

## **Welsh Graduate School for the Social Sciences (WGSSS) Placement Funding Guidance**

### **Overview**

Your placement is an integral part of your doctoral training and is supported through your WGSSS studentship award. During the placement, you will remain registered as a student at your university and continue to receive your stipend.

As you are not employed by the host organisation, you cannot receive direct payments such as a salary.

Placements will be offered in person, hybrid and remote. If you accept a placement to work in-person, we recommend that you work for an organisation that is within a commutable distance from your home. It is expected that travel will be from an address where a student normally resides during their PhD (near to where the doctoral research is registered), and the location of the placement.

### **Host Organisation Contributions**

Host organisations are expected to contribute towards any additional costs, such as travel, subsistence, or specialist equipment. In exceptional circumstances where a financial contribution is not possible, in-kind support may be considered.

### **Claiming additional costs**

If your host organisation is unable to cover these additional costs, or can only provide partial support, you may request financial support to cover reasonable travel and accommodation expenses from WGSSS. Budget will be agreed according to individual student need.

These claims must be essential for the placement to proceed - for example if remote working is not feasible or regular travel is required for business purposes.

### **What expenses can I claim?**

You may claim essential, exceptional expenses required for the placement, such as:

- Travel to and from the placement location.
- Accommodation costs (if necessary)

### Expenses that cannot be claimed:

- Subsistence costs (these are covered by your stipend)
- Journeys you would normally make, such as your usual commute to your home university.

### When do I request financial support?

When your placement has been confirmed and you submit your placement application approval form to WGSSS, you must include full details of any financial support you wish to claim, using the [costing file](#) template and attaching it with the placement application form before submitting it for review. Once funding support has been approved, further additional expenses may not be incurred. If there should be an exceptional requirement for a deviation from the support agreed, the WGSSS should be consulted. All costs must be pre-approved by the WGSSS and be supported by a clear justification.

### How much can I claim?

Up to a maximum of £1000 can be claimed to support expenses for placement activities.

### Can I claim more than the threshold?

No, WGSSS cannot offer financial support more than £1,000. In such cases, you should choose the most cost-effective travel options and ensure accommodation costs are appropriate for the location and ensure accommodation is appropriately costed for the location and suitable for single person occupancy. You will not be expected to self-fund any placement activity.

### How do I claim my expenses?

- Follow your home university /department / school finance process for booking travel and accommodation. It is your responsibility to follow the procurement rules in your university when booking and paying for travel and accommodation.
- Charge expenses to your RTSG account and clearly mark them as “RinP Placement costs.”
- Claims can be made in advance, during or at the end of the placement.
- All claims must comply with your home university’s travel and expenses policy.

- At the end of your placement, your home university will submit a breakdown of expenses incurred to the WGSSS. Your RTSG will be reimbursed up to the claim amount pre-approved by the WGSSS.

### **What documents do I need to claim expenses?**

- Quotes for travel and accommodation (e.g., via your university travel provider e.g Cardiff University use Clarity, Bangor University use Diversity Travel).
- Receipts or proof of spend for all claimed expenses.

### **Can I undertake an overseas placement?**

ESRC requires that placements are normally based in the UK. However, in exceptional circumstances, an overseas placement may be considered if you can demonstrate that it offers opportunities to develop skills that are not available within the UK. Any overseas placement must be reviewed and approved by the WGSSS Director.

Please note that WGSSS cannot provide additional financial support for placements outside the UK. You will need to plan how costs such as travel, accommodation, and visas will be covered. Potential sources of funding may include your host organisation or your home university through schemes such as [Taith mobility funding](#) or the [Turing Scheme](#).

If your overseas placement is approved, you must follow your university's guidance for international travel, including completing a risk assessment and obtaining travel insurance.

International students are advised to seek guidance from their institutional student visa team prior to travel, who will need to be informed in advance of any overseas placement to ensure compliance with UKVI requirements.

Finally, if you intend to work in a country outside the UK, you may need a visa or work permit. It is your responsibility to arrange this before travel.

### **Contact and further information**

For further information, please contact Sian Shepherd – Research in Practice co-ordinator [esrcrip@bangor.ac.uk](mailto:esrcrip@bangor.ac.uk)