**Career Enhancement Activity (CEA) FAQs**

**I am a first year student, can I apply for, and start a placement in my first year?**

* Ideally, students would be in their second funded year (part-time equivalent) when they take a placement, but if your Supervisor supports your application, Techne will consider it.

**I am a fees-only student, am I eligible to apply for placement funding?**

* Yes. You are eligible to apply for funding to support your placement costs. Please note that in terms of eligibility for a funding extension, you will receive only an extension to your fees.

**I am in year 3 of my funding, can I still apply for a placement?**

* Normally a placement would be taken earlier in a student’s funded period, when it may be more beneficial to their programme. However, as a result of Covid-19, as long as you start your placement within your funded period, you are eligible to carry out a placement. Any placement must normally start at the latest 6 months before your current funding end date so that you finish your placement before your original funding end date.

**Can I start my placement in the period of my covid-19 funded extension?**

* The AHRC has now clarified that students can start a placement within the period of their covid-19 extension.

**What is the maximum length of a placement? Can I apply for three or four placements in the course of my programme?**

* There is both a maximum and minimum length of placement. The minimum period is 30 days (5 working days per week, Monday to Friday) equivalent to 6 weeks and the maximum length is up to 130 days, 6 months . You should speak with your Supervisor to discuss what would be best for you in terms of supporting your future career before deciding whether to take one, or multiple placements.

**The placement I am proposing to take will last for 12 weeks, but I will only be working with the organisation for three days each week. Will I receive a full 12 week extension to my fees and stipend?**

* No. You will only receive a funding extension based on the actual time spent on the placement. 3 days per week over 12 weeks is 36 days, calculated at 5 days per week = 7 weeks, you will receive a funding extension of seven weeks.

**When will the funding extension be applied to my record?**

* Techne will approve your placement in the first instance but your new funding end date and your AHRC Je-S record (this is the AHRC system that your details and funding are recorded on and prompts ResearchFish requirements and emails) will not be confirmed and up-dated until Techne receives your post-placement report that has been completed by you and the placement host.

**Can I take a placement abroad?**

* Yes, subject to any health restrictions and Governmental FCO advice that may apply. Students must ensure that they work with their supervisors to carry out all risk assessments and insurance checks that are necessary before taking a placement.
* Any international student who is studying on a visa must contact their International Student Advisor/Compliance Officer at their home institution to ensure that they are eligible to take the placement that they propose. Techne will ask for confirmation that this has been agreed with the CEA application.

**Is it possible to take a placement in the same country or organisation that I am carrying out fieldwork or partnering for my PhD?**

* Yes, you can take a placement in the same country/organisation you are partnering with. When reviewing the CEA applications, we check to ensure that there is no link between the placement project and your PhD research as submitted in your application to Techne. Nothing that you do on your placement can be used to inform or be part of the material for your PhD.
* **You cannot undertake a placement that will in any way inform or be part of your research or thesis, you can use your experience and research knowledge as a placement for example, one of our student’s PhD is on clothes in Holocaust literature and they are writing a learning resource for the National Theatre about clothes in their productions.**

Examples of placements which have been approved:

* as a writer in residence at a cultural museum using the museums artifacts and area as inspiration to create stories and poetry that are being used by the museum, local schools and other organisations
* producing literature for the Vegan Society on a campaign called ‘The Future Normal’, idea generation, forming new narratives, alongside collecting case-studies and drawing from existing sources to produce narratives and blogs for the Society.
* to digitise, catalogue, and make accessible a collection of Roslyn and Axel Poignant’s ethnographic photographs, which have been bequeathed to the Museum.
* Working as an artist’s assistant on their commission for the Liverpool Biennial 2021. Fabricating 20 large format textile cyanotypes which will form the spatial context for a sound work.
* This placement will consist of project support for research undertaken by Historic Royal Palaces at the charity’s Hampton Court site, culminating in a large-scale exhibition.
* British Library to create descriptive records of George Orwell’s collection of political pamphlets from the Second World War and the years preceding.
* Surrey Hills art installations and sounds work

**Will I receive an extension to my fees and stipend in addition to my submission date if I take a placement?**

* If you are a Techne 1 student (funding starting before October 2019) you will only receive an extension to your fees and stipend, not to your submission date if you take a placement. The extension to funding will be the same as the length of the placement that you have taken.
* If you take a placement through the AHRC International Placement Scheme, then you will not receive an extension to your funding as this is a separate scheme and not part of the Techne offer.
* If you are a Techne 2 student (funding started 1 October 2019 onwards) you will receive an extension to your funding and submission date to match the length of your placement. **NB international students need to check with their home institution that they are eligible to take the placement. If the placement is not taken through the CEA scheme, it may not be possible to extend funding.**

**What will my placement funding cover? Does it include my subsistence costs?**

* Students can apply for travel costs to the location of the CEA but not travel undertaken on behalf of the host organisation. There is a limit of £2,000 per student over the period of their studentship to support Career Enhancement placements and activities.
* If as part of your application you underestimate the costs of travel and accommodation, you can submit revised costings during the placement as long as they do not exceed the maximum £2,000