

Queen Mary University of London Expeditions Fund 2018/19

Guidance notes – please read before applying

Am I eligible?

Applications are open to all **continuing** undergraduate and postgraduate students who are enrolled and in attendance on a course at QMUL and who wish to travel in the UK or worldwide during the long summer vacation. Eligible dates for the summer vacation are those which apply at the Mile End campus and for 2018/19 these are 8 June – 22 September 2019 so all travel must be on or within these dates for your trip to be eligible.

If you are an undergraduate student in your final year you are not eligible to apply.

If you have previously received an award you can apply again but please note that the fund is relatively small and therefore first time applicants are a priority.

PhD students will also be considered as a lower priority for awards from this fund as there is a considerable amount of other funding available for PhD students to travel, please see details of the QMUL Postgraduate Research Fund and Doctoral College Initiative Fund on the website here: www.doctoralcollege.qmul.ac.uk/ PhD students in the SMD please see website for the Travel Grant for PhD students here: www.qmul.ac.uk/smd/graduatestudies/currentstudents/travelgrant/

What is being offered?

Awards will be made to travel which is related to students' academic interests or personal development. Successful applications should demonstrate a detailed schedule or programme of events with a planned outcome. The funds at the Expeditions Fund committee's disposal are limited and awards are intended to contribute to, not cover, the cost of your trip. Awards are for a minimum of £250 and often the minimum award is made. The Alice Mutton bequest is specifically for Geography students, travelling anywhere. The Ruth Owen bequest is for undergraduate students in Drama, English, French, German, Hispanic Studies or History, travelling out of Europe.

Applications will be considered at an Expeditions Fund committee meeting shortly after the closing date and successful applicants will be informed of the outcome in writing. Awards will be paid directly to the student before travel or by 31st July 2019 at the latest.

What conditions are attached to the award?

Awards are provisional upon the completion of a detailed QMUL Risk Assessment. Please note students **should not** travel to any part of the world that the Foreign and Commonwealth Office designate as "advising against all travel to" as at www.gov.uk/foreign-travel-advice Funding will **not** be allocated to a student who wishes to travel to an area which may endanger their safety.

Recipients must take out adequate travel insurance for the duration of their trip.

In accepting an award, you agree to undertake travel as described in your Expeditions Fund application and to provide a written report of the expedition, at least two sides of A4, to be submitted during the autumn semester by the deadline of 13th December 2019.

Your report will be used in marketing and publicity by Queen Mary. You may be contacted by the Alumni Office to participate in their fundraising events, if appropriate, though this will be optional.

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Enquiries

If you have any questions about the fund:

Email: bursaries@qmul.ac.uk

Visit: Student Enquiry Centre
 Ground Floor Queen’s Building
 Queen Mary University of London
 Mile End Road
 E1 4NS

Tel: 020 7882 5079

Please ensure that your application form is handed in to the Student Enquiry Centre, emailed to us or posted to the address below. This must reach us by the closing date of **Friday 26th April 2019**:

Lesley Green, Assistant Academic Registrar
 Bursaries, Grants and Scholarships Office
 Queen Mary, University of London
 Mile End Road
 London E1 4NS

Part 1: Your personal details

Student ID Number

Your title (tick **one** box only) Mr Mrs Miss Ms Other

Last name

First name(s)

Correspondence address

Postcode

E-mail address

Part 2: Your course details

Full course title

School Qualification (BA, BSc, MA etc)

Part 3: Your expedition

Destination

Dates of travel From: To:

Reason for visit

Please give us a brief summary of your journey and activities

Please continue on separate sheet if necessary

Does your travel have any connection with your studies?

Please continue on separate sheet if necessary

Are you travelling alone? Yes No if no, with how many other people

If your fellow travellers are from QMUL, please give details of the group

Name:	Student ID number:	Are they applying to this fund?
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please continue on separate sheet if necessary

Are you making your own travel arrangements? Yes No

Have you undertaken a similar travel experience? Yes No

Part 4: Risk assessment

If you are selected for an award a more detailed risk assessment form will be sent to you and your award will remain provisional until the completed assessment has been approved.

What risks might you encounter?

Please continue on separate sheet if necessary

What will you do to minimise the risks?

Please continue on separate sheet if necessary

Will you be doing any lone fieldwork? Yes No

Part 5: Your budget

It is important that you fill in this section as accurately as possible. Any award from the fund is intended to be a contribution towards the cost of your trip.

Costs

	Cost (£)
Travel to location	
Accommodation	
Insurance	
Travel on location	
Equipment	
Meals etc	
Other costs <i>please list</i>	
TOTAL	

Funding

Please give us as much detail as possible – tell us the name of any sponsor, scholarship, charity, trust or foundation to whom you have applied – if you do not yet know the outcome of your application please advise us of the date this will be known

	Secured (£)	Pending (£)
Personal contribution		
Family contribution		
Sponsorship		
Scholarship		
Funding from QMUL (School/Department)		
Funding from charity, trust or foundation		
Other <i>please list</i>		
TOTAL		

Securing other funding does not mean you will not get an Expeditions Fund award. Trips which have a large shortfall are likely to be considered not adequately funded.

How much are you applying to the Expeditions Fund for?

OFFICE USE ONLY

Eligible travel

Fund

Amount

RA received

Award made

Report received