



## Student Travel Award 2017

The Student Travel Award provides up to four Cambridge students with up to £1,200 each to travel throughout Europe during the summer or Christmas vacations, visiting Cambridge Alumni Groups and promoting their activities to students. There are over 130 Alumni Groups in Europe, including 38 in the UK. Selected students may arrange additional visits outside the itinerary related to their personal and career interests.

### Why apply?

The Student Travel Award will enable you to:

- visit locations of personal and career interests
- develop your social and professional networks with alumni
- enhance your skills and increase your employability
- shape how Cambridge Alumni Groups support and engage with students and recent graduates
- join a growing network of previous award winners and get involved with future awards.

### Who else benefits?

Cambridge students will benefit from you letting them know about:

- the wealth of information, advice and opportunities available to them by using the global network of Alumni Groups as a resource throughout their studies
- life after university and how alumni stay connected to Cambridge.

Alumni Groups will benefit from you:

- promoting their student engagement activities
- guiding them on how to support and engage with students and recent graduates.

### Itinerary and activities

Up to four selected students will be given £1,200 each to individually visit up to six Alumni Groups in Europe, to:

- discover how they operate
- meet Group members and participate in Group activities
- explore how alumni support and engage with students and recent graduates
- learn about the life-long opportunities for alumni to stay connected to Cambridge
- use social media and other platforms to publicise the trip and findings to students.

Selected students will have the freedom to put together their own travel itinerary with guidance from Development and Alumni Relations.

Selected students are encouraged to arrange additional visits outside the itinerary (and at their own expense) related to their personal and career interests, such as to a conference or tourist attraction.

On return, selected students will write a report on how Alumni Groups can engage with students and recent graduates (for distribution to Alumni Groups), and a short article on the trip and their findings (for publication). They will also attend an informal celebration with key individuals associated with the award.

## Eligibility

In order to make an application to be considered for an award, an applicant must fulfil all the following criteria:

- the applicant must be a (i) registered, (ii) fulltime, (iii) active, (iv) undergraduate or PhD student (v) of the University of Cambridge who is (vi) not in the final year of study for their degree
- the applicant must provide the name and contact details of a referee who supports the application. For undergraduates this must be your College Tutor or Director of Studies. For PhD students this must be your Supervisor, ideally, or Graduate Tutor.
- the applicant must be available for interview (in person ideally or via Skype) on Friday 28 April 2017 and available to travel during one of the specified periods stated in the key dates section below.

## Key dates

Applications open	Monday 16 January 2017
Q&A drop-in session for prospective applicants	6–7pm GMT on Wednesday 8 March 2017
Application deadline	12pm (noon) GMT on Monday 27 March 2017
Short-listing	Week of Monday 3 April 2017
Interviews	Friday 28 April 2017
Awards announced	Week of Monday 1 May 2017
Pre-travel briefings	Prior to departure
Dates of travel	Selected students may travel any time during one of the following periods: Period 1: Tuesday 1 August – Sunday 1 October 2017 inclusive Period 2: Saturday 2 December 2017 to Sunday 14 January 2018 inclusive
Deadline for submission of report, article, expenses spreadsheet and receipts	Within 14 calendar days of the return date
Deadline for submission of unspent award money (if applicable)	Within 30 calendar days of the date of invoice
Celebration	Period 1 trips: Mid-November 2017 Period 2 trips: Mid-January 2018

## Application

Please read through the award terms and conditions and then complete and submit an application online at: [alumni.cam.ac.uk/student-travel-award](http://alumni.cam.ac.uk/student-travel-award). The closing date for applications is 12pm (noon) GMT on Monday 27 March 2017.

A reference will be taken up by Development and Alumni Relations as part of the selection process.

## What we are looking for

Successful applicants will:

- demonstrate an understanding of the objectives of the Student Travel Award
- present a proposed travel itinerary and a breakdown of anticipated costs
- demonstrate some knowledge of and interest in the Alumni Groups they wish to visit
- demonstrate how they will publicise the trip to a wide range of students, including through social media networks and the student press
- demonstrate an interest in helping Alumni Groups engage with students and recent graduates
- demonstrate an awareness of how the Student Travel Award may improve their career prospects and aspirations
- demonstrate a commitment to representing the University in a positive way.

## Useful links

Student Travel Award: [alumni.cam.ac.uk/student-travel-award](http://alumni.cam.ac.uk/student-travel-award).

Alumni Groups network: [alumni.cam.ac.uk/groups](http://alumni.cam.ac.uk/groups).

International Student Team: [www.ist.admin.cam.ac.uk](http://www.ist.admin.cam.ac.uk). Provides a visa advice service and support with student mobility.

Foreign and Commonwealth Office (FCO): [www.gov.uk/government/organisations/foreign-commonwealth-office](http://www.gov.uk/government/organisations/foreign-commonwealth-office). Provides travel advice.

## Contact

The Student Travel Award is funded and administered by Cambridge University Development and Alumni Relations. If you have any questions, please email [networks@alumni.cam.ac.uk](mailto:networks@alumni.cam.ac.uk) or telephone +44 (0)1223 339968.



## Student Travel Award 2017

### Objectives

To provide undergraduate and PhD students with opportunities to:

- visit locations of personal and career interests
- develop their social and professional networks with alumni
- enhance their skills and increase their employability
- shape how Cambridge Alumni Groups support and engage with students and recent graduates
- join a growing network of previous award winners and get involved with future awards.

To raise students' awareness of:

- the wealth of information, advice and opportunities available to them by using the global network of Alumni Groups as a resource throughout their studies
- Development and Alumni Relations' programme of student/alumni engagement activities
- life after university and how alumni stay connected to Cambridge.

To provide Alumni Groups with guidance on how to support and engage with students and recent graduates.

To promote Alumni Groups and the opportunities they provide for former students to:

- offer their knowledge, expertise and networks to benefit students and recent graduates
- become ambassadors, supporters and advocates of the University.



# Student Travel Award 2017

## Terms and conditions

In these terms and conditions, the following definitions apply:

<b>Approved Itinerary the Award</b>	means the itinerary for the Trip as approved by CUDAR in accordance with provisions of Clauses 5.1 to 5.3.
<b>CUDAR</b>	means the Student Travel Award 2017.
<b>the Selected Student</b>	means Cambridge University Development and Alumni Relations.
<b>the Trip</b>	means any eligible student selected by CUDAR to receive the Award. means the collective period of time when the Selected Student is away from home and conducting the Visits during one of the specified time periods stated in Clause 2.3.
<b>Visit the University</b>	means a visit by a Selected Student to an Alumni Group either in the UK or elsewhere in Europe. means the University of Cambridge.

## 1. Introduction

- 1.1 CUDAR agrees to sponsor up to four students of the University to take part in the Award.
- 1.2 These terms and conditions are the only terms that shall govern the selection of the eligible student(s) and the grant of any Award(s).
- 1.3 An overview and details of the Award are contained in the document entitled "Student Travel Award 2017" and that document is incorporated into these terms and conditions by reference.
- 1.4 In the event that there is a conflict of terms between these terms and conditions and the document entitled "Student Travel Award 2017", these terms and conditions shall prevail.
- 1.5 All and any other terms and conditions (whether oral or written) not detailed or incorporated in these terms and conditions by reference are excluded to the fullest extent permitted by law.
- 1.6 CUDAR will grant the Award for up to four suitable students and the grant of the Award will depend upon the receipt by CUDAR of a suitable application made by an eligible undergraduate or PhD student in full accordance with the application and selection criteria.
- 1.7 CUDAR is under no obligation to grant any or all of the Awards and CUDAR reserves the right to decide in its absolute discretion how it selects students for the Award and how it administers the Award.
- 1.8 The headings contained in this document are included for convenience only and shall not be interpreted to limit or otherwise affect the provisions of these terms and conditions.

## 2. The Award

- 2.1 CUDAR will present the Award to a maximum of four Selected Students that meet the eligibility criteria detailed below in Section 4.
- 2.2 Each Selected Student will individually visit up to six of the University's Alumni Groups in Europe.
- 2.3 The Selected Student is required to travel during a specified time period: either (i) Tuesday 1 August – Sunday 1 October 2017 inclusive, or (ii) Saturday 2 December 2017 to Sunday 14 January 2018 inclusive.
- 2.4 All the Visits must be carried out during one of the time periods stated in Clause 2.3. The Selected Student is not permitted to travel during both periods.

- 2.5 Any application for the Award that deviates from the specified time periods may be disregarded by CUDAR.
- 2.6 It is a condition of the Award that all the Visits will be carried out during one single trip to Europe and over a period of up to three weeks.
- 2.7 It is a condition of the Award that a Selected Student will visit at least one Alumni Group in the UK.

### **3. Application process**

- 3.1 Eligible students are required to submit a written online application by 12pm (noon) GMT on Monday 27 March 2017.
- 3.2 Any application received after this deadline will not be considered.
- 3.3 An application must be personal to the individual applicant and not made on behalf of any other person.
- 3.4 Joint submissions are not permitted.
- 3.5 Awards will not be granted to two (or more) students intending to make the same Trip together. Each Award will be made to an applicant who has demonstrated a unique and individual itinerary.
- 3.6 CUDAR reserves the right to make any Award conditional upon acceptance of changes to the Selected Students' proposed itinerary, where there is an overlap between the itineraries proposed by the Selected Students.

### **4. Eligibility**

- 4.1 In order to make an application to be considered for an Award, an applicant must fulfil all the following criteria:
- 4.2 The applicant must be a (i) registered, (ii) fulltime, (iii) active, (iv) undergraduate or PhD student (v) of the University of Cambridge who is (vi) not in the final year of study for their degree.
- 4.3 A student will not be deemed to be eligible to make an application if he or she:
- 4.3.1 is unregistered;
  - 4.3.2 is registered as inactive;
  - 4.3.3 is on a part time course;
  - 4.3.4 is not an undergraduate or PhD student;
  - 4.3.5 is not a student of the University of Cambridge;
  - 4.3.6 is in their final year of study for their degree;
  - 4.3.7 is participating in the Erasmus+ programme;
  - 4.3.8 has been presented with a Student Travel Award by CUDAR previously
- 4.4 The applicant must provide the name and contact details of a referee who supports the application. For undergraduates this must be your College Tutor or Director of Studies. For PhD students this must be your Supervisor, ideally, or Graduate Tutor.
- 4.5 The applicant must be available for interview in person at the CUDAR office in Cambridge during office hours on Friday 28 April 2017. Office hours are 9am–5pm GMT.
- 4.6 CUDAR will consider a request from an applicant to be interviewed by Skype during office hours (9am–5pm GMT) on Friday 28 April 2017 if he or she is not able to attend an interview in person during office hours on Friday 28 April 2017. CUDAR reserves the right not to offer a candidate an interview by Skype.
- 4.7 The applicant must be available to travel during one of the specified periods stated in Clause 2.3.

### **5. Conditions of the Award – before the Trip**

- 5.1 If selected, prior to receipt of an Award, the Selected Student is required to plan and submit to CUDAR for approval a detailed itinerary. The itinerary will include:
- 5.1.1 a schedule of Visits to up to six European Alumni Groups, including at least one UK Group; and
  - 5.1.2 arrangements to meet with alumni and learn about each Group's activities; and
  - 5.1.3 participation in at least one alumni event/activity with each Group; and
  - 5.1.4 an allocation of time for recording and publicising the Trip, for example, for blogging, filming, taking photographs, and making notes; and
  - 5.1.5 the detailed arrangements for travel and accommodation; and
  - 5.1.6 a breakdown of envisaged costs by reference to the categories in Clause 10.
- 5.2 CUDAR will review the itinerary and the Selected Student will make any amendments reasonably requested by CUDAR.
- 5.3 Once all amendments requested by CUDAR have been incorporated into the itinerary to CUDAR's reasonable satisfaction, CUDAR will confirm to the Selected Student that the itinerary has been approved and the Award can be made.
- 5.4 It is the responsibility of the Selected Student to contact each Alumni Group to identify a key contact person and arrange their Visit.
- 5.5 The Selected Student is required to attend a number of pre-travel briefings where CUDAR deems this to be necessary with key individuals associated with the Award.
- 5.6 If the Selected Student fails to comply with the above conditions to the reasonable satisfaction of CUDAR, CUDAR may at its sole discretion cancel the Award to the Selected Student without penalty or liability of any kind.

## **6. Conditions of the Award – during the Trip**

- 6.1 The Selected Student will follow the Approved Itinerary.
- 6.2 The Selected Student will use all reasonable endeavours to deliver the objectives of the Award as detailed in “Student Travel Award 2017: Objectives”.
- 6.3 The Selected Student will participate in at least one alumni event and/or activity with each Alumni Group during each Visit.
- 6.4 The Selected Student will arrange and attend meetings with members of each Alumni Group during each Visit to enquire about:
- 6.4.1 how the Alumni Group operates; and
  - 6.4.2 how the Alumni Group engages with students and recent graduates; and
  - 6.4.3 the life-long opportunities for alumni to stay connected to Cambridge.
- 6.5 The Selected Student will attend all arranged events/activities/meetings promptly and in smart/business/casual dress as is appropriate to the occasion.
- 6.6 The Selected Student will make notes of the events/activities/meetings that take place during each Visit in order to use this information in their publicity material and post-Visit report and article.
- 6.7 The Selected Student will keep in regular contact with a named contact person(s) at CUDAR. Prior to the Trip, the parties will mutually determine and agree what will constitute ‘regular contact’ and by what method this will take place.

## **7. Conditions of the Award – after the Trip**

- 7.1 Within 14 calendar days of the return date, the Selected Student shall submit to CUDAR:
- 7.1.1 a 2,000-word report on how Alumni Groups can engage with students and recent graduates; and
  - 7.1.2 a 300-word article, with photographs, on the Trip and findings; and
  - 7.1.3 photographs, and/or video/film recordings, and/or sound recording made, and blogs and articles written, along with completed consent/release forms, and a completed Agreement to Copyright form, which transfers ownership of such work to the University; and
  - 7.1.4 an electronic spreadsheet detailing all expenses incurred; and
  - 7.1.5 original receipts for all expenses incurred.
- 7.2 The Selected Student shall attend an informal celebration with key individuals associated with the Award to discuss the Trip and findings. The celebration for Trips conducted during the period Tuesday 1 August – Sunday 1 October 2017 inclusive will take place in mid-November 2017. The celebration for Trips conducted during the period Saturday 2 December 2017 to Sunday 14 January 2018 inclusive will take place in mid-January 2018.
- 7.3 Each Selected Student agrees that he or she will from time to time and at the request of CUDAR while they remain a student provide feedback regarding the impact of the Award and advice for future Selected Students.

## **8. Publicity and intellectual property**

- 8.1 It is a condition of the Award that the Selected Student is required to publicise the Trip widely to current students, for example, by writing a blog, posting to social media sites, writing articles, filming and uploading videos to YouTube, and taking photographs. The Selected Student will promote their Trip at least once every day of the Trip.
- 8.2 For the avoidance of doubt, the Selected Student will not publish any material that could be considered to be offensive, defamatory, discriminatory or in any way an affront to public morality.
- 8.3 As consideration for the Award, all intellectual property in any published materials as detailed in Clause 8.1 above or otherwise generated by the Selected Student during the course of or in relation to the Trip or in relation to the Award shall belong to the University. For the avoidance of doubt, the intellectual property shall include any photographs, video and/or film and sound recordings that are made or taken by the Selected Student and that relate to the Visits. The Selected Student shall have a non-exclusive licence to use any such intellectual property purely for private non-commercial use and not for promotional purposes.
- 8.4 The Selected Student will use all reasonable endeavours to ensure that during the creation of any intellectual property associated with the Visits, the Selected Student will ensure that all consents are correctly recorded, the University guidelines are followed and the Selected Student will not infringe any third party intellectual property rights.
- 8.5 Prior to the Trip, each Selected Student will familiarise themselves with all applicable guidelines that relate to taking photographs, videoing/filmmaking and making sound recordings.
- 8.6 Each Selected Student will:
- 8.6.1 ensure that all photographs, videos/films and sound recordings are restricted to adults over the age of 16; and
  - 8.6.2 ensure that all consent/release forms are completed and personally signed by the adult of whom images and/or recordings were taken and provide these to CUDAR following the Trip; and
  - 8.6.3 ensure that all completed Agreement to Copyright forms (which transfer ownership of intellectual property to the University) are completed and provided to CUDAR following the Trip.
- 8.7 The Selected Student consents to being named, photographed and filmed, as required, by the University, in relation to the Award. All resulting intellectual property rights in and to such photographs and films will belong to the University for use by it as it sees fit.

## 9. Travelling abroad – responsibilities of the Selected Student

- 9.1 In advance of the Trip, the Selected Student is required to be in possession of a valid passport.
- 9.2 The Selected Student is responsible for ensuring that he or she has the right to enter each country chosen. Depending on the destination, a Selected Student may be required to obtain an entry visa to the country and/or satisfy other necessary entry requirements. Each Selected Student must make his or her own arrangements for obtaining a visa.
- 9.3 The Selected Student is required to arrange travel insurance, and provide CUDAR with evidence of such insurance policy prior to the Trip.
- 9.4 Prior to the Trip, the Selected Student will be responsible for ensuring that they comply with any vaccination requirements (if applicable) in force in any of the countries that they intend to visit.
- 9.5 The Selected Student will be responsible for all travel and accommodation arrangements throughout the Trip and will make reasonable efforts to pre-book these wherever possible.
- 9.6 The Selected Student is required to arrange travel money appropriate to the currencies of the countries they will be visiting and the Selected Student will make reasonable efforts to ensure a competitive currency exchange rate.
- 9.7 The Selected Student will be responsible for ensuring that he or she complies with all laws and legal requirements in each country that the Selected Student visits during the Trip.
- 9.8 The Selected Student will regularly check the Foreign and Commonwealth Office (FCO) website for travel advice at: [www.gov.uk/government/organisations/foreign-commonwealth-office](http://www.gov.uk/government/organisations/foreign-commonwealth-office). In the event that advice from the FCO necessitates any amendments to the Approved Itinerary, the Selected Student will draw this to the attention of CUDAR with immediate effect and the parties will work together to make reasonable amendments to the Approved Itinerary. If CUDAR is not consulted and does not consent to amendments to the Approved Itinerary, the Selected Student will be solely liable for and responsible for any expenses incurred and resulting from the same.

## 10. Financial arrangements

- 10.1 The Selected Student will, subject to compliance with Clause 5, be granted the Award.
- 10.2 The Award is to be used by the Selected Student solely for any reasonable expenses incurred as a result of the Trip that are directly associated with the Approved Itinerary and in line with the breakdown provided in Clause 5.1.
- 10.3 The Selected Student may only use the Award to pay for his or her own:
- 10.3.1 travel insurance; and
  - 10.3.2 visa and/or entry to the country costs and documentation; and
  - 10.3.3 return travel from Cambridge, or from a Selected Student's preferred location; and
  - 10.3.4 transport to and from each Alumni Group; and
  - 10.3.5 reasonable local travel costs directly associated with the Approved Itinerary; and
  - 10.3.6 accommodation; and
  - 10.3.7 reasonable subsistence costs (meals, public toilets, laundry, data roaming); and
  - 10.3.8 modest gifts for Alumni Group hosts.
- 10.4 The Selected Student will travel using standard economy class only.
- 10.5 The Selected Student may conduct additional visits related to their personal and career interests, which they have arranged for themselves, but only outside of the Approved Itinerary, and at their own expense.
- 10.6 The Selected Student is required to keep securely the original receipts for all expenses incurred relating to the Approved Itinerary.
- 10.7 Within 14 calendar days of the Selected Student's return date, the Selected Student is required to submit to CUDAR:
- 10.7.1 an electronic spreadsheet listing in chronological order the (i) date, (ii) purpose, and (iii) amount of expense for all expenses incurred relating to the Approved Itinerary; and
  - 10.7.2 the original receipts for all expenses incurred relating to the Approved Itinerary.
- 10.8 CUDAR reserves the right to require a Selected Student to repay to CUDAR, within 30 calendar days of the date of invoice, any Award and any expenditure that:
- 10.8.1 cannot be evidenced with an original receipt;
  - 10.8.2 is not directly associated with the Approved Itinerary and in line with the breakdowns provided in Clauses 5.1 and 10.3.

## 11. Liability and insurance

- 11.1 By accepting the Award, the Selected Student acknowledges that whilst he or she will be promoting the University during the course of the Trip, he or she is travelling abroad as an unsupervised, private individual.
- 11.2 The University accepts no responsibility and excludes any and all direct or indirect liability that relates to or arises out of the Trip and/or the act(s) and/or omission of the Selected Student whilst he or she is on the Trip in any way whatsoever including without limitation:
- 11.2.1 the health, safety and welfare of the Selected Student;
  - 11.2.2 the loss of or any damage to the property of the Selected Student and/or any third parties;
  - 11.2.3 any other liability to third parties which arises directly or indirectly from the act(s) and/or omission of the Selected Student;
  - 11.2.4 any costs or expenses incurred in the repatriation of the Selected Student to the UK which are not covered by the Selected Student's insurance policy;
  - 11.2.5 any issues that arise in relation to visa or entry into the chosen countries.

11.3 The Selected Student is solely responsible for assessing any risks posed by the Trip, for arranging suitable travel insurance, obtaining a valid EHIC (European Health Insurance Card) and for ensuring that a copy of the insurance policy is provided to CUDAR before the commencement of the Trip.

11.4 Nothing in these Terms and Conditions shall exclude the liability of CUDAR for death, personal injury, fraud or fraudulent misrepresentation which arises as a result of its negligence.

## **12. Reputation and goodwill of the University**

12.1 The Selected Student understands that they are required to play an ambassadorial role for the University and that by accepting the Award, the Selected Student agrees to present himself or herself and the University, in a positive light at all times during the Visits. The Selected Student will positively share information about key developments for the University and answer questions about himself or herself and the Award.

12.2 The Selected Student will not make any commitments on behalf of the University.

12.3 The Selected Student will not do, say, act, fail to act or do any other thing that may damage the reputation or the goodwill of the University.

## **13. Submission**

13.1 By submitting an application to the Award, an eligible student agrees and acknowledges:

13.1.1 that he or she has read, understood and agrees to the "Student Travel Award 2017" document; and

13.1.2 that he or she has read, understood and agrees to be bound by the Student Travel Award terms and conditions laid out in this document and has not relied on any other terms (whether oral or written); and

13.1.3 that any information provided by the student as part of the application may be checked and verified by the University; and

13.1.4 that he or she will be photographed and filmed in connection with the Award as required by the University. All resulting intellectual property rights in and to such photographs and films will belong to the University for use by it.

13.1.5 that his or her name and likeness (including photograph) may be used in any publicity associated with the Award; and

13.1.6 that the student has the unencumbered right to use the intellectual property in all photographs, reports and articles submitted as part of the application process for the Award and that the student will allow the University to use such photographs, reports and articles for any purposes required by the University.

13.2 CUDAR confirms that any personal data submitted as part of the application will be held securely and used only for the purposes of participating in and administering the Award.

## **14. Breach**

14.1 The terms and conditions set out in this document shall constitute the terms of a binding agreement. Failure to comply with any of the terms and conditions will lead to a breach of contract, and the Selected Student will be required to pay any Award money received back to CUDAR, in full, and within two months of the breach of contract.

## **15. Variation**

15.1 The University reserves the right to amend these terms and conditions at any time prior to the receipt of the Award.

## **16. Force majeure**

16.1 The University reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, this Award with or without prior notice due to reasons outside its reasonable control. Such circumstances shall include, but not be limited to, weather conditions, fire, flood, hurricane, strike, industrial dispute, war, hostilities, political unrest, riots, civil commotion, inevitable accidents, supervening legislation or any other circumstances amounting to force majeure.

## **17. Jurisdiction**

17.1 These terms and conditions will be governed by the law of England and Wales and the parties to the agreement submit to the exclusive jurisdiction of the English courts.