Student Travel Award 2016

Terms and conditions

In these terms and conditions, the following definitions apply:

Approved Itinerary means the itinerary for the Trip as approved by CUDAR in accordance with provisions of Clauses 5.1 to 5.3
the Award means the Student Travel Award 2016.
CUDAR means Cambridge University Development and Alumni Relations.
the Selected Student means any eligible student selected by CUDAR to receive the Award.
the Trip means the collective period of time when the Selected Student is away from home and conducting the Visits during the time period as stated in Clause 2.2.
the University means the University of Cambridge.
Visit means a visit by a Selected Student to an Alumni group either in the UK or elsewhere in Europe.

1. Introduction
1.1 CUDAR agrees to sponsor up to four registered undergraduates 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 undergraduate(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 2016” 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 2016”, 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 undergraduates and the grant of the Award will depend upon the receipt by CUDAR of a suitable application made by an eligible undergraduate 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 volunteer-led Alumni Groups in Europe and will conduct the Visits over a period of up to 3 weeks during the period Saturday 11 June – Sunday 18 September 2016 inclusive. Any application for the Award that deviates from this time period may be disregarded by CUDAR.
2.3 It is a condition of the Award that all the Visits will be carried out during one single trip to Europe.
2.4 A Selected Student may visit a maximum of two Alumni Groups in the UK. All other Visits must be to Alumni Groups based elsewhere in Europe.

3. Application process
3.1 Eligible students are required to submit a written online application by 12 noon, on Tuesday 29 March 2016.
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) undergraduates 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) undergraduate student (iv) of the University of Cambridge who is (v) not in the final year of study for their degree. All degree disciplines will be considered.
4.3 A student will not be deemed to be eligible to make an application if he or she is in their final year of study for their degree.
4.4 In addition to the provisions of Clause 4.2 above, in order for an applicant to be considered eligible for an Award, the applicant must provide the name and contact details of a College tutor, Director of Studies or other senior member of the University who is willing to act as a referee in support of the application.
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;
5.1.2 arrangements to meet with alumni and learn about each group’s activities;
5.1.3 participation in at least one alumni event/activity with each group;
5.1.4 an allocation of time for publicising and recording the Trip, for example, for blogging, filming, taking photographs, and making notes;
5.1.5 the detailed arrangements for travel and accommodation;
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, arrange their visit and enquire about hospitality.

5.5 The Selected Student is required to attend a number of pre-travel briefings, where CUDAR deem 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 2016: 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 remain part of the University community.

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 original receipts for all expenses incurred.

7.2 During the week of Monday 3 October 2016, the Selected Students shall attend an informal lunch with key individuals associated with the Award to discuss the Trip and findings.

7.3 Each Selected Student agrees that he or she will from time to time and at the request of CUDAR while they remain an undergraduate 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 to current students, for example, by writing a blog, writing articles, filming and uploading videos to YouTube, and taking photographs. The Selected Student will ensure that any social media used will be updated 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.
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 Selected Students will not infringe any third party intellectual property rights.

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.

Each Selected Student will:

1. Ensure that all photographs, video/films and sound recordings are restricted to adults over the age of 16.
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.
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.

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.

Travelling abroad – responsibilities of the Selected Student(s)

In advance of the Trip, the Selected Student is required to be in possession of a valid passport.

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.

The Selected Student is required to arrange travel insurance, and provide CUDAR with evidence of such insurance policy prior to the Trip.

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.

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.

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.

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.

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 CUDAR with immediate effect and the parties will work together to make reasonable amendments to the 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.

Financial arrangements

The Selected Student will, subject to compliance with Clause 5, be granted the Award.

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 5.1.7.

The Selected Student may only use the Award to pay for his or her own:

1. Travel insurance;
2. Visa and/or entry to the country costs and documentation;
3. Return travel from Cambridge, or from a Selected Student’s preferred location (whichever is less expensive);
4. Transport to and from each Alumni Group;
5. Reasonable local travel costs directly associated with the itinerary;
6. Accommodation;
7. Reasonable subsistence costs.

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 itinerary, and at their own expense.

The Selected Student is required to keep securely the original receipts for all expenses incurred, and submit them to CUDAR within 14 calendar days of the return date. The Selected Student is required to complete and submit with the original receipts a budget spreadsheet listing in chronological order the (i) date, (ii) purpose, and (iii) amount of all expenses incurred.

CUDAR reserves the right to require a Selected Student to repay to CUDAR any Award and any expenditure that cannot be evidenced with an original receipt within 30 calendar days of the date of invoice. The amount to be repaid will be calculated as the amount of the Award minus expenses that are evidenced with an original receipt.
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 however the Selected Student will not make any commitments on behalf of the University. 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 2016; 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 have 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.