



In these terms and conditions, the following definitions apply:



Student Travel Award 2018

Terms and conditions

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Approved Itinerary the Award	means the itinerary for the Trip as approved by Development and Alumni Relations in accordance with provisions of Clauses 7.1 to 7.3.
the Selected Student	means the Student Travel Award 2018.
the Trip	means any eligible student selected by Development and Alumni Relations to receive the Award.
Visit	means the collective period of time when the Selected Student is away from home and conducting the Visits during one of the periods specified in Clause 2.3.
the University	means a visit by a Selected Student to an Alumni Group.
	means the University of Cambridge.

1. Introduction

- 1.1 Development and Alumni Relations agrees to sponsor up to two 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 2018: Overview' 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 2018: Overview', 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 The grant of an Award will depend upon the receipt by Development and Alumni Relations of a suitable application made by an eligible student in full accordance with the application and selection criteria.
- 1.7 Development and Alumni Relations is under no obligation to grant any or all of the Awards and Development and Alumni Relations 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 Development and Alumni Relations will present the Award to a maximum of two Selected Students that meet the eligibility criteria detailed in Section 3.
- 2.2 Each Selected Student will individually visit up to six Alumni Groups.
- 2.3 The Selected Student is required to travel during a specified time period: either (i) Wednesday, 1 August to Sunday, 30 September 2018 inclusive, or (ii) Saturday, 1 December 2018 to Sunday, 13 January 2019 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 a specified time period may be disregarded by Development and Alumni Relations.
- 2.6 It is a condition of the Award that all the Visits will be carried out during one single trip and over a period of up to three weeks.

3. Eligibility

- 3.1 In order to make an application to be considered for an Award, an applicant must fulfil all the following criteria:
- 3.2 The applicant must be a (i) registered, (ii) active, (iii) undergraduate or PhD student (iv) of the University of Cambridge who is (v) not in the final year of study for their degree.
- 3.3 A student will not be deemed to be eligible to make an application if he or she:
- 3.3.1 is unregistered;
 - 3.3.2 is registered as inactive;
 - 3.3.3 is not an undergraduate or a PhD student;
 - 3.3.4 is not a student of the University of Cambridge;
 - 3.3.5 is a student of another institution who is participating in the Erasmus+ programme;
 - 3.3.6 is in the final year of study for their degree;
 - 3.3.7 has received a Student Travel Award previously.
- 3.4 The applicant must provide the name and contact details of a referee who supports the application. For undergraduates this must be their College Tutor or Director of Studies and for PhD candidates this must be their Supervisor or Graduate Tutor.
- 3.5 The applicant must be available to attend interview as detailed in Clauses 6.
- 3.6 The applicant must be available to travel during one of the periods detailed in Clause 2.3.

4. Application process

- 4.1 Eligible students are required to submit a written application using the online form at: www.alumni.cam.ac.uk/stapply, by 12pm (noon) on Tuesday, 3 April 2018.
- 4.2 Any application received after this deadline will not be considered.
- 4.3 An application must be personal to the individual applicant and not made on behalf of any other person.
- 4.4 Joint submissions are not permitted.
- 4.5 Awards will not be granted to two students intending to make the same Trip together. Each Award will be made to an applicant who has demonstrated a unique and individual itinerary.
- 4.6 Development and Alumni Relations 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.
- 4.7 The applicant will not contact Alumni Groups for information in support of their application.

5. Submission

- 5.1 By submitting an application to the Award, an eligible student agrees and acknowledges:
- 5.1.1 that he or she has read, understood and agrees to the 'Student Travel Award 2018' document; and
 - 5.1.2 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
 - 5.1.3 that any information provided by the student as part of the application may be checked and verified by the University.
- 5.2 Development and Alumni Relations confirms that any personal data submitted as part of the application will be held securely and used only for the purpose of administering the Award.

6. Interview

- 6.1 If short-listed, the applicant will attend an interview in person at the Development and Alumni Relations office in Cambridge during office hours on Friday, 27 April 2018. Office hours are 9am to 5.30pm.
- 6.2 The applicant can request an interview during the week of Monday, 30 April 2018 if the applicant is unable to attend interview on Friday, 27 April 2018 due to, specifically, (i) attending a University exam, or (ii) undertaking fieldwork. The applicant cannot request an interview during the week of Monday, 30 April 2018 for any other reason.
- 6.3 The applicant cannot request an interview on a date outside of the week of Monday, 30 April 2018.
- 6.4 The applicant can request an interview by Skype or telephone if the applicant is unable to attend an interview in person due to, specifically, undertaking fieldwork outside Cambridge. The applicant cannot request an interview by telephone or Skype for any other reason.
- 6.5 Development and Alumni Relations reserves the right not to offer an applicant an interview (i) during the week of Monday, 30 April 2018, and/or (ii) by Skype or telephone if to do so is deemed impracticable by Development and Alumni Relations.
- 6.6 'The week of' means Monday to Friday.

7. Conditions of the Award: before the Trip

- 7.1 If selected, prior to receipt of an Award, the Selected Student is required to plan and submit to Development and Alumni Relations for approval a detailed itinerary. The itinerary will include:

- 7.1.1 a schedule of Visits to up to six Alumni Groups; and
 - 7.1.2 arrangements to meet with alumni and learn about each Group's activities and role in supporting students, recent graduates and alumni; and
 - 7.1.3 participation in at least one alumni event or activity with each Group; and
 - 7.1.4 an allocation of time each day of the trip for recording and publicising the Trip and promoting the Alumni Groups network, for example, for blogging, posting, filming, taking photographs and making notes; and
 - 7.1.5 the detailed arrangements for travel and accommodation; and
 - 7.1.6 a breakdown of envisaged costs by reference to the categories in Clause 12.3.
- 7.2 Development and Alumni Relations will review the itinerary and the Selected Student will make any amendments reasonably requested by Development and Alumni Relations.
- 7.3 Once all amendments requested by Development and Alumni Relations have been incorporated into the itinerary to Development and Alumni Relations' reasonable satisfaction, Development and Alumni Relations will confirm to the Selected Student that the itinerary has been approved and the Award can be made.
- 7.4 It is the responsibility of the Selected Student to contact each Alumni Group to identify a key contact person and arrange their Visit.
- 7.5 The Selected Student is required to attend a number of pre-travel briefings where Development and Alumni Relations deems this to be necessary with key individuals associated with the Award.
- 7.6 The Selected Student is required to arrange use of, for the duration of the Trip, suitable equipment for the purpose of recording and promoting the Trip effectively to a wide range of students as outlined in his or her application. Equipment might include, for example, a hand-held device, mobile phone, camera, dictaphone, microphone and notepad. The Selected Student will ensure that the equipment is in working order and is fit for purpose.
- 7.7 The Selected Student is required to set up data roaming or to make alternative arrangements for accessing the internet during the Trip.
- 7.8 The Selected Student is required to set up accounts and/or pages on web and social media platforms and to ensure that the accounts and pages are in working order and are synced to the equipment detailed in Clause 7.6 for the purpose of recording and promoting the Trip.
- 7.9 If the Selected Student fails to comply with the above conditions to the reasonable satisfaction of Development and Alumni Relations, Development and Alumni Relations may at in its sole discretion cancel the Award to the Selected Student without penalty or liability of any kind.

8. Conditions of the Award: during the Trip

- 8.1 The Selected Student will follow the Approved Itinerary.
- 8.2 The Selected Student will use all reasonable endeavours to deliver the objectives of the Award as detailed in 'Student Travel Award 2018: Objectives'.
- 8.3 The Selected Student will participate in at least one alumni event or activity with each Alumni Group during each Visit.
- 8.4 The Selected Student will arrange and attend meetings with members of each Alumni Group during each Visit to enquire about:
- 8.4.1 how the Alumni Group operates; and
 - 8.4.2 how the Alumni Group supports students, recent graduates and alumni; and
 - 8.4.3 the life-long opportunities for alumni to stay connected to Cambridge.
- 8.5 The Selected Student will attend all arranged events/activities/meetings promptly and in smart/business/casual dress as is appropriate to the occasion.
- 8.6 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 materials and post-Visit report.
- 8.7 The Selected Student will keep in regular contact with a named contact person(s) at Development and Alumni Relations. Prior to the Trip, the parties will mutually determine and agree what will constitute 'regular contact' and by what method this will take place.

9. Conditions of the Award: after the Trip

- 9.1 Within 7 calendar days of the return date, the Selected Student shall send a message of thanks to each Alumni Group visited during the Trip.
- 9.2 Within 14 calendar days of the return date, the Selected Student shall submit to Development and Alumni Relations:
- 9.2.1 a 2,000-word report based on their findings on how Alumni Groups can provide effective support to students and recent graduates; and
 - 9.2.2 a testimonial about the Award; and
 - 9.2.3 an electronic spreadsheet detailing all expenses incurred; and
 - 9.2.4 original receipts for all expenses incurred.
- 9.3 The Selected Student shall attend a follow-up meeting with key individuals associated with the Award to discuss the Trip and findings. The meeting for Trips undertaken during the period Wednesday, 1 August to Sunday, 30 September 2018 inclusive shall take place in mid-November 2018. The meeting for Trips undertaken during the period Saturday, 1 December 2018 to Sunday, 13 January 2019 inclusive shall take place in mid-January 2019.
- 9.4 Each Selected Student agrees that he or she will from time to time and at the request of Development and Alumni Relations, while they remain a student, provide feedback regarding the impact of the Award and advice for future Selected Students.

10. Publicity and intellectual property

- 10.1 It is a condition of the Award that the Selected Student is required to publicise the Trip and the Alumni Groups widely to current students, for example, by:

- 10.1.1 writing a blog;
 - 10.1.2 posting to social media sites;
 - 10.1.3 writing articles for publication in the student press;
 - 10.1.4 filming and uploading videos to YouTube;
 - 10.1.5 taking and publishing photographs;
 - 10.1.6 asking student groups (including JCRs, MCRs, CUSU, iCUSU, GU and student clubs and societies) to disseminate information to members;
 - 10.1.7 asking departmental and faculty administrators to disseminate information to students.
- 10.2 The Selected Student will promote the Trip at least once every day of the Trip.
- 10.3 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, or infringe any third party's intellectual property rights.
- 10.4 As a condition for receipt of the Award, the Selected Student agrees that all intellectual property in any published materials (including as set out in Clauses 10.1.1 to 10.1.7) generated by them during the course of or in relation to the Trip, or in relation to the Award, shall belong to the Selected Student. For the avoidance of doubt, the intellectual property shall include any copyright or performance rights in photographs, video and/or film, blogs, posts, writing and sound recordings that are made or taken by the Selected Student and that are connected to the Visits.
- 10.5 The Selected Student grants to the University a non-exclusive, royalty-free licence in perpetuity to use such intellectual property referred to in Clause 10.4 for promotional or educational purposes or until such time as the Selected Student and the University otherwise agree.
- 10.6 The Selected Student will use all reasonable endeavours to ensure, before the creation of any intellectual property connected to the Visits, that consents are obtained from individuals being photographed or recorded for any publishing or posting and that the Selected Student will not infringe any third party intellectual property rights.
- 10.7 Each Selected Student will:
- 10.7.1 ensure that all photographs, video/films and sound recordings are restricted to adults over the age of 16; and
 - 10.7.2 ensure that consent forms are completed and personally signed by the adult of whom images and/or recordings were taken.
- 10.8 The Selected Student consents to being named, with this including their College, matriculation year, subject and qualification, photographed and filmed as required by the University in relation to the Award. All resulting intellectual property rights in such photographs and films will belong to the University for use by it as it sees fit.

11. Travelling abroad: responsibilities of the Selected Student

- 11.1 In advance of the Trip, the Selected Student is required to be in possession of a valid passport.
- 11.2 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 and satisfying entry requirements.
- 11.3 The Selected Student is required to arrange travel insurance and to provide Development and Alumni Relations with evidence of such insurance policy prior to the Trip.
- 11.4 Prior to the Trip, the Selected Student will be responsible for ensuring that they comply with any vaccination requirements in force in any of the countries that they intend to visit.
- 11.5 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.
- 11.6 The Selected Student is required to arrange travel money appropriate to the currencies of the countries they will be visiting and make reasonable efforts to ensure a competitive currency exchange rate.
- 11.7 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.
- 11.8 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. 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 Development and Alumni Relations with immediate effect and the parties will work together to make reasonable amendments to the Approved Itinerary. If Development and Alumni Relations 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.

12. Financial arrangements

- 12.1 The Selected Student will, subject to compliance with Clause 7, be granted the Award.
- 12.2 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 7.1.
- 12.3 The Selected Student may only use the Award to pay for his or her own:
- 12.3.1 visa and/or entry to the country costs; and
 - 12.3.2 travel insurance; and
 - 12.3.3 vaccinations; and

- 12.3.4 return travel from Cambridge, or from a Selected Student's preferred location; and
 - 12.3.5 transport to and from each Alumni Group; and
 - 12.3.6 reasonable local travel directly associated with the Approved Itinerary; and
 - 12.3.7 reasonable accommodation; and
 - 12.3.8 reasonable meals and drinks; and
 - 12.3.9 reasonable costs incurred through participating in activities directly associated with the Approved Itinerary; and
 - 12.3.10 use of public toilets, laundry services, left luggage services, checked luggage fees (does not include charges for overweight bags) and data roaming; and
 - 12.3.11 modest gifts for Alumni Group hosts.
- 12.4 The Selected Student will not use the Award to pay for anything that is not specified in Clause 12.3 unless otherwise agreed in advance and in writing by Development and Alumni Relations.
- 12.5 The Selected Student will travel using standard economy class only.
- 12.6 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.
- 12.7 The Selected Student is required to keep securely the original receipts for all expenses incurred relating to the Approved Itinerary.
- 12.8 Within 14 calendar days of the Selected Student's return date, the Selected Student is required to submit to Development and Alumni Relations:
- 12.8.1 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
 - 12.8.2 the original receipts for all expenses incurred relating to the Approved Itinerary.
- 12.9 Development and Alumni Relations reserves the right to require a Selected Student to repay to Development and Alumni Relations, within 30 calendar days of the date of invoice, any Award and any expenditure that:
- 12.9.1 cannot be evidenced with an original receipt;
 - 12.9.2 is not directly associated with the Approved Itinerary and in line with the breakdowns provided in Clauses 7.1 and 12.3.

13. Liability and insurance

- 13.1 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.
- 13.2 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:
- 13.2.1 the health, safety and welfare of the Selected Student;
 - 13.2.2 the loss of or any damage to the property of the Selected Student and/or any third parties;
 - 13.2.3 any other liability to third parties which arises directly or indirectly from the act(s) and/or omission of the Selected Student;
 - 13.2.4 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;
 - 13.2.5 any issues that arise in relation to visa or entry into the chosen countries.
- 13.3 The Selected Student is solely responsible for assessing any risks posed by the Trip, for arranging suitable travel insurance and for obtaining a valid EHIC (European Health Insurance Card) or equivalent.
- 13.4 Nothing in these Terms and Conditions shall exclude the liability of Development and Alumni Relations for death, personal injury, fraud or fraudulent misrepresentation which arises as a result of its negligence.

14. Reputation and goodwill of the University

- 14.1 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.
- 14.2 The Selected Student will not make any commitments on behalf of the University.
- 14.3 The Selected Student will not do, say, act, or fail to act or do any other thing that may damage the reputation or the goodwill of the University.

15. Breach

- 15.1 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 Development and Alumni Relations, in full, and within two months of the breach of contract.

16. Variation

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

17. Force majeure

17.1 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.

18. Jurisdiction

18.1 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.