Travel and Research Awards Terms and Conditions 2018-19

1. Scope

This document outlines the terms and conditions of the Royal Holloway Travel & Research Awards available to students 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, Royal Holloway Travel Awards, Santander Travel Award, Una Ellis-Fermor Award, Constance West Travel Award, Victoria Hazlitt Memorial Fund, Edna Purdie Memorial Fund and the Bill Chaloner Award.

2. Eligibility

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. Be registered as a full time Royal Holloway student for the whole period in which they are in receipt of the award. Visiting students whose home institution is not Royal Holloway are not eligible to apply for a Royal Holloway Travel Award.
- Undertake their project within the academic year in which the Travel 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[1].
- 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[2], 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.
- Submit all the required documentation by the relevant deadline. Any stated times refer to Greenwich Mean Time (GMT). Late or incomplete submissions will not be accepted or considered by the Panel and this decision is final.

3. Agreement

- By submitting an application to the Travel Awards, applicants are agreeing that their travel project can be used by the College[3] for publicity purposes
- Students should 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 Royal Holloway's Attendance Policy. Details can be found online at: https://intranet.royalholloway.ac.uk/students/study/attendance/attendance.aspx.

[1] Hereafter referred to as 'the Panel'.
[2] Known as 'the specialist' awards.
[3] The term 'College' refers to Royal Holloway, University of London.

- Applications which include voluntourism projects may be subject to additional enquiries, subject to the application meeting the initial Travel Award criteria. These applications will be reviewed by the Community Volunteer Development team to ensure that the project is run by a not-for-profit organization rather than a commercial operation.
- In accepting an award, students are agreeing to be bound by the Royal Holloway Travel & Research Award 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 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.
- Where there are insufficient or no suitable applicants the Panel reserves the right to not make a Travel Award.
- Decisions made by the Panel are final.

4. Payment

Confirmation of payment of Travel Award funds will be included in the formal award offer once the Panel has confirmed the successful applicants. The award offer will be emailed to students' Royal Holloway email address.

Payment will only be made providing:

- The student is fully enrolled at Royal Holloway on a full time 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:

- 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 registered Royal Holloway student.
- 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.
- Students must continue to remain registered, full time students, with Royal Holloway.

5. Withdrawal of a Travel Award

- The College reserves the right to reclaim any overpayment or incorrect Travel Award payments.
- Royal Holloway reserves the right to withdraw a Travel Award 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 by appropriate means.
- If a student changes programme or mode of study, their continuing eligibility for a Travel Award will be reviewed and the award may be withdrawn. Student Administration should be notified by email of any change so that eligibility criteria can be checked. Student Administration can be contacted at student-administration@royalholloway.ac.uk.
- The College reserves the right to request repayment of an award if, for whatever reason, the student is not able to undertake their proposed travel. Should the details of the proposed travel or project change, you

should contact Student Administration to discuss whether the Travel Awards can continue to fund the revised plan.

- Students who withdraw or interrupt before undertaking their travel or project will be asked to repay their Travel Award.
- 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.
- Where a student is subject to the Royal Holloway Student Misconduct Regulations or Regulations on Academic Misconduct, the College reserves the right withdraw the award completely if the outcome of the process is the termination of the registration.

6. Responsibilities of the Student

In addition to complying with any terms and conditions attached to their award:

- The applicant's project must take place within the academic year in which the Travel Awards are allocated. The academic year is defined as running from October to September.
- Travel that constitutes a core activity of a student's study, such as compulsory field trips, are not eligible for a Travel Award.
- Students are able to apply to the Travel Awards if their project was undertaken prior to the Panel meeting.
- By accepting a Travel Award, successful applicants are agreeing to submit a report on their project~~,~~ and a photo of themselves which will be used for publicity purposes by the College.
- Awardees may be asked to participate in occasional promotional activities and to be interviewed, photographed and/or filmed for promotional purposes. Prior consent of the students will be requested for this. This could include being featured on the Royal Holloway website and/or on social media. In these circumstances no additional payments will be made by Royal Holloway to the awardees.
- Applicants are agreeing to provide proof that they undertook the travel or project for which they received funding, such as receipts.
- It is the awardees responsibility to ensure, if required, the appropriate insurance is obtained for those who plan to undertake travel and/or fieldwork. Royal Holloway does not provide insurance for students undertaking travel and/or fieldwork. 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 the trip, 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.

7. Data Protection & Complaints Process

The data used in relation to the Travel Awards adheres to Royal Holloway's Student Data Collection Notice. Details of this policy can be found online athttps://intranet.royalholloway.ac.uk/students/assets/docs/pdf/student-data-collection-notice-final.pdf**.**
If you have any questions or comments regarding this Notice or you wish to exercise any of your data protection rights you should contact our Data Protection Officer by email at 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.
- Should a student wish to submit a complaint about an award 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

- The Panels for the Travel Awards are committed to encouraging equality and diversity and ensuring equality, fairness, and respect in its treatment of all applications received.
- The decisions made by the Panel are final.
- The Travel Awards policy is not to provide any additional feedback on any application received, whether successful or unsuccessful.

8. Student Conduct

All student must:

- Adhere to the Student Conduct Regulations, in particular a student's responsibility to behave appropriately when participating in projects within the local community and abroad.
  Details of the policy and your responsibilities as a student can be found online at https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx.
  Where a student fails to adhere to these regulations, the College reserves the right to withdraw the award completely.

Travel Awards managed by Student Administration for the academic year 2018-19 and award-specific terms and conditions

Undergraduate Awards	Postgraduate Awards	Postgraduate Research Awards
	Ethel Beatrice Abrahams Award	Ethel Beatrice Abrahams Award
	Helen Cam Award	Helen Cam Award
Irene Marshall Scholarship	Irene Marshall Scholarship	Irene Marshall Scholarship
Peter Marsh Prize		
Royal Holloway Travel Award	Royal Holloway Travel Award	Royal Holloway Travel Award
Bill Chaloner Memorial Award	Bill Chaloner Memorial Award	Bill Chaloner Memorial Award
Santander Travel Award	Santander Travel Award	Santander Travel Award
		Una Ellis-Fermor Award
Constance West Travel Award	Constance West Travel Award	Constance West Travel Award
Victoria Hazlitt Memorial Fund	Victoria Hazlitt Memorial Fund	Victoria Hazlitt Memorial Fund
Edna Purdie Memorial Fund	Edna Purdie Memorial Fund	Edna Purdie Memorial Fund

Award-specific Terms & Conditions

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 full time 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.

1.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Department of Classics, or their nominated representative, before deciding the awardee.

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 are encouraged to read the Application Guidelines.

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.

2.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Department of History, or their nominated representative, before deciding the awardee.

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 are encouraged to read the Application Guidelines.

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

3.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Departments of Geography and Biological Sciences, or their nominated representatives, before deciding the awardee.

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 are encouraged to read the Application Guidelines.

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.

4.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Department of Biological Sciences, or their nominated representative, before deciding the awardee.

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 are encouraged to read the Application Guidelines.

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.

5.2 Allocation

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

The Travel Awards Panel will consider applications for the Award before deciding the awardees.

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 are encouraged to read the Application Guidelines.

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 prizes are open to undergraduate and postgraduate students in the Department 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.

6.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Department of Biological Sciences and Geography, or their nominated representatives, before deciding the awardee.

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 are encouraged to read the Application Guidelines.

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.

7.2 Allocation

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

The Travel Awards Panel will decide the awardees for the Santander Travel Awards.

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 are encouraged to read the Application Guidelines.

If you are successful in your application for the Santander Travel Award your details will be passed to Santander UK in order to enable them to fulfil their role in the provision of Santander Travel Award. Santander UK may also use your personal data to contact you in relation to the Santander Travel Award. Santander UK will process your personal data as a data controller and if you have any questions about how they will use your data, you can contact them at santander.universities@santander.co.uk. You can view their Privacy Policy here https://www.santander.co.uk/uk/business/data-protection. By confirming your acceptance of this award, you are agreeing to the above terms.

As a beneficiary of Santander's support you 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 English Department 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.

8.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Department of Drama, or their nominated representative, before deciding the awardee.

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 are encouraged to read the Application Guidelines.

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.

9.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Department of Modern Languages, or their nominated representative, before deciding the awardee.

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 are encouraged to read the Application Guidelines.

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.

10.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Department of Psychology, or their nominated representative, before deciding the awardee.

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 are encouraged to read the Application Guidelines.

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.

11.2 Allocation

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

The Travel Awards Panel will consider applications for the Award and consult the Head of the Department of Modern Languages, or their nominated representative, before deciding the awardee.

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 are encouraged to read the Application Guidelines.