

# NTU GLOBAL TRAVEL SCHOLARSHIPS 2018/19

## TERMS AND CONDITIONS



NTU Global and Santander Universities are pleased to offer financial support to fully-enrolled undergraduate and postgraduate students at NTU who wish to undertake a study, work or volunteering-related international experience for a period of time departing the UK **after** 1 October 2018 and **before** 31 December 2019.

### Awards

The Travel Scholarships are in the amount of £250 or £500, depending on the location of the experience:

International Experience Destination	Award Amount
Travel within Europe	£250
Travel outside of Europe	£500

### Which Award can you apply for?

International Travel Bursary	International Travel Scholarship*
<p>Apply for this if you are a <b>UK undergraduate</b> student with a combined household income of £25,000 or less (as assessed by Student Finance).</p> <p>Your application will be <b>reviewed as a priority</b> and you will be notified of your scholarship outcome within 15 working days of your application. Apply before the deadline of 5<sup>th</sup> May 2019.</p>	<p>Apply for this if you don't meet the eligibility criteria for the Bursary and you are a PG or a PhD student. These scholarships are competitive and applications are open in two rounds (see below)*.</p>

\*Travel Scholarships application rounds:

Round	Applications open	Applications close
Round 1 = mobility must <b>end</b> by 31 August 2019;	1 <sup>st</sup> October 2018	9 <sup>th</sup> December 2018
Round 2 = departure must be <b>before</b> 31 December 2019.	7 <sup>th</sup> January 2019	5 <sup>th</sup> May 2019

### Eligibility Criteria:

- You must **NOT** be an incoming / visiting Exchange Student;
- Final Year / Graduating students must travel **BEFORE graduation**;
- You must **NOT** be in receipt of **any** other NTU travel funding (accommodation, transport, etc.) for this mobility from your School / Course Team;
- Travel scholarships **cannot** be awarded retrospectively, and applications must be received before departure;
- You **ARE** eligible to apply for this bursary if you are in receipt of a Student Finance England Travel Grant.

**What can be funded?** In order for an application to be successful, the mobility experience must be:

- A study, work or volunteering experience outside the UK:
  - Exchange or study abroad schemes (semester or full-year);
  - Work placements or internships abroad which relate to / will enhance your NTU course;
  - Optional course trips or study visits;
  - Volunteering activities which will enhance your NTU course (excluding NTU International Volunteering Scheme) please refer to the [NTU Volunteering website](#) before choosing your volunteering organisation;
  - Language courses abroad;
  - Summer schools or short courses.
- A period of mobility which clearly advances the international experience of the student, and benefits his/her academic studies and personal and professional development, and this is made clear in their personal statement;
- Departure for travel must take place after 1<sup>st</sup> October 2018 and before 31<sup>st</sup> December 2019;
- NTU Course Leader or Personal Tutor supported and NTU approved (see above).
- Travel (economy only), accommodation, subsistence and other necessary costs for an overseas visit.

#### **Exclusions:**

- Students in receipt of ANY other **travel** funding or subsidy from NTU, e.g. Erasmus Grant, Vice-Chancellor's Mandarin Scholarship, other NTU travel award, bursary or initiative etc., for this mobility;
- Students receiving funding for the NTU International Volunteering Scheme;
- Incoming / visiting Exchange Students;
- Students whose period of mobility does not occur in the dates indicated above;
- Final year students who will graduate during, or will graduate before, their dates of travel.

The NTU Global Office will consider all applications fairly and consistently and will approve projects where it is considered that the activity will advance the international experience of the student **and** there is academic support for the student to undertake the proposed activity. **The decision of the NTU Global Office is final and there is no opportunity to appeal against this decision.**

Students can only receive **ONE** Travel Bursary/Scholarship from NTU Global per academic year.

**How to apply:** Application is via the official online Application Form. Application forms can be found at [www.ntu.ac.uk/mobilityfunding](http://www.ntu.ac.uk/mobilityfunding). Applications must be completed electronically.

**Notification process:** You will receive email notification of the outcome of your application within 15 working days of the date of submission (International Travel Bursary only) or the application deadline.

Successful applicants will be sent a bank transfer form and a risk assessment form. Both forms need to be completed and returned as soon as possible and within **one calendar month** of email otherwise the award will be withdrawn. Upon receipt of these fully completed forms, the Award will be transferred into your bank account within 10 working days.

#### **Award requirements**

1. ***Proof of travel (copy of travel ticket, acceptance letter or official flight itinerary confirmation, etc.) must be uploaded online portal.*** Failure to comply with this condition will result in an immediate requirement for you to repay the Award in full.
2. ***You are required to submit a short account of your international experience to the NTU Global Office 3 months from the return date of travel as indicated in your application form.*** Students are encouraged to be creative with their submissions and use any format you wish e.g. written submission with photographs, video journal, PowerPoint presentation, poster,

digital media such as blog link, YouTube link etc.). These submissions will be used for promotion of NTU Global Travel Scholarships and display by the NTU Global Office. Students who are awarded a Santander Travel Scholarship\* will also have their report shared with Santander. Nottingham Trent University reserves the right to reclaim (in full) any award from students who fail to submit an account of their International Experience.

### **Notification of any changes**

A change in your circumstances may affect your entitlement to the International Travel Scholarship / International Travel Bursary or the award amount. Please therefore inform [NTU Global immediately](#) should any of the following changes, or any other changes not listed here that impact on your funding status, occur:

- Reassessment of receipt of means tested full government maintenance grant;
- Receipt of additional travel related funding from NTU;
- Deferral/Suspension of studies / Withdrawal from studies / Transfer out from NTU to another institution;
- Any changes to the submitted International Experience Project Plan, including early return;
- No longer able to undertake your planned International Experience Project.

The NTU Global Office will review any changes and will advise you if your change in circumstance has affected your award. Where a change in circumstances has resulted in an award being reduced or withdrawn and a transfer of the bursary has already been made, you will be required to repay funds within 15 working days.

### **Additional information**

- NTU reserves the right to not award an otherwise eligible student when the University feels there is a significant risk posed to the student by the student's proposed international experience project plan;
- If, in the reasonable opinion of NTU, you have failed to provide us with all relevant information or have supplied false or misleading information relating to your application, we shall be entitled to seek full reimbursement from you - the Student Code of Behaviour may be invoked, and disciplinary action may be taken against you.
- The University reserves the right to discontinue the Travel Scholarships Scheme at any time without prior notice. The associated terms and conditions are contained within this document.

Any questions should be sent to Faye Martin at [mobilityfunding@ntu.ac.uk](mailto:mobilityfunding@ntu.ac.uk)

### **Data Protection Statement**

\*Nottingham Trent University ("the University") is a Data Controller in accordance with the Data Protection Act 1998. The University will use the information you provide in these forms to process your application to the Santander Student Mobility Scholarship. At the application stage the information you provide will be used only to consider your application for the scholarship.

Should your application be successful, the University will share information you have provided on your application form with Santander Universities which will identify you as a recipient to Santander (including photographs taken at celebration events). In addition, you confirm consent to sharing any celebration stories that you provide to the University whether you provide these through the celebration event organised by the University, through blogs or other written articles.

The information shared with Santander Universities will be used by them to analyse the impact of the scholarship. You may be contacted by Santander directly with a request for further information about the scholarship and how it has benefitted you.

The University does not share the information you have provided with any other third parties, however, external auditors are obliged to certify that University funds have been allocated in accordance with the relevant guidelines. As part of this process, auditors may wish to view a small sample of application forms.

You may exercise your rights of access to information by submitting your request to the [University](#) and/or [Santander UK Plc](#).

***By completing and submitting an application for an International Travel Bursary / Scholarship you are agreeing that you understand and accept the full terms and conditions of the scheme as presented here.***