**GLOBAL OPPORTUNITIES**

**GO GLOBAL BURSARY**

**TERMS AND CONDITIONS**

**APPLICATION STAGE**

**WHO CAN APPLY?**

**WHO CAN BENEFIT FROM THE FUNDING?**

The GO Global Bursary activities are open to all students (excluding exchange students) enrolled at Cardiff Met, whether studying full or part-time, postgraduate, or undergraduate. If students are studying at Cardiff Met on a Tier 4 visa then additional requirements will need to be met. Global Engagement should be notified immediately once the participation of a Tier 4 student is proposed so that the necessary guidance can be provided.

**DURATION OF TRAVEL**

The placement can last between 1 and 7 weeks. Consideration may be made if an application for a slightly longer opportutnity is received. This will be dealt with on a case-by-case basis.

**WHAT FUNDING IS AVAILABLE?**

Each application is judged on an individual basis.

Successful applications will receive a maximum of £500 towards their activity costs\*.

Costs covered from the GO Global Bursary include travel and placement fees.

\*If the placement costs are more than £500 you will receive the maximum bursary of £500.

\*If the placement costs are less than £500 you will receive the actual amount, as specified in the application form at the time of submission.

Students that are resident in the Communities First area and in receipt of the Cardiff Met Study Life award are eligible to receive an additional £100 towards the activity. Students should declare this as part of the participation request on the application form.

Please note that if a student withdraws from the mobility prior to the start date, or if they fail to complete the mobility, the GO Global Bursary funding allocation for that student will need to be returned to Global Engagement. This will not be the case in the event that the non-participation is a result of force majeure such as bereavement or personal illness, and these will be considered on a case-by-case basis. In case of a visa refusal which is outside the student’s control and fault, the GO Global Bursary funding will remain with Global Engagement.

**APPLICATIONS**

Application forms must be duly completed and submitted by the respective deadline to

GoBursary@cardiffmet.ac.uk in order to be considered.

The applicant must complete the application in full, taking into consideration the following:

* Realistic timeframe for logistical planning to ensure there is sufficient time between the date of notification and the planned mobility dates.
* Consideration of the eligibility criteria as detailed in the next section ‘Eligible Activities’.

The form must be completed and signed off by the applicant.

**ELIGIBLE ACTIVITIES**

All proposed mobilities must be in-line with the Cardiff Metropolitan Internationalisation Strategy. **Activities must include engagement with overseas students/universities or relevant industries in case of work placements.**

Examples of eligible activities are as follows:

* Summer Schools
* International Weeks
* Volunteering
* Work Placements

All applications must clearly detail the benefit and anticipated impact the mobility will have on the participants.

Applications must also demonstrate that one or more of the following criteria are addressed allowing achievement of the Cardiff Met EDGE:

1. A Global Opportunity to visit a partner universities. Please see <http://www.cardiffmet.ac.uk/international/study-and-work-abroad/Pages/default.aspx> for more information.
2. A Global Opportunity that clearly evidences academic benefit to the individual participants and address the academic, cultural and linguistic development of the student through overseas travel
3. A Global Opportunity that directly supports the integration of students to broaden intercultural competencies and contribute towards being a global citizen

**WHEN CAN THE MOBILITIES TAKE PLACE?**

Global Opportunities can take place during term time or vacation periods during the year in which funding is available and must be implmeneted, commenced or booked by the 31st July within the academic year. If during term time please ensure that the school have approved the leave of absence.

**CAN STUDENTS BENEFIT FROM MULTIPLE BURSARIES?**

Individuals can be considered for more than one GO Global Bursary during their time at Cardiff Met. However, those who have not yet taken part may be prioritised if places are limited.

Please note that successful applications are funded as discrete, one-off projects and consequently, there should be no expectation of continuation or recurrent funding.

**SUCCESSFUL APPLICATION- WHAT NEXT?**

**WHAT ARE THE ADMINISTRATIVE AND FINANCIAL PROCEDURES TO FOLLOW IF AN APPLICATION IS ACCEPTED AND ALLOCATED FUNDING?**

NOTIFICATION OF FUNDING:

Notifications of result will be sent via email to the applicant via the GO Global Bursary team.

PROCUREMENT PROCESS:

Please be aware that you will **NOT** receive your funding until the GO Global Bursary team have been notified of all of the following

* Confirmation that the applicant has been successfully accepted onto the proposed placement
* Confimation of attendance has been submitted to the GO Global Bursary team upon arrival at the accepted destination
* Completion of the Medical Questionnaire

It is the applicants responsibility to facilitate the bookings for flights, accommodation, any other transport as required and coordinate the visa applications if applicable.

VISAS:

It is the responsibility of the applicant to ensure that if applicable, the correct visa has been applied for.

Please note that requirements and processing times may vary according to the nationality of the participant and the destination of the activity.

The GO Global Bursary team will assist the participant with a supporting letter, to be used in the visa application process. The requirements of this letter will be available from the corresponding embassy website.

Any students studying at Cardiff Met on a Tier 4 visa should be identified at the point of selection. The applicant should immediately inform the GO Global Bursary team. This will allow the team to provide the appropriate guidance to the student on how they can apply for a visa.

Please note, the GO Global Bursary team is unable to make visa applications on behalf of students.

INSURANCE

The applicant is also to bear in mind that they are responsible for purchasing themselves an adequate insurance policy for the activity and that the university cannot purchase this on their behalf.

OVERSEAS TRAVEL APPROVAL:

For off-campus student travel the applicant must complete the Medical Questionnaire at the point of application.

<http://www.cardiffmet.ac.uk/international/study-and-work-abroad/Pages/Cardiff-Met-GO-Global-Bursary.aspx>

COMMUNICATION WITH GO GLOBAL BURSARY TEAM

The GO Global Bursary team should be sent the following information by the applicant, two weeks before travel:

* Confirmed dates of the Global Opportunity activity
* Any changes to the applicants contact information
* Any changes to the booking information i.e accommodation, flight times etc

This information will be kept by the GO Global Bursary team

**FINANCE**

If a student declares that they are in receipt of the Cardiff Met Study Life award, please email the student’s name and student ID number to gobursary@cardiffmet.ac.uk . The GO Global Bursary team will then check the student’s eligibility for the addititonal funding.

The applicant is to provide a finalised costing expenditure of the trip to the GO Global Bursary team before the trip takes place.

Please note, that the GO Global Bursary activity as detailed in the notification email is a maximum amount, therefore it will not be increased if actual costs are higher than anticipated at the time of application submission.

**WHAT ADDITIONAL REQUIREMENTS ARE THERE UPON COMPLETION OF THE MOBILITY?**

Upon returning from the activity, each participant will be required to complete a mandatory feedback survey. The survey can be found [online](http://www.cardiffmet.ac.uk/international/outwardmobility/Pages/Short-Term-Mobility-Funding.aspx) and must be completed within 2 weeks of returning from the mobility. The GO Global Burary team will also request a testimonial in a format of your choice i.e. video, blog, word document to promote experiences, in order to further support the Global Opportunities initiative.