

**FOR TRAVEL FROM APRIL 2020 TO OCTOBER 2020 INCLUSIVE**

**University Travel Scholarships Application Form**

**Emily Sarah Montgomery Travel Scholarship (ESM)**

**Sir Thomas Dixon Travel Scholarship (STD)**

**First Trust Travel Scholarship (FT)**

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Please read the attached Notes of Guidance carefully before completing this form, as the regulation for each travel scholarship is different. Please note that your application may not be considered if the information given is incomplete or incorrect**. The completed form should be returned by email, via your Head of School, to** **aascholarships@qub.ac.uk****, by 4.00pm on 23 January 2020.**

**Application forms must be submitted in electronic format.**

**Please ensure that Sections A – G are completed in full and that sufficient time is provided for Section H to be completed by your School in advance of the deadline for submission.**

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| --- |
| **SECTION A** *(See note 1)* |
| **PERSONAL DETAILS** |
| * 1. Surname:
 | Forenames: | Student No:  |
| 1. QUB Email address:
 | Tel No: Mobile No:  |
| 1. Date of Birth:
 |  |
| 1. Term-time Address:

  |  |
| 1. Permanent Residence

Address: | Same as above [ ]  |

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| --- |
| **SECTION B** *(See note 2)* |
| **STUDY DETAILS** |
| 1. Student Status
 | full-time 🞏 | part-time 🞏  |
| undergrad.🞏 | taught postgrad. 🞏 | research postgrad. 🞏 |
| 1. School
 |   |
| 1. Title of Degree
 |  |
| 1. Name of Course/ Area of Study
 |  |
| 1. Year of Study

e.g. 1st, 2nd |  |

1. **Qualifications (Undergraduate Degree or equivalent)** *(See note 3)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **UNIVERSITY** | **SUBJECT** | **CLASS** | **DATE AWARDED** |
|  |  |  |  |  |

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**SECTION C: FUNDING**

1. Are you self-funded?

(I.e*. not in receipt of any finance from the SLC, grants, scholarships, government sponsorship or any other funding to support your studies.)*

**YES** 🞏 **NO**eceived on 29/07/2019nce, are you making a presentation? 🞏

If YES, proceed to Section D.

1. If NO, please give details of the funding for your studies (e.g. any grants, students loans etc.) and any other elements of your award *(See note 4)*

|  |  |
| --- | --- |
| **ELEMENT** | **VALUE** |
| Funding Body |  |
| Tuition fees | Full 🞏  | Partial 🞏Amount:  |
| Maintenance | SLC Maintenance Loan £  per annumSLC Maintenance Grant £  per annumSLC Special Support Grant £  per annumOther £  per annum |
| Stipend |  |
| Travel specific funding  |  |
| Other |  |

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**SECTION D** *(See note 5)*

|  |
| --- |
| **PROPOSED TRAVEL** |
| 1. Destination
 |  |
| 1. Duration of visit
 |  |
| 1. Expected dates of departure

and return |  |
| 1. Description of the travel you propose to undertake
 |  |
| 1. If attending a conference, are you making a presentation?

*(See Note 6)* | Yes 🞏 Noeceived on 29/07/2019nce, are you making a presentation? 🞏 Paper 🞏 Poster 🞏  |
| 1. Detailed breakdown of all costs which you expect to incur
 | **EXPENSE** | **AMOUNT** |
| Flights |  |
| Accommodation |  |
| Transport |  |
| Conference Fee |  |
| Other |  |
| **TOTAL:** |  |

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**SECTION E: FUNDING REQUIREMENTS**

* The maximum value of an award from the **Emily Sarah Montgomery** fund is **£400**, depending on the destination of travel (£100 UK, £250 Europe and £400 International) and available funding.
* The maximum value of a **Sir Thomas Dixon** award is **£600**, depending on available funding.
* The maximum value of a **First Trust Travel Scholarship** is **£650**, depending on available funding.
1. Applicants must demonstrate the need for a travel scholarship. If successful, what element(s) of your travel expenses will this funding be used for? *(See note 7)*
2. Have you applied for any scholarships or grants from your School or any other organisation to cover the costs which exceed the maximum scholarship amount available?Please provide full details below.

If not, how will you cover the remaining costs associated with your travel? *(See note 8)*

1. Have you approached your funding body for a contribution toward the cost of the trip? (*See note 9)*

**YES** 🞏 **NO**eceived on 29/07/2019nce, are you making a presentation? 🞏

If YES please provide details including how much you applied for, how much has been awarded or if a decision is pending. If NO, please provide an explanation.

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**SECTION F: PREVIOUS SCHOLARSHIPS**

1. Have you previously held any other Queen’s University travel scholarships? (*See note 10)*

**YES** 🞏 **NO**eceived on 29/07/2019nce, are you making a presentation? 🞏

If YES, give brief details:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF SCHOLARSHIP** | **YEAR AWARDED** | **AMOUNT AWARDED** | **AMOUNT CLAIMED** |
|  |  |  |  |
|  |  |  |  |

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**SECTION G**

1. Please explain below why you feel you should receive an award **with particular reference to the terms of** **each Fund** (recommended word count: 400 words). *(See note 11)*

Applicant Signature:.............................................................................. Date:.............................................

***Please pass to the relevant member of staff in School to complete Section H.***

***The onus is on the applicant to ensure that the Head of School has forwarded the application form, with completed Section H, by email to Academic Affairs (******aascholarships@qub.ac.uk******) before the deadline. If in doubt, check with your School.***

**SECTION H: SCHOOL REFERENCE**

***To be completed by supervisor, Adviser of Studies, Director of Education or equivalent, Programme Convenor or other member of staff who is familiar with the applicant’s programme of study or research and is in a position to comment on the academic performance/progress of the applicant. However, the application must also be supported and countersigned by the Head of School.***

|  |  |
| --- | --- |
| **School/ Institute:** |  |
| **Section H completed by:** |  |
| **Relationship to applicant:****E.g. supervisor, advisor of studies.**  |  |
| **Name of applicant:** |  |

|  |  |
| --- | --- |
| The benefit to be derived from the proposed visit | This student is academically *(see Note 12 for academic ranking system)* |
| Very considerable 🞏 | Outstanding 🞏 |
| Considerable 🞏 | Very good 🞏 |
| Modest 🞏 | Good 🞏 |
| Average 🞏 |
| Below average 🞏 |

Please comment on the academic standing of the student and the merits of the proposed trip:

*Note: In the past, when funds available have been insufficient to cover all applications, the Scholarships and Awards Group has applied the principle that travel which can be foreseen to be a crucial and integral part of a project should be funded primarily by the School/Institute.*

Please confirm that no other sources of funding other than that mentioned by the student are available for this trip:

Please give details of any contribution which the School is prepared to make to the cost of the trip:

Signature ............................................................................ Date ..............................................

**Head of School (to countersign):**

Signature ............................................................................ Date ..............................................

**Please forward completed application to** **aascholarships@qub.ac.uk** **by 4.00pm on 23 January 2020.**

**Using Personal Information**

The personal data we collect in this form in respect of the Travel Scholarship(s) will only be used in support of the legitimate interests and lawful purposes (or part thereof) outlined below. The University’s general Student Privacy Notice can be found here: <https://www.qub.ac.uk/privacynotice/Students/>

* Assessing the application against the criteria for the Scholarship(s).
	+ This will involve the application being made available to members of the Scholarship and Awards Group through a secured SharePoint site. One electronic copy will be held on a secure network drive for six years after the awards process is complete, including finalisation of any payments. This is in line with the Academic Affairs Retention Schedule.
* Maintaining the basic information provided on the form on the Scholarships Database.
	+ This database does not record any personal sensitive information and is held on a secure network drive for six years following the awards process, in line with the Academic Affairs Retention Schedule.
* Recording the names of successful recipients of the scholarship(s) in the University’s Scholarships and Awards Group Minutes.
* Inclusion of recipients’ names and photographs in respect of any scholarship presentation ceremony held and associated publicity.
* Notification to any regulatory authority deemed as lawful and correct.

By submitting this application for consideration, you are giving us permission to perform these actions.

**University Travel Scholarships: Notes of Guidance**

**Note 1:** *Accurate personal details must be provided as these will be used to contact applicants regarding queries and outcome of application and to make scholarship payments.*

**Note 2:** *Full study details must be provided*.

**Note 3:** *Provide full details of any previous qualifications obtained which are equivalent or higher than an undergraduate degree (FHEQ Level 6).*

**Note 4:** *This section must be completed accurately with full details of your funding for your studies and any other elements of the award included.*

**Note 5:** *This section must be completed accurately with full details of your proposed travel. If your travel plans are provisional, you will be asked to confirm these if successful. Any changes to travel plans, once the award has been made, require the approval of the Chair of the Scholarships and Awards Group.*

**Note 6:** *Where an award is given for attendance at conferences, it will only be given to students presenting papers or posters at conferences - if details of this are not provided, it will be assumed that the student is not presenting.*

**Note 7:** *Applicants should demonstrate what expenses this scholarship would be used for.**Preference will be given to students who best demonstrate financial need for these scholarships.*

**Note 8:** *Applicants must demonstrate how the remainder of travel costs will be funded when these costs are in excess of the amount available from each scholarship. If you have applied for additional funding and the outcome is unknown, you must inform Academic Affairs in writing as soon as the outcome is made known to you.*

**Note 9:** *Where an application to your funding body has been successful, please provide details of the amount awarded. If the outcome is unknown you must inform Academic Affairs in writing as soon as the outcome is made known to you.*

**Note 10:** *Applicants are expected to answer this question honestly and disclose full details of any other Queen’s University travel scholarships held such as the* ***Alan Graham Fund, William and Betty MacQuitty****,* ***Sir Thomas Dixon, Emily Sarah Montgomery and First Trust Travel Scholarships****. Applications may be prejudiced if the information provided conflicts with information held on record in Academic Affairs.*

*As per the criteria:*

1. *Previous Emily Sarah Montgomery recipients will only be eligible to receive funding up to the maximum value, including any previous Emily Sarah Montgomery awards received in the current programme of study.*
2. *Previous Sir Thomas Dixon recipients will not be eligible to receive a further Sir Thomas Dixon award in their current programme of study.*
3. *Previous First Trust recipients are not eligible to receive another First Trust Scholarship.*

**Note 11:** *Applicants are advised to consult the regulations and additional criteria for each award, attached as Appendix 1 before completing this section. This section should demonstrate how the benefits of your travel align with the regulations and criteria for each relevant scholarship.*

 *The Scholarships and Awards Group will place particular emphasis on this section of the application when deciding on successful applicants, based on how well the case is made in relation to the funds available to the applicant.*

**Note 12:** *The following academic ranking system should be applied in Section H:*

1. *Top 10% of cohort as ‘Outstanding’.*
2. *The next 25% of cohort as ‘Very good’.*
3. *The next 25% of cohort as ‘Good’.*
4. *The next 20% of cohort as ‘Average’.*
5. *Bottom 20% of cohort as ‘Below average’.*

***For Further Note:***

*The Scholarships and Awards Group will meet in* ***March 2020*** *to consider the University Travel Scholarships applications. All applicants, both successful and unsuccessful, will be notified of the outcome of the scholarships subsequent to the meeting.*

*Regrettably it is not possible to approve advance payment of any funding awarded under these scholarships. Payment of the award will only be released on production of transport receipts, in order to confirm the travel will be undertaken in line with the detail provided in the application.*

*One of the conditions of a Travel Scholarship award is that recipients must supply either a report of their trip or a video blog to Academic Affairs within four weeks of their return. Photographs of the trip will be welcomed and can include selfies along with photographs of work undertaken. A selection of travel reports/video blogs may be used as publicity material; however the relevant authors will be contacted in advance for written permission.*

*Successful applicants will be expected to attend any presentation ceremony for scholarship recipients unless exceptional circumstances present. This is likely to be held in September 2020.*

* 1. **Emily Sarah Montgomery Travel Scholarships**

Regulations

These scholarships were instituted in 1961 under a bequest of Miss Emily Sarah Montgomery. One or more travel scholarships are awarded annually to students registered on a postgraduate programme at Queen’s University Belfast for the purpose of travel outside Ireland in connection with a programme of research or further education. The scholarships will be awarded by the Scholarships and Awards Group. The scholarships are tenable with any other award.

The maximum value of an award from the fund is £400, depending on the destination of the recipient.

Students will not receive more than the maximum value of this award in total, although it may be spread over a number of trips.

Students who have received the maximum value of this award, in their current programme of study, will not be eligible for a further award.

Travel must be undertaken before graduation.

Additional Criteria

As there are usually insufficient funds to cover all applications, the Scholarships and Awards Group may apply the following additional criteria, although applicants should note that these criteria are kept under review:

1. Preference will be given to students who best demonstrate a specific financial need for these scholarships.
2. This scholarship is predominantly for students presenting at conferences\*, undertaking fieldwork, collaborating with experts in their field and attending labs to undertake research. This list is not exhaustive and other projects will be reviewed on a case by case basis. The fund will cover the travel costs involved in attending conferences, but it will not pay conference registration fees.

\* Where an award is given for attendance at conferences, it will only be given to students presenting papers or posters at conferences - if details of these are not provided, it will be assumed that the student is not presenting.

Further Information

The value of the award will be determined by the travel destination:

UK: £100

EU: £250

International: £400

Once the award has been made the recipient must notify Academic Affairs of any change to their travel arrangements for the Chair’s consideration and approval.

Payment of the Scholarship amount will be authorised on production of evidence that the travel booking has been made.

Any proposed field trip that involves travel to a country that the FCO has deemed to be unsafe will need to be approved on a case by case basis by each School.   It is recommended that students regularly check the Foreign and Commonwealth Office website <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country> for travel advice.

A travel report must be produced following travel.

* 1. **Sir Thomas Dixon Travel Scholarships**

Regulations

These Scholarships were founded by Edith, Lady Dixon, DBE, in 1962 in memory of her husband Sir Thomas Dixon, Bart. One or more travel scholarships may be awarded each year to undergraduate and postgraduate students of Queens University Belfast intending to pursue cultural activities abroad. This phrase is interpreted in the broader sense in recognition of the fact that cross-cultural activities broaden the horizons and facilitates personal development. The scholarships will be awarded by the Scholarships and Awards Group. The scholarships are tenable with any other award. The maximum value of an award from the fund is £600, depending on available funding.

Students who have received this award, in their current programme of study, will not be eligible for a further award.

Travel must be outside all of the islands of Britain and Ireland.

Travel must be undertaken before graduation.

Additional Criteria

As there are usually insufficient funds to cover all applications, the Scholarships and Awards Group may apply the following additional criteria, although applicants should note that these are kept under review:

1. Preference will be given to students who best demonstrate a specific financial need for these scholarships.
2. Travel should be for a minimum of 2 weeks unless a strong case is made.
3. Travel should demonstrate how **cultural activities abroad** will facilitate personal development and does not have to be specific to travel destination.
4. If a strong case is made for both an Emily Sarah Montgomery and Sir Thomas Dixon award, the student should receive the higher value Sir Thomas Dixon award.

Further Information

Once the award has been made the recipient must notify Academic Affairs of any change to their travel arrangements for the Chair’s consideration and approval.

Payment of the Scholarship amount will be authorised on production of evidence that the travel booking has been made.

Any proposed field trip that involves travel to a country that the FCO has deemed to be unsafe will need to be approved on a case by case basis by each School.   It is recommended that students regularly check the Foreign and Commonwealth Office website <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country> for travel advice.

A travel report must be produced following travel.

* 1. **First Trust Travel Scholarship**

Regulations

This scholarship was established in 1982 through a donation by the Trustee Savings Bank of Northern Ireland to the Development Appeal. It was renamed the First Trust Travel Scholarship in recognition of the merger and name change from TSB to First Trust which took place in 1992. One scholarship of up to £650 may be awarded annually to an exceptional undergraduate or postgraduate student of Queen’s University Belfast in recognition of their outstanding proposal for planned activities outside Britain/Ireland. The travel must be in connection with a programme planned to extend the student’s educational experience and should occur between April and October. The scholarship will be awarded by the Scholarships and Awards Group. The scholarships are tenable with any other travel scholarship or travel grant.

Previous First Trust scholarship recipients will not be eligible for another First Trust award.

Travel must be undertaken before graduation.

The holders of this scholarship will be required to provide a report to the Scholarships and Awards Group on the activities engaged in during the tenure of the scholarship.

Additional Criteria

Only one First Trust award is available, so applicants are advised to apply for other awards for which they are eligible*.*

1. This scholarship should be awarded to the best student in the category of travel scholarship winners, considered at the March SAG meeting. The Group should consider the student who may produce the best travel report for promotional purposes.

Further Information

Once the award has been made the recipient must notify Academic Affairs of any change to their travel arrangements for the Chair’s consideration and approval.

Payment of the Scholarship amount will be authorised on production of evidence that the travel booking has been made.

Any proposed field trip that involves travel to a country that the FCO has deemed to be unsafe will need to be approved on a case by case basis by each School.   It is recommended that students regularly check the Foreign and Commonwealth Office website <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country> for travel advice.

A travel report must be produced following travel.