

Short Term Mobility Funding - Guide to completing application form

The following information will help you to complete the Short Term Mobility Funding Application Form. For any further queries, please email stm@cardiffmet.ac.uk or call 02920 416034.

Application Overview

You should input your details here as required.

Part 1: Mobility Description and Rationale

Destination

If your trip involves more than one destination (e.g. if you plan to visit different cities or sites), please list them all. If you are visiting a particular institution or business/workplace, please also provide details of this.

Describing the type of activity

Here you should tell us about your proposal and what the activity would entail paying particular attention to the STM **Application Guidelines** document to ensure you meet the criteria. First we require a brief description of what the activity is, such as a field trip, a summer school, a work placement etc. You should then give some detail on the expected itinerary, e.g. where exactly would students visit or what project would they work on?

Is it based on existing partnership or collaboration?

If the activity is based on an existing partnership such as Transnational Education, or another existing collaboration or agreement then please let us know in the last section of Part 1. Equally, if the trip proposes to begin a new partnership then please detail this. The Global Opportunities Team can advise on existing TNE partnerships and collaborations if you are unsure.

Rationale

The section regarding the rationale of the trip should be completed as fully as possible, indicating which Application Criteria (detailed in the STM Application Guidelines) is being addressed. It should indicate how this contributes to students' current studies, whether the activity is credit bearing and what engagement with overseas universities, students and/or industry forms part of the visit. We need to know what the anticipated outcomes are for students. Here we are looking to see that the activity will have real benefit, such as progression in studies, personal development, improving employability etc.

Part 2: Anticipated Costs and Numbers of Participants

- **When the activity will take place/expected duration**

This can be approximate if necessary but please consider the proposed timeline (Part 3) and allow adequate time for preparation.

- **How many students will take part and minimum number of participants**

You should indicate how many students you anticipate will take part in the activity and how they will be selected by the School to take part. Here you should consider the minimum number of students required to make the activity worthwhile.

- **Anticipated costs**

Quotations should be obtained for travel and accommodation and attached to the application form. All travel must be economy and accommodation should be reasonably priced (budget accommodation). Schools should note that the procurement of travel and accommodation must be conducted in accordance with the University procurement procedures. Information on these procedures, including details of travel companies who can assist with booking trips, can be found on the Cardiff Met [Procurement website](#). The Procurement team can also be contacted for further advice and guidance either in person, by phone or email at purchasing@cardiffmet.ac.uk

Staff involvement

Please also indicate if staff are taking part in the activity and whether you are requesting funding for these. If so, you must provide a detailed rationale for staff involvement and what outcomes are anticipated for staff members. The recommended ratio of staff to students is 1:10; if applying for more than this then you will need to explain why the additional staff are required.

Part 3: Proposed Timeline

To ensure that there is adequate time for planning the activity, you should provide a proposed timeline of when you expect the following key action points to be completed;

- **Overseas Travel Authorisation**
 - All travel is subject to institutional approval and must comply with the FCO travel advice. Overseas Travel Forms and e-module can be found [here](#).
- **Selection of Participants**
 - How long will you require for the selection of participants and to confirm participation.
- **Visa Application Processing (if applicable)**
 - Please consider if visas are required for your destination. Even if you do not require a visa for UK nationals, please consider here whether you have any students taking part who are studying at Cardiff Met on a Tier 4 visa. These students will need to apply for a visa and will require adequate time to do so.
- **Flight/Hotel Reservations**
 - List of approved travel companies can be found on the [Cardiff Met Procurement site](#).
- **Activity Planning**
 - This involves finalising the itinerary for the trip, liaising with local contacts if necessary.

Part 4: Applicant Declaration

Please ensure that the form is signed by:

1. The programme leader or academic lead.
2. The School STM Contact Person (list of names can be found in STM Application Guidelines) to confirm that they are aware of the planned activity and there are sufficient administrative resources
3. Associate Dean International for the School (where applicable)
4. Dean of School. Acting Dean may also sign. Applications will not be considered unless they are signed by all parties.