Travel Awards, Career Development Awards and College Prizes
Terms and Conditions 2019-20

1. Scope

This document outlines the terms and conditions of the Royal Holloway Travel Awards, Career Development Awards and the College Prizes available to students and (in some cases) alumni of Royal Holloway.

The term ‘Travel Awards’ will be used throughout to collectively refer to the Irene Marshall Scholarship, Peter Marsh Prize, Ethel Beatrice Abrahams Award, Helen Cam Award, Dame Margaret Tuke Travel Award, Grenville Cole Travel Award, Helen Shackleton Fund, Lionel Butler Award, Santander Travel Award, Una Ellis-Fermor Award, Constance West Travel Award, Victoria Hazlitt Memorial Fund, Edna Purdie Memorial Fund and the Bill Chaloner Memorial Award.

The Dame Margaret Tuke Travel Award, Grenville Cole Travel Award, Helen Shackleton Fund, and Lionel Butler Award form a group of four awards that are collectively referred to as the Royal Holloway Travel Award.

The term ‘College Prizes’ refers to the Mary Macpherson Essay Prize and the Max Carey Memorial Prize.

The term ‘Career Development Awards’ refers to the Dame Felicity Lott Scholarship and the Kathleen Nixon Award.

The term ‘Award’ will be used throughout to collectively refer to all the Travel Awards, Career Development Awards and the College Prizes offered by the College.¹

2. Eligibility

The Panel for the Travel Awards, Career Development Awards and College Prizes are committed to encouraging equality and diversity and ensuring equality, fairness, and respect in its treatment of all applications received.

Unless otherwise stated, the student must:

- Anticipate meeting all the stated circumstances associated with their application.
- Meet the eligibility criteria for the individual award applied for as stated in the Award-specific Terms & Conditions section.
- Usually be registered as a Royal Holloway student at the point they make the application.
  Visiting students whose home institution is not Royal Holloway are not eligible to apply for the Awards.

¹ The term ‘College’ refers to Royal Holloway, University of London.
• For Travel Awards, undertake their project within the academic year in which the Awards are allocated. The academic year is defined as running from October to September. Students are able to apply to the Travel Awards if their project was undertaken prior to the Travel Awards Allocation Panel meeting.2
• Only make one application to the Travel Awards per academic year. If a student applies to the Irene Marshall Scholarship, Ethel Beatrice Abrahams Award, Helen Cam Award, Constance West Travel Award, Victoria Hazlitt Memorial Fund, Edna Purdie Memorial Fund, Bill Chaloner Award and the Una Ellis-Fermor Award,3 and is unsuccessful, their application will automatically be considered for a Royal Holloway Travel Award. If a student applies to a specialist award for an amount larger than the value of the award, then this additional funding will be considered for a Royal Holloway Travel Award.
• Only apply for one Career Development Award each year.
• Submit all the required documentation by the relevant deadline.4 Late or incomplete submissions will not be accepted or considered by the Panel.

Please note:

• Travel or Projects that constitute a core activity of a student’s study, such as compulsory field trips or placements, are not eligible for an Award.
• Where there are insufficient or no suitable applicants the Panel reserves the right not to make an Award.
• Decisions made by the Panel are final.

3. Award Agreement and Responsibilities of the Student

• In accepting an award, students are agreeing to be bound by the Royal Holloway Travel Award, Career Development Awards and College Prizes Terms and Conditions as set out in this document. Students are advised to keep a copy of these Terms and Conditions for their records.
• By submitting an application for a Travel or Career Development Award applicants are agreeing to submit a report and photo of their training course or travel that can be used for publicity purposes by the College should their application be successful.
• By submitting an application for a College Prize, applicants are agreeing that their article or project can be used by the College for publicity purposes should their application be successful.
• The College reserves the right to edit reports for clarity and length or to add disclaimers to any material it publishes. Consent for edits will be requested from the student prior to publication. The decision of where and whether to publish the report on the College website rests with the College.
• By accepting an award, applicants are agreeing to provide proof, if requested, that they wrote the article or undertook the project, travel or training programme for which they received the award.

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2 Hereafter referred to as ‘the Panel’.
3 Known as ‘the specialist’ awards.
4 Any stated times refer to Greenwich Mean Time (GMT)
• By accepting an award, students are agreeing that they can be contacted by the Development and Alumni Relations Department to provide a profile that can be used by the College for publicity purposes.
• Awardees may be asked to participate in occasional promotional activities and to be interviewed, photographed and/or filmed for promotional purposes. This could include being featured on the Royal Holloway website and/or on social media. Prior consent of the student will be requested for this. No additional payments will be made by Royal Holloway to the awardees for participating in promotional activities.
• Students must ensure that their planned travel does not interfere with their studies and that it is appropriate for them to be absent from the College to undertake their project. Unauthorized absences from the College as a result of undertaking a project funded by the Travel Awards will be dealt with in line with the College’s attendance procedures. Details can be found online at: https://intranet.royalholloway.ac.uk/students/study/attendance/attendance.aspx.
• Applications which include voluntourism projects will be subject to additional review by the College’s Community Volunteer Development to ensure the project meets agreed standards of best practice. These standards are available on request.
• It is the awardees’ responsibility to ensure appropriate insurance is obtained for those who plan to undertake travel, fieldwork and/or a training course. Royal Holloway does not provide insurance for students undertaking travel, fieldwork and/or a training course as a result or receiving an Award. Royal Holloway will not be held liable for the health, safety and security of any awardee and the applicant should carry out appropriate checks to ensure their safety such as by consulting the UK Government’s Foreign Travel Advice Information.
• Royal Holloway accepts no responsibility for any additional costs or liabilities arising from a project or training course funded by the award, other than those set out in the conditions of the award or otherwise agreed in writing by the Panel.
• The Travel Awards, Career Development Awards and College Prizes policy is not to provide any additional feedback on an application whether successful or unsuccessful.

4. Payment

Confirmation of the payment arrangements for Travel Awards, Career Development Awards or College Prize funds will be included in the formal award offer sent to successful applicants. The award offer will be emailed to the email address supplied with the application.

Unless otherwise specified, payment will only be made providing:
• The student is fully enrolled at Royal Holloway on a degree programme at the time of the payment.
• The student responds and agrees in writing to accept the award and the Terms & Conditions by the deadline provided.

Payment Conditions:

5 Voluntourism is defined as a form of tourism in which travellers participate in voluntary work, typically for a charity. This includes, but is not limited to, undertaking activities such as teaching English in schools, mental health placements and conservation activities.
• All awards are paid by BACS into a UK bank account only. It is the responsibility of the student to ensure that they provide up-to-date bank details to Royal Holloway in sufficient time for the payments to be made. Students are responsible for maintaining their bank details in Campus Connect. Students who do not update their bank details on Campus Connect by the deadline will no longer be eligible for payment.
• The account must be held either solely or jointly in the name of the awardee. Payments cannot be made into the account of another person.
• The student is responsible for administering the funds as necessary to meet the requirements of their application.

5. Withdrawal of a Travel Award, Career Development Award or College Prize

• The College reserves the right to reclaim any overpayment or incorrect payment.
• Royal Holloway reserves the right to withdraw a Travel Award, Career Development Award or College Prize from any student who is found to have misled Royal Holloway about any aspect of their application and to seek repayment of any monies already paid.
• If a student changes programme or mode of study, their continuing eligibility for an Award will be reviewed and the award may be withdrawn. The student should notify Student Administration by email at student-administration@royalholloway.ac.uk of any changes.
• Students who withdraw or interrupt their studies before undertaking the training or travel funded by an Award may be asked to repay their Award.
• Students must normally be fully enrolled as full- or part-time students at Royal Holloway. Should the status of the student’s registration change for any reason Royal Holloway reserves the right to reassess whether the student is eligible for the Award. A change of this nature may result in the Award being withdrawn and the student being required to repay some or all of the Award to Royal Holloway, or the value of the Award may be readjusted.
• The College reserves the right to request repayment of an award if the student does not submit a report of their project and a photo of the awardee, by the agreed date.
• The College reserves the right to request repayment of an award if the student is not able to undertake their training or travel. Should the details of the travel or training change, students should contact Student Administration at student-administration@royalholloway.ac.uk to discuss whether the Award can continue to fund the revised plan.
• Where a student is subject to the Royal Holloway Student Misconduct Regulations or Regulations on Academic Misconduct, the College reserves the right to withdraw the award completely if the outcome of the process is the termination of their student registration. Details of the policy and the responsibilities of the student can be found online at https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx.

5. Data Protection
• The data used in relation to the Travel Awards, Career Development Awards and College Prizes adheres to Royal Holloway’s Student Data Collection Notice. Details of this policy can be found online at https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/student-data-collection-notice-final.pdf. In case of any questions or comments regarding this Notice or to exercise any data protection rights students should email dataprotection@royalholloway.ac.uk.
• Submitting an online application form constitutes an applicant’s agreement to all terms, conditions and notices as per Royal Holloway’s data protection policy.

6. Complaints Process
• The Award decisions made by the Panel are final.
• Should a student wish to submit a complaint about the application process they should first attempt to resolve the matter informally with the Student Administration Officer (Bursaries & Scholarship) at student-administration@royalholloway.ac.uk. If they remain dissatisfied they may wish to submit a formal complaint. Details of this procedure can be found online at https://intranet.royalholloway.ac.uk/students/study/academic-appeals/complaints/complaints.aspx

7. Awards managed by Student Administration for the academic year 2019-20 and award-specific terms and conditions

Career Development Awards and College Prizes managed by Student Administration for the academic year 2019-20 and award-specific terms and conditions

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<th>Undergraduate Awards</th>
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<th>Postgraduate Research Awards</th>
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General Allocation Terms and Conditions

In addition to submitting a complete application form by the relevant deadline, a strong supporting statement, a breakdown of expenses, itinerary of the project (where relevant) and a positive academic reference are also required.

Applications will be judged on academic merit with consideration given to representing all levels of study. Applications are chosen where the academic benefit of the project has been clearly identified and where significant impact on the academic development of the Award recipient is evident. This will be assessed via the documents submitted as part of the application. Before starting their application, students should read the Application Guidelines.

The Panel will consider applications for the Awards and, where necessary, consult relevant Departmental Heads, or their nominated representative, before deciding the awardee(s).

Award-specific Terms & Conditions

Career Development and College Prizes

1. Dame Felicity Lott Scholarship

Following a Bicentary Recital given by Dame Felicity Lott at Crossland House in 2000, a scholarship fund was established. The aim of this fund is to support a student graduating from Royal Holloway University of London who wishes to seek professional training as a performer.

1.1 Eligibility

- The Scholarship is open to all final year students who intend to progress to a professional career as a performer of music. Students intending to train as a musical director or conductor are not eligible to apply to the Scholarship.
- Applicants must be able to provide evidence of excellence in their field as an intending professional musician, supported by a statement of their achievements and two references one of which must be from an academic source.
- It is not limited to those pursuing a music degree, but if pursuing a BMus degree, applicants must have taken Performance in the final year.

2. Kathleen Nixon Award

Kathleen Nixon was a student at Royal Holloway College from 1925 to 1928. This award was founded by her father in 1955.

2.1 Eligibility

- The Award is open to female students who are graduating from Royal Holloway, University of London this academic year or who have recently graduated from Royal Holloway.
• The Award is intended to provide a contribution towards the cost of further professional or vocational training.
• The applicant is expected to explore all other possibilities of financial help in addition to applying for this Award.
• The Award shall normally be awarded for one year, but the holder of the Award may apply for its renewal.

3. Mary Macpherson Essay Prize
This Prize was established at Bedford College in 1940 by a bequest from the late Fenton Macpherson in memory of his wife, a former student of the College.

Mr Macpherson spent his working life in Fleet Street and it was his hope that essays submitted for the Prize might reveal a hitherto hidden talent for good quality journalism. The Prize was intended to encourage the ability to write cogent, concise essays in good English, particularly by students considering a career in journalism.

3.1 Eligibility
• The Prize is open to undergraduate students from any academic School of the College.
• The Prize is awarded for a piece of journalistic writing of high distinction. The subject and genre of the essay is to be chosen by the candidate.
  o A piece of ‘journalistic writing’ is defined as work that requires first-hand research by the applicant, that is based around a central concept and that offers new information on a subject of current interest.
• The essay shall not normally exceed 1,200 words in length.

4. Max Carey Memorial Prize
This Prize was founded in 1968 by Mrs. A M G Carey and her daughter in memory of Professor Max Carey, Professor of Ancient History, who was a member of staff of Bedford College from 1908-1946. The fund was originally used to provide prizes for male students who would have been nominated for established Bedford College Prizes had these not been restricted to women. All prizes were opened to both men and women students at the time of the merger between Bedford College and Royal Holloway College and it was agreed that the Max Carey Memorial Fund should be used to replace three former Royal Holloway College prizes.

4.1 Eligibility
• The Prize is open to undergraduate students from any academic School of the College and is awarded for work which shows initiative and enterprise.
• The Prize is intended to stimulate creative enterprise. The Prize will be awarded for work of high distinction in any field.
• A submission may fall within a student’s degree specialty but the Prize will not usually be awarded for activities carried out as part of a student’s normal academic work. If, however, the
• If the submission forms part of a project which requires the assistance of staff, the work which the candidate claims to be their own must be indicated clearly. Any results or findings which have been obtained in collaboration with others must also be indicated clearly.

• Format of the submission:
  o Any written work should not exceed 10,000 words.
  o Photographic entries should be restricted to six pictures.
  o Scientific, technical and mathematical projects or essays may be supported by models and/or records of experiments.
  o Music compositions should be in the form of a score supported by a recording.
  o Visual entries should be accompanied by a written introduction.
  o Photographs should be accompanied by a technical statement.

• Applicants may attach a brief introductory note stating the theme and intention of the work. However, no disadvantage will be incurred to an applicant who chooses not to exercise this option.

Travel Awards

1. Ethel Beatrice Abrahams Award

The Award is to assist a graduate of Royal Holloway continue research or advanced study in Greek or Classics and can be used for the purchase of books or to assist with travel costs.

1.1 Eligibility

• Any applicant must be a current fulltime Postgraduate student registered at Royal Holloway and have been awarded a 1st or 2:1 in Greek or Classics in their undergraduate degree from Royal Holloway.

2. Helen Cam Award

Helen Cam, BCE, was an undergraduate student at Royal Holloway College during 1904-1907, an MA student in 1909 and a member of staff from 1912 to 1921. She was appointed Fellow of Bryn Mawr College, Pennsylvania, USA before moving to Girton College, Cambridge. Her academic career culminated in her appointment to the Samuel Zemurray Professorship of History at Harvard, where she was the first woman to be appointed Professor at that University. Her research interests were Anglo-Saxon Government and Politics. The Award is given to contribute towards exceptional research expenses (other than normal subsistence) which are not covered by any other grant or award.

2.1 Eligibility

• The Award is open to History graduates of the College, to other History students who are, or have been, registered at the College for a Postgraduate course and to Research Fellows attached to the Department of History

• The research for which the Award will be made must be in one of the following fields:
Any aspect of Medieval History
Legal and constitutional modern West European History
- No one may receive the Award on more than one occasion.

3. Irene Marshall Scholarship
Miss Irene Marshall was a student of Bedford College from 1907 to 1910. She died in 1943, making provision in her will for the foundation of this Scholarship. The Scholarship is open to students in the Faculty of Science at Royal Holloway, University of London, with preference being given to applicants in the Department of Geography.

3.1 Eligibility
- The Scholarship is open to students in the Faculty of Science at Royal Holloway, University of London, with preference being given to applicants in the Department of Geography.
- The Scholarship may be used for one of the following purposes:
  (a) Travel for the study of Geography and/or Botany;
  (b) Research other than research entailing vivisection;
  (c) Study for a Second Degree;
  (d) Completion of a Special Degree course;
  (e) Undertaking a course of study in Geography and/or Botany in any University in the United Kingdom or abroad.
- Science students other than those studying Geography or Botany can be considered in respect of clauses b, c or d only.
- The Scholarship will be awarded initially for one year but, in the case of Postgraduate work, it may be renewed annually for a total tenure of not more than three years

4. Peter Marsh Prize
Mr and Mrs J Marsh have endowed this prize in memory of their son Peter Marsh, who was a student at Royal Holloway College from 1979 to 1981.

4.1 Eligibility
- The award is given to an undergraduate student of the College, who will normally be in the second year of his/her course of study, to assist with a field project in ecology or conservation.
- The value of the prize will vary depending on the project and the amount available in each year.

5. Royal Holloway Travel Award
The Royal Holloway Travel Award consists of four awards:
- Dame Margaret Tuke Travel Bursary; this bursary was established at Bedford College in 1949 to commemorate the life and work of Dame Margaret Tuke, Principal of the College from 1907 to 1929.
• Grenville Cole Travel Bursary.
• Helen Shackleton Fund; this was established in 2003 following the death of Mr WHJ Richardson. Mr Richardson bequeathed the fund in memory of his late wife née Constance Helen Rickards Shackleton. Miss Shackleton was a graduate of the College in circa 1929 and died just a few weeks after marrying Mr Richardson in 1943.
• Lionel Butler Travel Award; this fund was set up to commemorate the life and work of Dr Lionel Butler, Principal of the Royal Holloway College from 1973 to 1981.

The Travel Award shall be used towards travel, whether within the UK or abroad, which enhances the student’s academic work including travel to conferences.

5.1 Eligibility

• The Travel Award is available to current Royal Holloway students from any discipline and from any level (Undergraduate, Postgraduate Taught or Postgraduate Research).
• The Travel Award shall be used towards travel, whether within the UK or abroad, which enhances the student’s academic work including travel to conferences. As well as contributing towards travel costs connected to academic research, this Award is also available to those who wish to travel in order to pursue an extracurricular or cultural project which has an indirect benefit to their academic work. Travel that constitutes a core activity of a student’s study, such as compulsory field trips, would not be considered suitable for the Travel Award.

6. Bill Chaloner Memorial Prize

Professor W. G. Chaloner FRS (1928 – 2016) was an inspiring and talented scientist who dedicated his life to both teaching and research in a range of botanical and earth sciences. He taught widely throughout the University of London including at both Bedford College and Royal Holloway and was an inspirational lecturer and research supervisor. He was passionate about training and supporting young scientists. The award is to enhance vital research and training for undergraduate and postgraduate students.

6.1 Eligibility

• The Prize is open to undergraduate and postgraduate students in the Departments of Geography, Biology and Earth Sciences.
• The value of the Prize will vary depending on the project and the amount available in each year.
• The Bill Chaloner Award shall be used towards travel, whether within the UK or abroad, which enhances the student’s academic work including travel to conferences. As well as contributing towards travel costs connected to academic research, this Award is also available to those who wish to travel in order to pursue an extracurricular or cultural project which has an indirect benefit to their academic work. Travel that constitutes a core activity of a student’s study, such as compulsory field trips, would not be considered suitable for the Travel Award.
7. Santander Travel Award

The Santander Travel Award is generously funded by Santander to assist study/research overseas in the countries and institutions within the Banco Santander S.A. network.

7.1 Eligibility

- The Travel Award is available to current Royal Holloway students from any discipline and from any level (Undergraduate, Postgraduate Taught or Postgraduate Research).
- It must be used for study/research overseas and ideally in the countries and the institutions within the Banco Santander S.A. network. The Santander Universidades scheme covers institutions in Argentina, Belgium, Brazil, Chile, China, Columbia, Germany, Ghana, Mexico, Poland, Portugal, Puerto Rico, Russia, Singapore, Spain, United Arab Emirates, UK, Uruguay, USA and Qatar.
- The Travel Award shall be used towards travel which enhances the student’s academic work including travel to conferences. As well as contributing towards travel costs connected to academic research, this Award is also available to those who wish to travel in order to pursue an extra-curricular or cultural project which has an indirect benefit to their academic work. Travel that constitutes a core activity of a student’s study, such as compulsory field trips, would not be considered suitable for the Travel Award.

If a student is successful in an application for the Santander Travel Award his/her details will be passed to Santander UK in order to enable them to fulfil their role in the provision of the Santander Travel Award. Santander UK may also use personal data to contact students in relation to the Santander Travel Award. Santander UK will process students’ personal data as a data controller. If a student has any questions about how they will use this data, they can be contacted at santander.universities@santander.co.uk. Their Privacy Policy can be viewed at https://www.santander.co.uk/uk/business/data-protection. By confirming acceptance of this award, students are agreeing to the above terms.

As a beneficiary of Santander’s support students are also invited to join the Santander Fellows group on LinkedIn which will allow beneficiaries of Santander’s support to share their stories, research, photos and videos safely and network with a community who have all received similar support.

8. Una Ellis-Fermor Award

Una Ellis-Fermor was a Professor of English Language and Literature from 1947 until 1958. She was a member of the Department of English at Royal Holloway College between 1918 and 1958. The Award was endowed to provide assistance for research students in the publication of scholarly work, including travel, in the field of English, Irish or Scandinavian Drama.

8.1 Eligibility

- The Award is open to postgraduate research students in the field of English, Irish or Scandinavian Drama who consider that such an award would assist them in the publication of scholarly work, including undertaking travel.
9. Constance West Travel Award

Dr Constance West was appointed in 1928 as a lecturer in the French Department at Royal Holloway College. She left the College in 1932 but then returned as a Senior Lecturer in 1935 and worked here until her retirement in 1965. Between 1946 and 1950 she was Vice Principle.

9.1 Eligibility

- The Award is available to current Royal Holloway students from the Department of Modern Languages and from any level (Undergraduate, Postgraduate Taught or Postgraduate Research).
- The value of the award will vary depending on the income available.
- The Award will be made to a student of Modern Languages for travel expenses, cost of further courses and/or training.

10. Victoria Hazlitt Memorial Fund

Victoria Hazlitt joined the College staff in 1914 as an Assistant in Psychology, becoming a full time Assistant Lecturer in September 1919 and then a full time Lecturer in 1921 until her death on 19th April 1932. Victoria was one of the first female members of the British Psychological Society (BPS).

10.1 Eligibility

- The fund is open to current undergraduate and postgraduate students in the Department of Psychology at Royal Holloway, University of London.
- The value of the fund will vary depending on the income available.
- The income from the fund shall be used to make grants for such purposes as: payment of fees, travelling expenses, purchase of books, purchase or hire of apparatus.

11. Edna Purdie Memorial Fund

The Edna Purdie Memorial Fund was instituted in 1970 in memory of Edna Purdie, Professor and Head of Department of German at Bedford College (1933-62), by the amalgamation of donations from friends and colleagues.

11.1 Eligibility

- The fund is open to current undergraduate and postgraduate students, as well as former students, at Royal Holloway, University of London.
- The value of the fund will vary depending on the income available.
- The income from the fund shall be used for assistance with completion and/or publication of scholarly work, dissertation and thesis in Germanic and English Studies or in Comparative Studies where there is a substantial Germanic element.