



International Travel Fund 2025/2026

Terms and Conditions

The International Travel Fund (“ITF”) is designed to provide financial support for eligible students at Bath Spa University undertaking an international work placement or study-related trip abroad. The ITF is administered by the Careers and Employability team (“C&E”) at Bath Spa University. Applicants and Recipients are subject to a number of conditions as detailed below.

PURPOSE

1. Funds must be used to support a work experience or study-related trip abroad that will support and enhance the Recipient’s studies at Bath Spa University and have a direct impact on their future career and employability.

APPLICANT ELIGIBILITY

2. The Applicant must be a Bath Spa University undergraduate or postgraduate student studying at either Newton Park, Sion Hill, Locksbrook, Corsham Court or Bath Spa University London (Hackney). Students studying at our Educational Partner institutes or other providers and students on exchange programmes, distance learning or other modes of study are not eligible.
3. The Applicant must be a current, registered student both at the time of application and at the time the Funded Activity takes place.
4. As per clause 12, the Funded Activity cannot commence within six weeks of the chosen submission deadline.
5. Applicants in receipt of Bath Spa University’s Global Horizons Award, Turing schemes funds or any other Bath Spa University travel related funds will not be eligible to receive the ITF.
6. Successful Applicants may only receive a maximum of one award from the ITF for 2025/2026.

FUNDED ACTIVITY CRITERIA

7. The Funded Activity must take place between 1st September 2025 – 31st August 2026. **For final year students, the Funded Activity must complete before your graduation date.**

8. The ITF is to support the Funded Activity, which should be developmental in nature and go beyond the Recipient's current studies. It is not intended to:
 - a) pay towards assessed and/or compulsory elements of a Recipient's degree course or course field trips;
 - b) pay towards trips to the Recipient's home country;
 - c) pay for trips that are not directly related to the Recipient's studies and/or work experience related activity (e.g. holidays, personal travel, etc.).
9. The ITF will not support Funded Activity involving travel to countries/areas deemed high risk by the Foreign and Commonwealth Office (FCO).

APPLICATION AND DEADLINES

10. Eligible Applicants must apply via AppHub using the *BSU Funds for International Travel* application form. Applicants should note that this form is a joint form that includes Bath Spa University's Global Horizons Award and Turing Scheme funds. Applicants will be automatically assessed for each fund and if their application is successful only the most appropriate fund will be offered.
11. Applications are expected to open from late September 2025 and close at 9AM on 1st July 2026. **Applications may close earlier if funds are depleted.**
12. **Applications are taken on a rolling basis with deadlines of the 1st of each month. Applicants must apply in advance and the Funded Activity cannot commence within six weeks of the chosen submission deadline.**
13. Retrospective applications are not acceptable.
14. Applications are assessed by a panel of representatives from Bath Spa University's Go Global and Careers and Employability teams, plus other staff where appropriate ("**the Panel**"). The Panel will agree which applications are successful and the value of any Award to be made. The decision of the Panel (acting reasonably) will be final. Applicants will usually be contacted about the outcome of their application within six weeks of their chosen submission deadline. Where additional information or clarification is required, decisions may take longer to confirm.
15. Applicants should not include content within their application that is automatically generated or created by artificial intelligence (including but not limited to chatbots such as ChatGPT or similar software applications).
16. Incomplete applications are not accepted.
17. Bath Spa University will not accept responsibility for applications that are lost, mislaid, damaged or delayed in transit, regardless of cause, including, for

example, as a result of any equipment failure, technical malfunction, systems, satellite, network, server, computer hardware or software failure of any kind.

AWARD

18. A maximum of £650 will be offered to a successful Applicant as a contribution towards the cost of the Funded Activity ("**the Award**"). The Award value offered may be less than the maximum value.
19. The Award offer will be communicated via email to the Applicant's Bath Spa University email address. The Applicant has 14 days from the email date to claim the Award by replying to the email notifying them that their application has been successful. If the Applicant does not claim the Award by this date, the offer may be withdrawn. The Award may not be claimed by a third party on the Applicant's behalf.
20. By accepting the Award, the Recipient agrees to adhere to these terms and conditions, including but not limited to the following obligations:
 - a) **The Recipient will use the Award only for the purposes of carrying out the activities specified in their application;**
 - b) **The Recipient will not make any significant change to the Funded Activity without Bath Spa University's prior written agreement;**
 - c) While the Funded Activity is an independently arranged and managed activity, when conducting the Funded Activity, whether at Bath Spa University premises or elsewhere, the Recipient is required to behave in a fashion fitting for a representative of the University;
 - d) The Recipient may be interviewed by the press office and/or be invited to attend events with donors who support the fund, partners in the project, other successful recipients and the wider University community, allowing discussion about the projects that have been carried out. Reasonable efforts must be made to attend these events;
 - e) Recipients may be publicised on the University website and in the media. Recipients will be expected to provide appropriate feedback (reports, blogs, pictures and/or videos) to support this;
 - f) The Recipient may be requested to report back about the Award after the Funded Activity has been completed. Reporting will typically be via a short, online form, instructions for which will be provided. This information will be used in literature to promote the value of the Award and provide feedback to those who support the Award and the University. If reporting is not completed to a satisfactory standard, this may result in subsequent applications from the Recipient for the ITF or other Bath Spa University scholarships, bursaries and awards being denied.
21. Bath Spa University accepts no responsibility for any additional costs or liabilities arising from the Funded Activity.

- 22. The Recipient is responsible for ensuring that they hold a valid passport, have adequate travel insurance and any necessary visas for travel. In addition, it is the responsibility of the Recipient to ensure that appropriate checks and assessments for risk are carried out to ensure their safety and the safety of others, including but not limited to seeking advice from the UK Government's Foreign, Commonwealth & Development Office prior to any travel.**
- 23. The Recipient will be required to complete and submit a 'Travel Assessment Form' to the Scholarships and Bursaries Coordinator at least one week prior to their travel date. If the Travel Assessment Form is late, incomplete or not complete to a satisfactory standard, this may result in the Award being withdrawn.**
24. Payment of the Award will be arranged upon completion of any additional action required under clause 23.
25. Payment shall be paid by electronic bank transfer into a UK bank account of the Recipient only. Payments cannot be made into the account of another person.
26. The Award is not negotiable or transferable.
27. The Recipient accepts that the Award will not be made if Bath Spa University does not have available funds or is for any other reason unable or not permitted to provide the funds.
28. Bath Spa University will have no liability to the Recipient for any losses caused by a delay in the payment of the Award however arising.
29. If, by reason of any emergency or other circumstance, the Recipient is unable to complete the Funded Activity, in part or in whole, the Recipient will be required to refund all or part of the Award as may be considered reasonable in all the circumstances.
30. Recognition of the award should be made wherever possible. Wording such as 'Supported by Bath Spa University International Travel Fund' would suffice, but please run the wording by the Scholarships and Bursaries Coordinator.
31. Where possible, the ITF logo should be included for promotional use when referencing support received from the Bath Spa University International Travel Fund – please contact the Scholarships and Bursaries Coordinator to request a digital version of the logo.

GENERAL

32. In the event of any changes to a Recipient's status at Bath Spa University, Bath Spa University reserves the right to reassess whether the Recipient is eligible for the Award, which may result in the Recipient being required to repay all or some of the Award.

33. If the Recipient:

- a) fails to complete all and/or any part of the Funded Activity;
- b) fails to comply with any provision in the terms and conditions; and/or
- c) is found to have misled Bath Spa University about any aspect of their application

then Bath Spa University may require the Recipient to repay all or part of the Award, at its absolute discretion.

34. The Recipient must promptly repay to Bath Spa University any money incorrectly paid to it either as a result of an administrative error or otherwise.

35. Bath Spa University reserves the right to hold void, suspend, cancel, or amend the ITF where it becomes necessary to do so.

36. These terms and conditions are governed by English law. If any Applicants and/or Recipients wish to take court proceedings, then they must do this within the courts in the United Kingdom.

37. The following definitions apply to these terms and conditions:

“Bath Spa University” means Bath Spa University an exempt charity and higher education corporation, whose principal place of business is at Newton Park, Newton St Loe, Bath BA2 9BN, United Kingdom.

“Funded Activity” means the work experience or study related trip abroad and associated activity identified in the Applicant's/Recipient's application.

“Applicant” means an eligible student, who has submitted an application for the ITF, in accordance with these terms and conditions.

“Recipient” means an Applicant who receives an Award in accordance with the terms and conditions.

CONTACT DETAILS

Enquiries about the ITF can be directed to:

- Scholarships and Bursaries Coordinator, Careers and Employability Department, Bath Spa University, Newton Park Campus, Newton St Loe, Bath, BA2 9BN.
- Email: s-bfunds@bathspa.ac.uk

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