays, personal travel, etc.).
16. Funds may not be used for the purchase of alcohol for events, exhibition openings, etc.

## **APPLICATION AND DEADLINES**

17. Eligible Applicants must apply via the Blackbullion platform as instructed on the SOF webpage, which can be accessed using the following link:  
<https://www.bathspa.ac.uk/students/student-finance/scholarships-and-bursaries/student-opportunities-fund/>.
18. Applications are expected to open from 10AM GMT on 29<sup>th</sup> September 2025 and will close at 10AM GMT on Friday 22nd May 2026. There are three application Rounds ("**Round**" or "**Rounds**") with the following deadlines:

Round 1: 10AM (GMT), Friday 7th November 2025

Round 2: 10AM (GMT), Friday 13th February 2026

Round 3: 10AM (GMT), Friday 29th May 2026.

Where an application is submitted after a Round deadline, it will not be considered until the next Round. No further applications for the academic year will be considered after the Round 3 deadline.

19. Retrospective applications are not acceptable. Applicants must apply BEFORE the Funded Activity takes place in order for their application to be considered.
20. Applications are assessed by the Scholarships and Bursaries Disbursement Panel (**"the Panel"**). The Panel will agree which applications are successful and the value of any Award to be made. The decision of the Panel (acting reasonably) will be final. Applicants will usually be contacted about the outcome of their application within six weeks of the applicable Round deadline. Where additional information or clarification is required, decisions may take longer to confirm.
21. Applicants should not include content within their application that is automatically generated or created by artificial intelligence (including but not limited to chatbots such as ChatGPT or similar software applications).
22. Incomplete applications will not be considered.
23. Bath Spa University will not accept responsibility for applications that are lost, mislaid, damaged or delayed in transit, regardless of cause, including, for example, as a result of any equipment failure, technical malfunction, systems, satellite, network, server, computer hardware or software failure of any kind.

## **AWARD**

24. The maximum value that will be offered to a successful Applicant as a contribution towards the cost of the Funded Activity is:
  - Individual Applicant: £250.
  - Group Applicant: £500.(the **"Award"**).
25. The Award value offered may be less than the maximum value.
26. The Award offer will be communicated via email to the Applicant's Bath Spa University email address. The Applicant has 14 days from the email date to claim the Award by replying to the email notifying them that their application has been successful. If the Applicant does not claim the Award by this date, the offer may be withdrawn. The Award may not be claimed by a third party on the Applicant's behalf.
27. By accepting the Award, the Recipient agrees to adhere to these terms and conditions, including but not limited to the following obligations:



- a) **The Recipient will use the Award only for the purposes of carrying out the activities specified in their application;**
- b) **The Recipient will not make any significant change to the Funded Activity without Bath Spa University's prior written agreement;**
- c) While the Funded Activity is an independently arranged and managed activity, when conducting the Funded Activity, whether at Bath Spa University premises or elsewhere, the Recipient (and group members where applicable) is required to behave in a fashion fitting for a representative of the University;
- d) The Recipient may be interviewed by the press office and/or be invited to attend events with donors who support the fund, partners in the project, other successful recipients and the wider University community, allowing discussion about the projects that have been carried out. Reasonable efforts must be made to attend these events;
- e) Recipients may be publicised on the University website and in the media. Recipients will be expected to provide appropriate feedback (e.g. reports, blogs, pictures and/or videos) to support this;
- f) The Recipient may be requested to report back about the Award after the Funded Activity has been completed. Reporting will typically be via a short, online form, instructions for which will be provided. This information will be used in literature to promote the value of the Award and provide feedback to those who support the Award and the University. If reporting is not completed to a satisfactory standard, this may result in subsequent applications from the Recipient for the SOF or other Bath Spa University scholarships, bursaries and awards being denied.

- 28. Bath Spa University accepts no responsibility for any additional costs or liabilities arising from the Funded Activity.
- 29. The Recipient is responsible for ensuring that appropriate checks and assessments for risk are carried out to ensure their safety and the safety of others when undertaking the Funded Activity.
- 30. The Recipient may be required to complete additional supporting paperwork for the Funded Activity (e.g. risk assessment details) at least one week prior to the Funded Activity date. If this requirement is not fulfilled, incomplete or not complete to a satisfactory standard, this may result in the Award being withdrawn.
- 31. Payment of the Award will be arranged upon completion of any additional action required under clause 30.
- 32. Where the Award is offered to the Recipient on behalf of a group, payment of funds will be via the Recipient. It is the Recipient's responsibility to ensure that funds are spent on behalf of the group in accordance with the Funded Activity.
- 33. Payment shall be paid by electronic bank transfer into a UK bank account of the Recipient only. Payments cannot be made into the account of another person.

34. The Award is not negotiable or transferable.
35. The Recipient accepts that the Award will not be made if Bath Spa University does not have available funds or is for any other reason unable or not permitted to provide the funds.
36. Bath Spa University will have no liability to the Recipient for any losses caused by a delay in the payment of the Award however arising.
37. If, by reason of any emergency or other circumstance, the Recipient is unable to complete the Funded Activity, in part or in whole, the Recipient will be required to refund all or part of the Award as may be considered reasonable in all the circumstances.
38. Recognition of the Award should be made wherever possible. Wording such as 'Supported by Bath Spa University Student Opportunities Fund' would suffice, but please run the wording by the Scholarships and Bursaries Coordinator.
39. Where possible, the SOF logo should be included for promotional use when referencing support received from the Bath Spa University Student Opportunities Fund. The Recipient can contact the Scholarships and Bursaries Coordinator to request a digital version of the logo.

## **LIMITATION OF LIABILITY**

40. Insofar as is permitted by law, the Bath Spa University, its agents or distributors will not in any circumstances be responsible or liable to compensate any Entrant and/or Recipient or accept any liability for any loss, damage, personal injury or death occurring as a result of taking up the Award except where it is caused by the negligence of Bath Spa University its agents or distributors or that of their employees. The Recipient's statutory rights are not affected.

## **GENERAL**

41. In the event of any changes to a Recipient's status at Bath Spa University, Bath Spa University reserves the right to reassess whether the Recipient is eligible for the Award, which may result in the Recipient being required to repay all or some of the Award.
42. If the Recipient:
  - a) fails to complete all and/or any part of the Funded Activity;
  - b) fails to comply with any provision in the terms and conditions; and/or
  - c) is found to have misled Bath Spa University about any aspect of their application then Bath Spa University may require the Recipient to repay all or part of the Award, at its absolute discretion.

43. The Recipient must promptly repay to Bath Spa University any money incorrectly paid to it either as a result of an administrative error or otherwise.
44. Bath Spa University reserves the right to hold void, suspend, cancel, or amend the SOF where it becomes necessary to do so.
45. These terms and conditions are governed by English law. If any Applicants and/or Recipients wish to take court proceedings, then they must do this within the courts in the United Kingdom.
46. The following definitions apply to these terms and conditions:

“Bath Spa University” means Bath Spa University an exempt charity and higher education corporation, whose principal place of business is at Newton Park, Newton St Loe, Bath BA2 9BN, United Kingdom.

“Funded Activity” means the project or activity identified in the Applicant’s/Recipient’s application.

“Applicant” means an eligible student in accordance with clause 3, 4 and 8 who, whether as an individual or on behalf of a group of eligible students, has submitted an application for the SOF in accordance with these terms and conditions.

“Recipient” means an Applicant who, whether as an individual or on behalf of a group of eligible students, is offered an Award to support the Funded Activity in accordance with these terms and conditions.

END.