**APPLICATION FORM**

***There are three parts to this form. Please ensure you complete the relevant information for each part.***

***Once completed, please print off the form to sign it. Return the application form with the supporting documents to*** ***outwardmobility@cardiffmet.ac.uk***

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| **Part 1: APPLICANT DETAILS (for all applicants)** |
| Full name (including title): |  |
| School: |  |
| Nationality: |  |
| Email address: |  |
| Mobile number: |  |
| Cardiff Metropolitan University ID Number: | Student: |  | Staff: |  |
| Where did you hear about these scholarships?  |  |
| **Applicant Declaration** |
| *I confirm that the information contained in this application form is correct and that reporting procedures put in place by R&E Services will be fully adhered to. If my application is successful I commit to submitting all necessary receipts for my expenses and to providing a report on my activities at the end of my scholarship period.* *If successful, recipients will be invited for a one to one meeting with a Santander representative. Please note that details related to you and your project will be shared with Santander.* |
| Applicant signature: |
| Signature of Programme Leader/Supervisor (**for student applications only**): |
|  |
| **FOR STUDENTS ONLY (undergraduate/master/doctorate):** |
| Name of Programme Leader/Supervisor: |  |
| Programme of Study: |  |
| Year of Study: |  |
|  |
|  **FOR STAFF ONLY (academic/administrative):**  |
| School/Unit: |  |
| Job Title: |  |
| Nature of Post (e.g. administrative, lecturer, researcher): |  |
| Manager: |  |
|  |
| **Part 2: PROJECT DETAILS** |
| **Please fill in *one* of the below sections. Please choose the relevant section for you:*** 1. **Award for studying purposes - Option A**
	2. **Award for research purposes - Option B**
	3. **Award as an administrative staff member - Option C**

**Award as an academic staff member for purposes other than research - Option C** |
|  |
| **Part 2 - OPTION A (Award for studying purposes)** |
| Provide details of the specific activity which this award will support: |
|  |
| How does the project fit with your degree and future career/academic plans? |
|  |
| What are the specific outcomes/qualifications that this activity will lead towards? |
|  |
| Which institution will you be attending? (see the list of Santander Universities on [www.cardiffmet.ac.uk/outwardmobility](http://www.cardiffmet.ac.uk/outwardmobility/santander))  |
|  |
| Provide details of your contact at that institution and attach confirmation from them that they support your application (if applicable) |
|  |
| **Please now continue to Part 3 of the form** |
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| **Part 2 - OPTION B (Award for research purposes)** |
| Provide a summary of the project and details of the specific activity which will be supported by this award: |
|  |
| How does the project fit with the School Research Plan? |
|  |
| What is the specific outcome which will arise from this project? |
|  |
| Which institution will you be working with? (see the list of Santander Universities on [www.cardiffmet.ac.uk/outwardmobility](http://www.cardiffmet.ac.uk/outwardmobility/santander))  |
|  |
| Provide details of your contact at that institution and attach confirmation from them that they support your application (if applicable) |
|  |
| Please choose one of the following options: |
| A: This award will fund an activity which will consolidate and enhance an existing research collaboration | [ ]  |
| B: This award will fund an activity which will explore the possibility of a new collaboration with the partner institution | [ ]  |
| If you have chosen A, explain how the activity to be funded by this award will build on the work already undertaken |
|  |
| If you have chosen B, explain how the activity to be funded by this award will help enrich potential links with the partner organisation |
|  |
| **Please now continue to Part 3 of the form** |
|  |
| **Part 2 - OPTION C (Award as an administrative staff member** **or academic staff member for purposes other than research)** |
| Provide details of the specific activity which this award will support: |
|  |
| How will your proposed activity benefit you in your current capacity at Cardiff Met? |
|  |
| What are the specific outcomes that this activity will lead towards? E.g. knowledge transfer, capacity building, best practice |
|  |
| Which institution will you be visiting? (see the list of Santander Universities on [www.cardiffmet.ac.uk/outwardmobility](http://www.cardiffmet.ac.uk/outwardmobility/santander))  |
|  |
| Provide details of your contact at that institution and attach confirmation from them that they support your application (if applicable) |
|  |
| **Please now continue to Part 3 of the form** |
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| **Part 3: AWARD REQUEST**  |
| Which level of award are you requesting? Please tick **ONE** box and specify amount in space provided: |
| **Up to** £2000  | [ ]  **£** | **Up to** £5000 | [ ]  **£** |
| If applying for up to £5000, would you be interested in accepting a lower amount if it were offered to you? |  |
| What is the expected start date of the activity? |
|  |
| Please provide the intended duration of the activity: |
|  |
| Please provide an estimated breakdown of the costs associated with your activity: |
| Travel |  |
| Accommodation |  |
| Subsistence |  |
| **Total expected costs** |  |
|  |  |
| **Please include the following mandatory documents with your application:*** **CV**
* **Letter or email of invitation from potential host university**
* **Motivation statement** (maximum 1 A4 side)
* **Academic transcripts** (students only)
* **Academic support letter from your programme leader/supervisor** (students only)
* **Recommendation letter from your dean of school/unit** (staff only)
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