Undergraduate Travel Scholarships
Application Guidelines for 2019

Introduction – Undergraduate Travel Scholarships Programme

The University is delighted to offer a number of travel scholarships, funded through generous donations from our alumni and friends, to assist undergraduate students in travelling both domestically and internationally over the summer break. The primary purpose of these awards is to allow students to make the most of their summer and take up opportunities which will allow them to broaden their minds, interact with different communities, carry out research or further their academic studies.

Applications are made via a single form in MySaint ('Undergraduate Travel Scholarships') where applicants are required to upload a project outline, budget and reference from a member of academic staff. Applicants are permitted to apply for multiple scholarships but should note that the Undergraduate Scholarships Committee may choose to award a scholarship that the applicant has not selected. Applications are assessed on the overall value of the project and demonstration of financial need, rather than academic excellence alone.

Eligibility

Applicants must be a matriculated undergraduate student at the University of St Andrews at the point of travel (final year students, therefore, are ineligible).

Applicants should consult the eligibility criteria for each scholarship (listed below) before submitting their application.

Terms and Conditions

Applications must be submitted online prior to the deadline of 12 noon (GMT) on Friday 8 March 2019. Late or incomplete applications will not be considered under any circumstances.

Applicants must obtain a reference from a member of academic staff in support of their application, which must be uploaded to the MySaint portal prior to the deadline. It is strongly advised that applicants discuss their trip with their referee prior to requesting a reference so that the referee can speak knowledgeably to the merits of the project.
In the event that a referee prefers to submit their reference directly, they should do so via email to stewardship@st-andrews.ac.uk. Applicants must then upload the reference template to the portal, noting that the reference has been sent directly.

The proposed travel must take place during the 2019 summer break. In the event that travel is not undertaken, the scholarship must be refunded to the University. Should the nature of the travel change significantly, the University must be consulted to ascertain whether or not the scholarship can be used for the new purpose.

Following their travel, all successful applicants are required to submit a report for the donors of their scholarship. The Development Stewardship team will request the report in semester one 2019/20 and will issue guidelines. Students who fail to submit a report will not be considered for future funding and will be required to return the funding received.

A summary of the names of students awarded scholarships, their year and programme of study will be passed on to the University and/or relevant external trustees.

**Safety Guidelines**

Applicants should adhere to up-to-date travel advice from the Foreign and Commonwealth Office when planning their application, and, if successful, when travelling. Applicants who are not citizens of the United Kingdom are further required to consult the travel advice of their home government.

Applicants should not under any circumstances make plans to travel to areas or undertake activities which would place them in unreasonable danger.

A risk assessment for the intended travel must be completed and approved by the University’s Health and Safety team prior to departure. Details of how to complete this will provided to successful applicants in due course.

Scholarship funds will not be transferred until risk assessment approval is granted by the Health and Safety team. Failure to secure approval will result in the scholarship being rescinded.

**Scoring Criteria**

The Undergraduate Travel Scholarships Committee will assess applications on the following criteria:

- Well planned project
- Project impact (benefit to self and/or others)
- Demonstration of financial need
- Quality of reference
Scholarships Available

Alexander H Smith Travel Bursary
Open to Modern Languages students who are studying at least two languages. An award of £400 is available to support international travel. This award was funded by a bequest from the late Dr Alexander H Smith, MA German (1941).

Nisbet Memorial Travel Scholarship
Open to undergraduate students. Awards of £250 are available to support travel abroad in connection with a student’s course of study or for some other creative or practical purpose. Travel for the purpose of a holiday will not qualify.

Norman Kemp Smith Travel Scholarship
Open to students in their Junior Honours year or students in their final year of a General degree before progressing on to further study in St Mary’s College or to a course of clinical medicine. Awards of £250 are available for recreational purposes and applications need not be related to academic study.

St Salvator’s Hall Travel Scholarship
Open to students who are residents of St Salvator’s Hall. Awards of £250 are available to assist students to partake some form of interesting international travel and applications need not be related to academic study. Awards are based on academic merit and contribution to the life of the hall. This award was established to mark the Golden Jubilee of St Salvator’s Hall in 1980.

Walker Trust Travel Scholarship
Open to students who have attained a satisfactory level of academic progress and are positive and active participants in the extracurricular life of the University. Awards of up to £500 are available to students who intend to carry out a course of study at a foreign university or a trip of educational value to a foreign country, excluding official university-planned expeditions.

Zannah Stephen Memorial Travel Scholarship
Open to third year students within the Schools of Art History, Biology, Geography and Sustainable Development, Earth and Environmental Sciences, History, and Modern Languages. Two awards of £300 are available to support international travel.