1) UNDERGRADUATE TRAVEL SCHOLARSHIPS

1.1) Scope of the Travel Scholarship Regulations

Undergraduate travel scholarships will be paid to eligible students who have commenced a UoL approved period of study at a recognised host university (worldwide exchange partner) or work experience overseas (outside the European Union). There are two categories of award:

- Long term (due to last more than 3 months)
- Short term (due to last less than 3 months)

1.2) Long term undergraduate travel scholarships (more than 3 months)

1.2.1) Amount of the long-term undergraduate travel scholarship

The amount of the scholarship shall vary depending upon the geographical region of the placement. In the academic year 2017/18 amounts are as follows:

- Switzerland: £300
- Asia and Latin America - £500
- North America - £600
- Australia - £700
- New Zealand - £800

The Head of Study Abroad will review the amounts of the scholarships on an annual basis and any proposed changes shall be submitted to Fees and Scholarships Advisory Group for approval. The scholarships are not means tested.

1.2.2) Number of long term undergraduate travel scholarships available

The number of scholarships is unlimited. All students who are eligible for a scholarship (as defined below under section 1.2.3, and who in addition fulfil the requirements detailed under section 1.5 shall be awarded the appropriate scholarship in line with their geographical destination.
1.2.3) Definitions for long term undergraduate travel scholarships

Definition of ‘Eligible Students’

Eligible students are UK and Islands-domiciled University of Liverpool undergraduate students, in any year of study.

It is expected that the vast majority of students will be undergraduate students in their second or third year of study at UoL.

Definition of ‘UoL Approved Period of Study/Work Experience’

An approved period of study/work experience has been / will be:

- Applied for by the student through the usual Study Abroad Team / Careers and Employability processes
- Sanctioned by the home department in writing to the central Study Abroad Team / Careers and Employability
- Agreed in writing between the student and the University of Liverpool through a formal Study Abroad or Placement contract
- Approved by the host university / host employer, demonstrated by their formal acceptance of the student
- Last a minimum of three calendar months
- Be located outside the European Union

It is expected that the majority of study periods will last at least one semester by the calendar of the host institution.

Definition of ‘Worldwide Exchange Partners’

Worldwide exchange partners are:

- Institutions where a formal agreement exists with UoL for the exchange of students
- Located outside the European Union and/or do not participate in the Erasmus+ programme

UoL currently has 26 worldwide exchange partners in the USA, Canada, Hong Kong, Brazil, Australia, China, Singapore, South Korea and Malaysia. Agreements are added on a regular basis. Partners are listed on the Study Abroad homepage.

1.3) Detailed criteria for the long term undergraduate travel scholarships

1.3.1) Further requirements of eligible students (in addition to section 1.2.3)

In order to be awarded the scholarship, students will be required to:

- Attain a minimum academic standard determined by the home department
- Attend the Pre-Departure Briefing sessions organised by the Study Abroad Team/Careers and Employability and the home department

- Complete and return all documentation required by the Study Abroad Team / Careers and Employability, including but not limited to:
  - Student Bank Details Form
  - Study Abroad Contract
  - Confirmation of Arrival Form
  - Evaluation Form (at end of stay)

1.3.2) Payment process

The scholarships shall be paid into the bank account indicated by the student in the Student Bank Details Form (see 1.3.1).

The scholarships shall be paid to both study and work experience students upon receipt by the Study Abroad Team of the ‘Confirmation of Arrival’ form which indicates that the student has formally registered at the host institution / begun work at the employer.

1.3.3) Evaluation form

The student shall complete an evaluation form at the end of their study abroad / work experience period. Failure to complete the evaluation form may result in the Study Abroad Team requesting repayment of the scholarship through registering a debt on the student’s tuition fee account at UoL.

1.3.4) Early returners

Students who withdraw from the study abroad / work experience period early will usually be required to repay the scholarship.

In line with the University’s Policy on Mitigating Circumstances in Relation to Performance in Assessments and Examinations (Code of Practice on Assessment – Appendix M) students will be able to make a case to retain the funding under the following circumstances:

- Illness affecting the student
- Bereavement
- Serious illness affecting a close family member
- Unforeseeable or unpreventable events

Independent documentary evidence, such as medical certificates to verify mitigating circumstances, must be provided to the Head of Study Abroad in all cases who will make a judgement on a case-by-case basis. If the documentary evidence is provided by someone other than a medical practitioner (as recognised by the GMC) the documentation must include details of that person’s qualifications or standing.
1.3.5) Repeat Awards

Students may only receive the long term Undergraduate Travel Scholarship once. However, they may hold the Travel Scholarship concurrently with other scholarships and bursaries, subject to the terms and conditions of those scholarships and bursaries. Students who have already held a short term Undergraduate Travel Scholarship may also subsequently hold one long term Undergraduate Travel Scholarship.

1.4) Short term undergraduate travel scholarships (less than 3 months)

1.4.1) Amount of the short term undergraduate travel scholarships

The amount of the grant shall be £250, regardless of destination. The Head of Study Abroad will review this on an annual basis and submit any proposed changes to Fees and Scholarships Committee for approval.

1.4.2) Number of short term undergraduate travel scholarships available

The number of grants is unlimited. All students who are eligible for a grant (as defined below under section 1.4.3) and whose placement is approved by their Head of Department shall receive the appropriate grant.

1.4.3) Definitions for short term undergraduate travel scholarships

Definition of ‘Eligible Students’

Eligible students are UK and Islands-domiciled registered University of Liverpool students, in any year of study, at the undergraduate level.

Definition of ‘Approved Short-Term Study or Work Placement Abroad’

An approved period of study / work placement is less than 3 months long, and takes place outside the UK. It is either:

a) Department / University-led – where a department or the University as a whole organises or promotes a short-term international visit for its students

Or

b) Student-led – where a student organises a short term study or work placement overseas approved by the Head of Department as relevant to the degree programme

1.5) Detailed criteria for the short term undergraduate travel scholarships

a) A draft visit programme for all Departmental or University-led or promoted international visits should be provided to the Head of Study Abroad by the Head of Department. Examples might include Liverpool modules delivered at XJTLU or other overseas partners, or organised work experience overseas.

b) Student-led activities must be approved by the Head of Department as relevant to the degree programme and to the student’s future aspirations. Examples might include short-term work experience (of two weeks or longer) directly related to the student’s degree overseas.
In order to be awarded the grant, students will be required to:

- Attend any Pre-Departure Briefing sessions organised by the Study Abroad Team and/or the home department, as appropriate

- Complete and return all documentation required by the Study Abroad Team, including but not limited to:
  - Student Bank Details Form
  - Placement Abroad Contract
  - Copies of flight tickets and stamped visa documentation

1.5.1) Payment process

The grants shall be paid into the bank account indicated by the student in the Student Bank Details Form (see 1.5).

The grants shall be paid upon receipt by the Study Abroad Team of the copies of flight tickets / stamped visa documentation.

1.5.2) Early returners

Students who withdraw from the study abroad period early will usually be required to repay the grant, as detailed above under the Undergraduate Travel Scholarships.

1.5.3) Exceptions

The following activities will not be eligible for funding:

a) Electives in the field of Medicine, Dentistry, Veterinary Science or the Health Sciences (as agreed by the Committee at the meeting on 4th May 2011)

b) Any field trips run by any part of the University, except those delivered wholly or partially at XJTLU

c) Placements directly funded by other sources

d) Placements in regions where the Foreign Office advises against all travel to, or all but essential travel to

e) Placements of less than 2 weeks in duration

f) Any type of placement for students returning to their home country (e.g. students of French nationality returning to France for a work experience placement)

g) Any type of placement undertaken during University term time, unless expressly permitted by the Head of Department
1.5.4) Repeat Awards

Students may only receive the short term Undergraduate Travel Scholarship once. However they may hold the Travel Scholarship concurrently with other scholarships and bursaries, subject to the terms and conditions of those scholarships and bursaries. Students who have already held a long term Undergraduate Travel Scholarship may not subsequently hold a short term Undergraduate Travel Scholarship.

3) Emergency Discretionary Grants for Crisis Situations

3.1) Scope of the Emergency Discretionary Grants

Emergency discretionary grants or loans would be made available to undergraduate students overseas on a needs only basis in a crisis situation only (e.g. where travel insurance does not apply, or will only fund a reimbursement after expenditure is committed).

3.2) Amount of the Emergency Discretionary Grants

This would be determined on a case-by-case basis in line with the genuine financial assistance required by the student.

3.3) Number of the Emergency Discretionary Grants

The number of grants would vary on a case-by-case basis depending on how many students were involved in the crisis situation.

3.4) Definitions

A crisis situation would involve a major, genuine and immediate risk to the health and safety of students abroad. The University Working Group on Support for Students Abroad has provided the following definition:

A serious incident involves acute injury, severe ill health, loss of life or major disruption, which demands a response beyond the routine, such as the death of a student; a major crime; severe injury where the student is the victim or perpetrator; or a natural disaster.

Examples would include:
- The Madrid terrorist attacks of 2004
- The Japanese earthquake and tsunami of 2011
- Paris terrorist attacks of 2015

Given the unpredictability of such events, each case of a genuine emergency requiring immediate financial assistance would be assessed by the Head of Study Abroad and presented to the Deputy Vice-Chancellor for a decision on whether to make an emergency grant/loan.

3.5) Payment process

The payment process might differ depending on the student’s situation. Payments could be made directly to the student’s bank account, to the host institution to disburse to the student, or through a wire transfer.
4) **Discretionary grants for students in financial hardship**

Additionally to the long-term or short-term undergraduate travel scholarships, all students who qualify for either the long or short-term undergraduate travel scholarship and are also in receipt of the full or partial award for one of the following:

- Liverpool Bursary
- Liverpool Scholars Award
- The Realising Opportunities Award

Will receive an additional sum of £250 (in addition to the regular Liverpool Travel Award amount) regardless of the destination country or length of stay.