



Sir Thomas Dixon Travel Scholarship

1. Regulation

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 Queen's University Belfast intending to **pursue cultural activities abroad**.

The scholarships will be awarded by the Student Scholarships and Awards Group. The scholarships are tenable with any other award. The maximum value of an award from the fund is normally £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.

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.

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 wherein the FCO have advised against travel will require approval 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.

2. Additional Criteria

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

- (i) Preference will be given to students who best demonstrate a specific financial need for these scholarships.

- (ii) Applicants must explain how their trip will involve the pursuit of “cultural activities abroad” and must make specific reference to their proposed activities. Applicant statements should reflect on the value of the trip for their subject of study and/or associated disciplines.
- (iii) The proposed duration of the trip should be sufficient to meet the cultural objectives of the travel.

3. Conditions of the Award

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. The recipient must also notify Academic Affairs if their planned travel is cancelled.

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

Recipients are required to undertake a travel risk assessment and, as such, you must complete an International Travel Risk Assessment form in order to receive approval from your School or the Student International Travel Working Group before travelling. The risk assessment process varies depending on your reason for travel. If you are completing an international research placement, attending a conference, or taking part in a field trip you should contact your School for the appropriate risk assessment form. For all other international travel, you should complete and submit a Student International Travel Risk Assessment form.

It is important that you read and understand the Foreign, Commonwealth & Development Office (FCDO) travel advice for your destination and that you ensure that any risk associated with your travel is as low as is reasonably practicable. It is also recommended that you regularly check the FCDO website.

You will be required to submit the approval notification of your travel risk assessment from your School or the Student International Travel Working Group (as applicable) to claim your award.

A travel report must be produced following travel and should be submitted to Academic Affairs within 4 weeks.