

Student Ambassador Stipends - Expectations Document

This document is in addition to the University's Scholarship Terms and Conditions which can be found at: <http://www.kent.ac.uk/scholarships/undergraduate/?tab=terms-and-conditions> Failure to fulfil these expectations may result in the termination of the stipend.

The Student Ambassador Stipend holder may reasonably expect that the University will:

- Provide the stipend ambassador with £1000pa in monthly instalments between October and June each academic year;
- Monitor their ambassador-related activities to help ensure that they are fulfilling the terms and conditions associated with the award;
- Provide the stipend ambassador with a suitably experienced and trained staff mentor;
- Offer the stipend ambassador relevant training opportunities;
- Provide the stipend ambassador with a range of opportunities to support and/or deliver outreach activities in ways that are suited to their skills, interests and ambitions;
- Help the stipend ambassador to develop their skills as their role progresses;
- Offer stipend ambassadors opportunities to meet as a group along with more experienced student ambassadors;
- Be flexible in its expectations of when and how much outreach activity the stipend ambassador can undertake, in the awareness that their studies will usually take priority;
- Allow the stipend ambassador to hold contracts for paid student ambassador work which they may undertake under certain circumstances in addition to their stipend-related activities, with agreement from the Outreach Administration Manager (or their nominee). Stipend Ambassadors have the opportunity to be paid against these ambassador contracts upon early completion of their hours.

The University expects that holders of a Student Ambassador Stipend will:

- Undertake a University administered DBS check;
- Undertake in the region of 130 hours of ambassador-related activity over the course of a two year programme, 200 hours over the course of a three year programme, or 250 hours over the course of a four year degree. This will be divided between two years in a 50/80 hour split, between three years in a 50/100/50 hour split, or four years in a 50/75/75/50 or 50/100/50/50 split. Ambassador-related activity may include:
 - ✓ Training
 - ✓ Shadowing
 - ✓ Meetings with a mentor
 - ✓ Required group meetings
 - ✓ Outreach activity both on and off campus
 - ✓ Travel between campus and any off-campus event (in line with the [Ambassador Commuting Allowance Policy](#))

The monitoring of these hours will be undertaken by the stipend ambassador's mentor and the Outreach Administration Manager, or their nominee.

- Undertake compulsory training as necessary;
- Communicate effectively with members of PDO staff as required, such as responding to emails in a timely manner;
- Attend meetings with their staff mentor at least once per term;
- Attend stipend ambassador group meetings as required;
- Behave in accordance with the University's policy relating to the [expected behaviour of student ambassadors](#);
- Ensure that they do not exceed 15 hours of outreach activity in any given week during term time.

I understand that the contents of this document are in addition to the University's Scholarship Terms and Conditions and that failure to fulfil these expectations may result in the termination of my Student Ambassador Stipend.

Signature:

Name (PLEASE PRINT):
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Date: