Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

# Grant Declaration Form

The following Grant Declaration Form outlines the conditions of your grant payment. Please ensure you fully understand the information and contact us on **outwardmobility@uwtsd.ac.uk** if you have any concerns or questions.

You should note the following information in relation to your grant payment:

- Grant rates will be determined based on the country in which you study and calculated on a monthly amount for this country 'group'. These rates are calculated in line with the UK Government's Turing Scheme. You can view full details of this and a full list of country groups and funding amounts on the Turing Website.
- You do not need to apply for this funding, it will automatically be awarded to all students who undertake a placement abroad upon successful enrolment and completion of all required documentation, as advised by the outward mobility team.
- You will receive 80% of your allocated grant at the start of your placement once you have submitted your 'Upon Arrival' online form and all subsections of this form. The remaining 20% of your allocated grant will be paid after your placement once you have submitted your 'After Placement' online form and all subsections of this form. The outward mobility team will review this submission prior to paying the grant.
- Grant payments will take up to two weeks to process by Finance.
- You must complete all of the required forms within the advised timeframes and deadlines.
- The outward mobility team will contact you with full details of your allocated grant amounts prior to departure and the process for these payments.
- Widening Participation Funding: Additional support will be available for participants from disadvantaged backgrounds. These will be based on the Turing Scheme's Widening Access Groups which are outlined here: **https://www.turing-scheme.org.uk/about/widening-access** the outward mobility will inform you if this funding has been allocated to you and the amounts you are due to receive.
- Grant rates are calculated and provided from September 2021. Placements which commence prior to this time will receive funding from this date only. You must ensure you are able to fund this period abroad without receiving additional funding from UWTSD.
- The total duration of the mobility period shall not exceed 12 months, including any zero grant period.
- If the Turing Scheme application is successful, UWTSD is bound by the repayment guidance issued by the UK Government under the Turing Scheme.
- Please note that full details of your grant amounts and processes will be sent to you along with a Grant Rates Confirmation Letter ahead of your placement.

Please tick the boxes below to confirm you agree to the statements provided in relation to your grant payment from UWTSD.

# 20. GRANT AND DOCUMENTATION

- ☑ I confirm I have attended the UWTSD Pre-Departure Briefing.
- ☑ I have fully read and understood the learning agreement and information at the outward mobility pre departure meeting.
- ☑ I have understood that I must return all relevant documentation and complete forms at the correct time in order to remain in receipt of my grant. I have also understood that without completing and returning this documentation and/or forms, I will not be eligible to receive and keep payments of the grant.
- ☑ I have understood that the grant is not a maintenance grant and should therefore not be viewed as such. I have understood that the grant is to assist with costs that would not have been incurred, had I not taken part in the placement abroad.
- ☑ I have understood that in order to receive the first allocation of my grant, I must have completed all required parts of the learning agreement confirmation of arrival and completed all subsections and requirements outlined within these forms. Without successful completion and submission of these documents, UWTSD will not be able to pay my funding.
- ☑ I have understood that I will not receive my grant until I have arrived on my placement and submitted a signed Certificate of Arrival included. I understand that I will therefore need to budget my funds accordingly at the start of my placement.
- ☑ I have understood that if there are any changes to my placement once my placement has started (e.g. start date/end date, changes to course choice/work programme) I must advise UWTSD and amend any required documentation within 5 weeks of my placement start date.
- ☑ I have understood that I must successfully submit and complete certificate of attendance within 2 weeks of my placement end date.
- ☑ I have understood that if the length of my placement is shorter than initially anticipated, the University will have to ask for the relevant remaining grant money to be reimbursed. I understand that this is a debt to UWTSD and if left unpaid, I may face problems graduating in my final year.
- ☑ I have understood that if I stay longer on my placement than initially stated, there is no guarantee that I will be able to be funded for those additional days in my second and final allocation of the grant.
- ☑ I have understood that all of the forms I submit to UWTSD for processing will need to be legible and of good quality.
- ☑ I have understood that if I significantly change my placement i.e. move to a different University/organisation, I will inform UWTSD as well as obtain approval from my academic school prior to any changes being made. This may impact the amount of funding allocated and I understand that this may impact my grant.

## 21. ACADEMIC REQUIREMENTS

- [x] I confirm that I have obtained information regarding my module choices, academic requirements and assessments from my academic discipline and that I fully understand how my placement will be assessed and what will happen if I fail.

- [x] I understand that the placement is subject to maintaining academic progression, meeting minimum grade requirements for the placement abroad, acceptance to the host university ororganisation and access to suitable modules abroad (if applicable) to satisfy academic progression at UWTSD.

## 22. INSURANCE

- [x] I confirm that I have considered whether I require additional Insurance, taking into account my personal circumstances.

- [x] I understand that should I need to change my travel plans/return home early as a result of COVID-19 that any additional costs incurred will be exempt from the University travel insurance.

## 23. HEALTH AND RISK ASSESSMENT

- [x] I confirm I am not travelling against medical advice, and that I am fit to travel.

- [x] I confirm I will complete a risk awareness profile or risk assessment for my placement fully, accurately and honestly and take responsibility for the mitigations I may need to put in place for keeping safe while abroad.

## 24. PRE-DEPARTURE TOOL

- [x] I agree to complete evaluations of the Pre Departure Sessions prior to taking part in my placement and evaluate my placement upon my return

## 25. PROMOTION

- [x] I agree to act as an Ambassador for UWTSD both during an after my placement, particularly in promoting my experiences abroad in future marketing/PR projects related to UWTSD. I agree to allow for any promotional material I create specifically for this use, to be utilised by UWTSD for future promotional activities.

## 26. DECLARATION

1. *I confirm and agree to all conditions detailed above in this Grant Agreement.*

2. *I confirm that I have received, read and understood the Guide for Outgoing Exchange Students.*

3. *I confirm that I have read and understood (and sought further advice where necessary) the information on Health, Safety, Travel and Insurance and I understand that should I need to change my travel plans/return home early as a result of COVID-19 that any additional costs incurred will be exempt from the University travel cover.*

4. *I agree to follow the guidelines of my host institution and host country in relation to public health policies and regulations.*

5. *I confirm that I have read and understood (and sought further advice where necessary) information on Equality and Diversity implications of studying abroad.*

6. *I am aware that I will remain a student of UWTSD during my year abroad and as such will adhere to the rules and regulations outlined in the University's policies and procedures and recognise my responsibilities as they are stated in the Student Charter.*

7. *I understand that should my placement end date change and the placement duration be significantly shorter than originally stated, I may be invoiced by the University to return any overpaid funding amounts. I agree to return any funds requested due to placement date changes and will inform the University in advance if I am aware of any changes which may impact the funding amounts I am due to receive.*

✓ The information I have given on this form is correct and accurate.

## 27. Please confirm and sign by typing your full name below

Seren Howells

## 28. Please confirm date of signature below

8/12/2022

## 29. Name of Bank

*Banking details requested will be used for payment of grant instalments.*

HSBC

## 30. Account number (8 digits)

92495325

## 31. Sort code - 6 digits, please do NOT include the dash (-) between numbers

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