

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE STUDENT TRAVEL AWARD

1. **Overview.** The School of Medicine allocates endowed funds, occasional special-purpose bursaries and operational funding to distribute to UG, PG(T) and PG(R) students. The award will support travel, accommodation and / or registration costs. The funds are allocated to support a range of opportunities relevant to UG or PG studies. The funds may be spent on:

- a. An external summer research project¹.
- b. Presentation at an external conference. Attendance to present a paper or poster, of which the student is the author or joint author, at an external academic conference.
- c. Lab visits.
- d. An 'observership' or volunteering.
- e. Fieldwork², if this is not already costed into a PG (R) grant.

2. **Protocols.** All applications are considered on a case-by-case basis by the School Ops Gp. The following protocols will normally be applied:

- a. Individuals can only expect to be supported once in any 12 month period.
- b. Funding can be used to match contributions from the applicants themselves or from other sources of funding. However, the total amount claimed from all sources must not exceed the total cost of participation at the event for which the funding is required.

3. **Conditions of an award.** Successful awards will be conditional on:

- a. The grant will normally be to a maximum of £1000 per student. The applicant is expected to raise additional funds to compliment the award.
- b. Students will not normally be allowed to travel during teaching, revision or exam weeks.
- c. The project receiving ethics approval (if required) during the planning stage.
- d. The student completing the '[Travel Abroad Risk Assessment](#)' if travel abroad is planned. This must be countersigned by the supervisor, submitted at least one month before departure and followed during the Project. Fieldwork must also be compliant with Location of Studies, Fieldwork policy for PGR or Risk Assessment policies for PGT/UG³
- e. Production of Twitter feed / news releases during and after the event.
- f. The successful applicant will be required to write a short report. If the award results in production of a poster then this will be displayed during orientation week.

4. **Process:**

- a. **Advert.** Galen announcements are to be sent to all UG and PG(T) students and circulated to PG (R) students.

¹ Note that the school also has a summer project scheme for students conducting a project in the school AND the Miller Bursary award for projects to be conducted in Malawi.

² For PG(RR) student this will already be costed into a grant.

³ <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/location-of-studies.pdf>
<https://www.st-andrews.ac.uk/utrec/guidelinespolicies/riskassessment/>
<https://www.st-andrews.ac.uk/staff/teaching/strategy/policy/postgraduate/research/>

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b. **Application.** Applications should use the format attached to this document. The applications must show; the aims and expected educational value of the project, the support of a named supervisor and other funding sources that are being considered or have been awarded. Applications should be sent to medadmin@st-andrews.ac.uk in order to be with the Executive Administrator as early as possible; but not later than 1 month before the event.

c. **Selection.** The Ops / Exec Gp will assess the applications on a monthly basis. Applications will be judged on their merits and the panel will consider the value to the individual and to the School. Shortlisted applicants may be interviewed by an award panel. Selection will be prioritised for research projects.

d. **Award.** An award letter will be produced which stipulates the conditions of the award and the methods of obtaining funding.

5. **Timings.** Students are normally expected to be matriculated at St Andrews. Final year UG students applying for a grant that will be used in the period after graduation but before starting at a partner medical school may do so providing this is made clear in the application.

6. Finance:

a. Once an award letter is produced the student may claim advance actual travel costs up to the amount intimated in the award letter. This is payable once the travel is booked.

b. Claims for accommodation and subsistence up to the balance of the amount listed in the award letter are payable on return.

c. The award letter may be used as a reference for further funding applications.

7. **Withdrawal.** An application will be considered as an indication of commitment to the activity. If a student is contemplating withdrawal once an award is made the following process should be followed:

a. **After the award is made but before any funds are spend.** The student should withdraw in writing to the Executive Administrator, indicating the reasons behind the decision.

b. **After funds are spent on travel but before the activity occurs.** The student should write to the executive Administrator requesting to withdraw and indicating the reasons behind that decision. The Ops Gp will make a decision as to whether the student should reimburse the School for the travel funds already spent.

c. **Once the activity has started (ie returning early).** The student should write to or 'phone the Executive Administrator requesting to return early and indicating the reasons behind that decision. Students should note that the school will only commit additional funds to re-arrange travel in exceptional circumstances and may require that the funding already granted is repaid.

8. **Insurance.** University travel insurance will cover students providing the event is an 'official' university trip. Students will be required to engage with the Safety office to check their coverage for the journey, their health, their activity in country and extra-curricular activities. Student planning to travel after graduation must seek advice from the School Administrator.

9. **Reporting.** The recipient will be expected to produce a short report within 3 months of the project completion. The report should focus on what was learnt and the benefit derived.

APPLICATION FORM

Applicants should download the Word Document, complete the content and submit an electronic version to the Executive Administrator.

The application should conform to the max word count stipulated in sections 4, 5 and 6 and the whole application should not exceed 2 sides of A4 when printed at Arial size 12 font, single spaced

Headings:

1. Applicants full name, matriculation number, email address (University and personal):
2. Name of project supervisor (must be a member of staff at the School of Medicine):
3. The proposed project purpose and aims (max 400 words) :
4. The expected educational value and outcome(s) (max 400 words):
5. Proposed project outline; dates, times, activities, locations etc (max 400 words):
6. Module grades to date (UG students only):
7. Predicted costs:
 - a. Travel:
 - b. Accommodation and subsistence:
 - c. Any project costs:
8. Additional funding sources:
9. Grant requested:
10. Students signature and date:
11. Supporting statement. From Line manager / Supervisor
12. Supervisors signature and date

COMPLETED BY THE OPS GP

1. **Reference:**

- a. Name
- b. Type of award (CPD / Disc Travel)
- c. Date of activity

2. **Approval by Ops / Exec Gp:**

- a. Budget commitment:
- b. Caveats:
- c. Cost centre:
- d. Date of approval

3. **Conditions**

- a. **Travel Abroad Risk Assessment required (Y / N)**
- b. **News Story.** Please send Karen Ross a 150 word story with 2 relevant digital pictures.
- c. **Reflection.** Students who receive a grant are requested to complete a short reflection in order that the school has an audit of the impact. The report should not exceed one side of paper.
 - i. Name:
 - ii. Event:
 - iii. Total Cost:
 1. School Contribution:
 2. Personal Contribution:
 3. Additional Funding:
 - iv. Keywords: (no more than 2)
 - v. Please reflect on what you gained from attending this event:
- d. **Poster?**

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
04/07/2017	Published version	