



# University Travel Scholarships – Combined Application Form 2021-22

Applications for the below travel scholarships have been pooled into this form:

- Emily Sarah Montgomery Travel Scholarship
- Sir Thomas Dixon Travel Scholarship
- AIB (NI) Travel Scholarship (formerly First Trust Travel Scholarship)
- Alan Graham Fund Travel Scholarship

Therefore, you only need to fill out this form once to apply for all or some of these travel scholarships.

This application is open for travel that occurred or will occur between 1 September 2021 and 30 September 2022 (the outbound date must be within these dates). You can apply for funding for more than one trip, however, you will need to complete a separate application form for each trip. If you wish to do so please pay close attention to the final section of the form - 'Applications for multiple travel trips'.

Completed applications should be submitted by **23:59 pm on Thursday, 7 April 2022**. However, make sure that you check with your School as they may set an earlier deadline in order to ensure that references are completed within the deadline below.

The Student Scholarships and Awards Group will meet in **May 2022** 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.

One of the conditions of the award of a travel scholarship 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.

Regrettably it is not possible to approve advance payment of any funding awarded under these travel scholarships. Payment of the scholarship will be authorised on your return from your travel. You will be required to submit your travel receipts and the approval notification of your travel risk assessment from your Head of School or Student International Travel Working Group (as applicable) to claim your award. For the Emily Sarah Montgomery, Sir

Thomas Dixon and First Trust Travel Scholarships, the exact sum of your award will depend on the actual travel expenditure you incur and the duration of your trip.

Successful applicants may be expected to attend a presentation ceremony for scholarship recipients.

The onus is on the applicant to ensure that their referee has also completed the reference form by **4 pm on Thursday, 14 April 2022**. If in doubt, check with your referee/School/Institute.



## Additional information

Please make sure that you review regulations and criteria for each scholarship before filling out this form: <https://www.gub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ScholarshipsandAwards/ScholarshipOpportunities/ResourceLibrary/Filetoupload,1310516,en.pdf>.

Your progress on this form will not be saved, therefore, make sure that you prepare all the information beforehand. You will need:

- Personal details
- Academic details
- Financial details (e.g., details of the funding for your course)
- Details of your trip and costs (including a breakdown of expected/incurred costs)
- Details of other travel funding that you might have applied for
- Details of any previous University travel scholarships that you have received
- Covering supporting statement for each travel scholarship you would like to apply for

You can [download a sample of this application form](#) to assist with your preparations, and to make sure you have all the information required to hand. However, only applications submitted through the online form will be accepted.

If you encounter any issues please get in touch via [aascholarships@gub.ac.uk](mailto:aascholarships@gub.ac.uk).

## Personal details

Please note that your application may not be considered if the information given is incomplete or incorrect. 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.

1. Surname \*

2. Forename(s) \*

John

3. Student number \*

40123456

4. QUB email address \*

jsmith99@qub.ac.uk

5. Mobile phone number \*

07123456789

6. Term-time address \*

7 College Park E,  
Belfast,  
BT7 1PS,  
Northern Ireland

7. Permanent Residence address \*

Other



1 University Road, Belfast, BT7 1NN, Northern Ireland

**Student status and academic background**

8. Student status \*

Full-time

Part-time

9. What type of course you are currently enrolled in? \*

Undergraduate

Postgraduate Taught

Postgraduate Research

Please provide details of your Postgraduate course

10. Degree \*

PhD

11. Subject \*

Computer Science

12. School \*

School of Electronics, Electrical Engineering an... 

13. Year of study \*

2

14. Expected date of completion \*

9/30/2023 

## Financial details

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

15. Are you self-funded? \*

Yes

No

16. Funding body \*

The Department for the Economy (DfE) 

17. Tuition fees \*

If your tuition fees are only covered partially please select the 'Other' option and specify the proportion of your tuition fees that is covered (i.e. if only 50% of your tuition fees are covered, answer 50).

Covered fully

Not covered

Other

18. Maintenance grant (Taught students) \*

If you do not receive support under this category, answer 0.

0

### 19. Maintenance loan (Taught students) \*

If you do not receive support under this category, answer 0.

### 20. Stipend (Research students) \*

If you do not receive support under this category, answer 0.

### 21. Travel allowance (Research students) \*

If you do not receive support under this category, answer 0.

## Proposed travel

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 Student Scholarships and Awards Group.

### 22. Destination \*

As per the criteria:

(a) Emily Sarah Montgomery awards are limited to travel outside Northern Ireland and Republic of Ireland.

(b) Sir Thomas Dixon Travel Scholarship is limited to travel outside all of the islands of Britain and Ireland.

(c) AIB (formerly First Trust) awards are limited to activities outside Britain/Ireland.

(d) Alan Graham Fund awards are limited to travel to North America.

UK

Republic of Ireland

EEA (excluding Republic of Ireland)

International

### 23. Country \*

If you are visiting more than one country please list them all.

Canada

### 24. Area

Ontario

### 25. Host University/Institution/Hospital (if known)

If you are going to a specific hospital, institute, or university, please give its name. If you are visiting more than one please provide the names for all of them.

Enter your answer

### 26. Purpose of the trip \*

Please note:

- Where an award is given for attendance at conferences, it will only be given to students presenting papers or posters at conferences.
- Only the Emily Sarah Montgomery award can be used for travel solely for the purpose of attending a conference

As per the criteria:

(a) Emily Sarah Montgomery Travel 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.

(b) Sir Thomas Dixon Sir Thomas Dixon Travel Scholarship is mainly awarded for travel 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.

(c) AIB (formerly First Trust) is predominantly awarded in recognition of an 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.

(d) Alan Graham Fund Travel Scholarship is mainly awarded to pursue a period of study or research in North America. Preference will be given to a candidate whose study or research is in the field of American Studies.

Attending a conference (presenting a paper/poster)

Undertaking fieldwork

Medical elective

Other

27. Please provide further details about the purpose of your trip (e.g., the name of the conference, the nature of the fieldwork, etc.) \*

28. Duration of the visit (days) \*

Duration of the visit should include days for travel.

29. Departure date \*

This date can be approximate.



30. Return date \*

This date can be approximate.





### 31. Total cost of the trip \*

Applicants should demonstrate what expenses this scholarship would be used for based on the most economical and direct means of travel.

(a) The maximum value of an award from the Emily Sarah Montgomery fund is £400, depending on the destination of travel and available funding.

(b) The maximum value of a Sir Thomas Dixon award is £600, depending on available funding.

(c) The maximum value of a First Trust Travel Scholarship is £650, depending on available funding.

(d) The maximum value of an award from the Alan Graham Fund is £600.

1200

### 32. Cost of Flights \*

600

### 33. Cost of Other Transport (e.g., trains) \*

50

### 34. Cost of Accommodation \*

Please note that Emily Sarah Montgomery, Sir Thomas Dixon, and AIB (NI) travel scholarships do not cover these costs. However, a subsistence payment of £20 per day can be claimed up to the maximum value of the award.

350

### 35. Other Costs \*

Please note that Emily Sarah Montgomery, Sir Thomas Dixon, and AIB (NI) travel scholarships do not cover these costs. However, a subsistence payment of £20 per day can be claimed up to the maximum value of the award.

200

### 36. If you have any additional comments about the breakdown of costs please provide them here.

Flight 1 - £400,  
Flight 2 - £200,  
Bus 1 - £50,  
Accommodation 1 - £350

## Other sources of travel funding

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. These questions refer to, for example, other university travel scholarships, grants from charitable foundations, or grants from your School or Institute. 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.

### 37. Have you asked your funding body to contribute to the cost of the trip? \*

Yes

No

### 38. How much have you applied for? \*

300

### 39. Please indicate the outcome of your application. \*

Successful

Unsuccessful

Outcome not yet known - If you do not know the outcome you must notify Academic Affairs in writing as soon as you do.

40. How much has been awarded? \*

300

41. How much of a personal contribution can you make towards the cost of the trip? \*

100

42. Have you applied for any other travel scholarships or grants in connection with your proposed travel? \*

You will be able to provide details of up to 3 funding applications.

Yes

No

43. Please give the name of the organization that you approached. \*

Organization 1

44. How much have you applied for? \*

100

45. Please indicate the outcome of your application. \*

- Successful
- Unsuccessful
- Outcome not yet known - If you do not know the outcome you must notify Academic Affairs in writing as soon as you do.

46. Have you applied for funds from any other organization than the ones you already specified? \*

- Yes
- No

47. Please give the name of the organization that you approached \*

Organization 2

48. How much have you applied for? \*

50

49. Please indicate the outcome of your application. \*

- Successful
- Unsuccessful
- Outcome not yet known - If you do not know the outcome you must notify Academic Affairs in writing as soon as you do.

50. How much has been awarded? \*

50

51. Have you applied for funds from any other organization than the ones you already specified? \*

Yes

No

52. Please give the name of the organization that you approached \*

Organization 3

53. How much have you applied for? \*

25

54. Please indicate the outcome of your application. \*

Successful

Unsuccessful

Outcome not yet known - If you do not know the outcome you must notify Academic Affairs in writing as soon as you do.

## Previous scholarships

Applicants are expected to answer this question honestly and disclose full details of any other Queen's University travel scholarships held. Applications may be prejudiced if the information provided conflicts with information held on record in Academic Affairs.

As per the criteria:

(a) 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.

(b) Previous Sir Thomas Dixon recipients will not be eligible to receive a further Sir Thomas Dixon award in their current programme of study.

(c) Previous AIB (formerly First Trust) recipients are not eligible to receive another AIB Scholarship.

(d) Previous Alan Graham Fund recipients have no restrictions.

55. Have you previously held any other Queen's University travel scholarships? \*

Yes

No

56. What travel scholarships have you previously held? \*

William & Betty MacQuitty Travel Scholarship

Alan Graham Fund Travel Scholarship

Emily Sarah Montgomery Travel Scholarship

Sir Thomas Dixon Travel Scholarship

AIB (NI) Travel Scholarship (formerly First Trust Travel Scholarship)

Helen Ramsey Turtle Travel Scholarship

The Higginson Leadership Award

57. Please provide dates when you received each previous travel scholarship and amounts that were awarded. \*

AGF - 04/2020, £200; ESM - 05/2020, £100

58. Please provide details of any other scholarships/awards held. \*

Award - 05/2020, £1000

**Emily Sarah Montgomery Travel Scholarship**

## 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 Student 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.

UK: £100

EEA (excluding Republic of Ireland): £250

International: £400

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 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) 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

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

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.



59. Would you like to apply for Emily Sarah Montgomery Travel Scholarship? \*

Yes

No

60. Are you registered on a postgraduate programme? \*

This scholarship is only available to students registered on a postgraduate programme.

Yes

No

61. Please explain below why you feel you should receive an award with particular reference to the terms of this scholarship (recommended word count: 400 words, maximum character count: 4000 characters). \*

This section should demonstrate how the benefits of your travel align with the regulations and criteria (above) for this scholarship.

The Student 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.

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## 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 Queen's 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 Student Scholarships and Awards Group.

The maximum value of an award from the fund is £600, depending on available funding. Travel must be outside all of the islands of Britain and Ireland.

The scholarships are tenable with any other award. Students who have received 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 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) Travel should be for a minimum of 2 weeks unless a strong case is made.
- (iii) Travel should demonstrate how cultural activities abroad will facilitate personal development and does not have to be specific to travel destination.
- (iv) 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 will be authorised on your return from your travel. You will be required to submit your travel receipts and the approval notification of your travel risk assessment from your Head of School or Student International Travel Working Group (as applicable) to claim your award.

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.

62. Would you like to apply for Sir Thomas Dixon Travel Scholarship? \*

Yes

No

63. Please explain below why you feel you should receive an award with particular reference to the terms of this scholarship (recommended word count: 400 words, maximum character count: 4000 characters). \*

This section should demonstrate how the benefits of your travel align with the regulations and criteria (above) for this scholarship.

The Student 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.

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## AIB (NI) 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. In 2021 it was renamed the AIB (NI) Travel Scholarship. 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. The scholarship will be awarded by the Student Scholarships and Awards Group.

The maximum value of an award from the fund is £650. Applicants must be planning activities outside Britain/Ireland.

The scholarships are tenable with any other travel scholarship or travel grant. Previous AIB (formerly First Trust) scholarship recipients will not be eligible for another AIB (NI) award.

Travel must be undertaken before graduation.

### Criteria

Only one AIB (NI) Travel Scholarship is available, so applicants are advised to apply for other awards for which they are eligible.

This scholarship will be awarded to the best travel scholarship application and the Student Scholarships and Awards Group will give preference to 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 will be authorised on your return from your travel. You will be required to submit your travel receipts and the approval notification of your travel risk assessment from your Head of School or Student International Travel Working Group (as applicable) to claim your award.

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

64. Are you happy to be considered for the AIB (NI) Travel Scholarship? \*

Yes

No

## Alan Graham Fund Travel Scholarship

### Regulations

This fund was established in 1985 by family, friends, and colleagues to honour the memory of Alan Graham, who, as an academic in the field of American Studies (1950-1978) and as Secretary to Academic Council (1978-1984), earned widespread respect and affection throughout the University. At least one Alan Graham Fund Travel Scholarship of approximately £650 is available for award annually to enable an **undergraduate or postgraduate student** of the University to pursue a period of study or research in **North America**. Preference will be given to a candidate whose study or research is in the field of American Studies.

The maximum value of the award is £600. Applicants must be planning to travel to North America.

You should note that the scholarship will not normally be awarded to students travelling to North America merely because an event (e.g. a conference) happens to take place there.

Travel must be undertaken before graduation.

### Additional Criteria

The Student Scholarships and Awards Group will pay particular attention to your statement about the purpose and benefits of your travel (below) when selecting the recipient of the award. You should emphasise the specific relevance of American Studies or North America to your study or



research. Preference will be given to applicants whose study or research is in the field of American Studies.

### **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 will be authorised on your return from your travel. You will be required to submit your travel receipts and the approval notification of your travel risk assessment from your Head of School or Student International Travel Working Group (as applicable) to claim your award.

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.

65. Would you like to apply for Alan Graham Fund Travel Scholarship? \*

Yes

No

66. Is your travel to North America? \*

This scholarship is only available to students planning to travel to North America.

Yes

No

67. Statement outlining the purpose of your visit to North America and the benefits to be derived from it (recommended word count: 150 words, maximum character count: 4000 characters). \*

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Aenean sit amet lacinia quam, eget sollicitudin neque. Suspendisse fringilla pretium ex, ac cursus urna elementum ut. Vivamus eu leo sed est pharetra faucibus at eu purus. In condimentum, ipsum ac sagittis aliquet, diam enim sollicitudin risus, sit amet facilisis tellus orci convallis tellus. Vestibulum lobortis in libero vel vestibulum. Morbi convallis volutpat

## 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 Student Scholarships 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 Student 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.

## Referee request information

In order to consider your travel scholarship application we must also receive a reference from an academic referee of your choice. Your referee should be a supervisor, Adviser of Studies, Director of Education or equivalent, Programme Convenor, or other member of staff who is familiar with your programme of study or research and is in a position to comment on your academic performance/progress. They should complete a reference form that can be found

here: <https://forms.office.com/r/84gm5hLLfR>; by **4 pm** on **Thursday, 14 April 2022**.

Your referee will need a copy of your travel scholarship application in order to provide a reference. Therefore, make sure that you download a copy of your application. After submitting the form you will have an option to 'Print or get PDF of answers'. When you click this button a printing pop-up will appear and you should be able to use a print to PDF feature to get a copy of your answers. Alternatively, you can opt to receive a copy of this form. This can be done by ticking 'Send me an email receipt of my responses' at the end of this form, right before submitting the form. You will receive an email with a link to your answers. Clicking on the link will open a new webpage with your answers. Right-clicking anywhere on the webpage will give you an option to print this page and use a print to PDF feature to save your answers.

You should send a copy of your answers to your referee along with this link to the reference form: <https://forms.office.com/r/84gm5hLLfR>. If you are planning to submit applications for multiple trips make sure that you pay close attention to the next section 'Applications for multiple travel trips'.

The onus is on the applicant to ensure that their referee has also completed the reference form by **4 pm** on **Thursday, 14 April 2022**. Applications without an accompanying reference will not be considered. If in doubt, check with your referee/School/Institute.

68. I confirm that I will contact my referee within the School to request a reference in support of this application. \*

Yes

## Applications for multiple travel trips

If you would like to apply for travel scholarships for multiple trips you will need submit a separate application for each trip. In addition, you will need a separate reference for each of these trips. Therefore, if you are planning to apply for funding for multiple trips please make sure that you create a unique reference number below. Make sure that you share this number with your referee who will need this number when filling out a reference form for you. **A separate reference is also required for each individual trip.** This will allow us to connect your references to each of your applications. Multiple applications from the same student without unique reference numbers will not be considered.

69. Are you planning to submit travel scholarship applications for multiple trips? \*

Yes

No

70. Please create a unique reference number for this application. \*

It should take this form: [StudentID]-[number] (e.g., 40123456-1). This is needed to ensure that we can link your reference to this application.

40123456-1

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