



Guidance for completing the *BSU Funds for International Travel* application form

Filling in an application form may seem a little daunting, but really it is a chance for you – the applicant – to show just how important your international travel activity is to you!

Hopefully this guide will give you some help and answer any questions you have. If you are stuck at any point or have any questions please get in touch – see contact details at the end of this document.

Deadlines and conditions

The 'BSU Funds for International Travel' application form is a joint application for the following funds:

- [Global Horizons Award](#) (GHA)
- [Turing Scheme Global Placement](#) (Turing)
- [The International Travel Fund](#) (ITF)

The application process for each fund has been amalgamated into one form. **There is a rolling application deadline of the 1st of the month.** Applications will close once funds are depleted or at 9am on 1st July 2026, whichever occurs first.

Applicants will be automatically assessed for each fund and if their application is successful the most appropriate fund will be offered. **Full details, criteria and Terms and Conditions (“T&CS”) for each fund are outlined on the respective webpages – you can check these to see what you might be eligible for.**

Applicants should expect to receive decision feedback within six weeks of their chosen application deadline.

Have an APP and need support with completing your application?

If you have an Academic Access Plan with the University and have needs that mean you may require support to help you complete the application form, please do get in touch with the Scholarships and Bursaries Coordinator. Their contact details are included at the end of this guidance document.

Getting started

Firstly, make sure you have read the applicable T&Cs to check that you are eligible to apply! If you are not sure, please get in touch – see contact details below.

We highly recommend you access the application form in advance so you can see what it looks like and what input is required.

Accessing the application form

Applications are via [AppHub](#) so you will need your BSU login credentials to access it. Go to the 'Scholarship Applications' menu, then select 'BSU funds for International Travel' from the Add Application drop down menu.

Completing the application form

You should complete all questions in the application form. Applications with missing details may be rejected. You can save your application as you go along but remember to SUBMIT it when you're ready! Applications that remain as draft will not be considered.

The application has the following sections that require your input:

- 1) About You
- 2) Trip and activity details
- 3) Trip Costs
- 4) Supporting statement
- 5) Activity approval and follow up requirements
- 6) Notes and Attachments.

Below you will find guidance about what to include in these sections.

ABOUT YOU

This section requires some general information about you, such as your name, BSU student ID, contact details and BSU course details. Some fields will populate automatically so you only need to complete the others.

Tutor/Subject/Course leader

You must enter the name of the BSU staff member who can act as a referee to support your application. This could be your course leader/lecturer, academic advisor or other appropriate BSU staff member who is familiar with the activity you are seeking to fund and is happy to support your application. You should seek their permission before submitting your application and make them aware that they may be contacted later for further follow up.

TRIP AND ACTIVITY DETAILS

In this section, it is important to tell us about the placement or activity you're seeking to fund. We want to know:

- Where you're going
- The dates of the trip
- Information about the host organisation (if applicable)

- Information about any payment you may receive for the placement/activity.

TRIP COSTS

Cost table

Here you will need to enter the values (in £GBP) of the expenditure involved in undertaking the placement or activity trip. Be as accurate as possible but do bear in mind that the costs must be reasonable, necessary and only for the purposes of the undertaken your trip.

The expenditure categories are outlined below. Use the categories that most align to the costs that will be incurred. If you're not sure, or a cost doesn't fit within a specific category, use 'Any other expenses'.

- *Visa* – make sure to consider costs such as arranging an appropriate visa (if applicable).
- *Travel* – flight, rail, etc. to/from the destination; costs for airport transfers; expected costs for travelling around during the placement/activity.
- *Accommodation* – if you have accommodation costs to pay for, include the amount here.
- *Subsistence* – will be costs such as meals, parking, etc. incurred to undertake the trip.
- *Any vital equipment* – equipment or resources that you need to purchase for the placement/activity that the host organisation does not provide AND that wouldn't be typical items to own (e.g. additional adverse weather clothing for outdoor activity).
- *Programme fees* – for example: application fees for an overseas volunteer programme.
- *Any other expenses* – anything that doesn't fit within the above categories!

Income

Use this section to tell us about any funds that you have already secured and from what sources. Please only state the funds you have available to contribute towards your trip. For example:

- If you have saved money from your part time job how much you have been able to set aside for this trip?
- Have you saved part of your student loan towards the trip? Only include the amount you have saved and can afford, not the entire loan!

You should also confirm your funding shortfall: the amount in £GBP that you are short to cover the cost of undertaking the trip.

SUPPORTING STATEMENT

The supporting statement is where you need to tell the panel reviewing your application:

- What activities you will be undertaking during the placement/activity; and
- How these activities will benefit your studies and your future career.

You should provide a clear description of the work, research or project you would like to pursue and have in mind the following questions:

1. Why have you applied for/do you wish to undertake this activity?
2. How will this placement/activity benefit your academic studies at BSU?
3. How will this placement/activity impact your subsequent career aims and employability?
4. Should this placement/activity be considered particularly unusual, enterprising or innovative? If yes, please provide details.
5. Are there any barriers that you will need to overcome in order to participate in the trip/activity?
6. What is the benefit to the wider university community (if this is applicable)?

The statement word limit is 500 words (+/- 10%). We are interested in your explanation and justification for the trip, so while your statement needs to be clear and readable please don't worry too much about perfect spelling and grammar!

Graduate Attributes (100-200 words maximum)

If you haven't already, you will need to familiarise yourself with the BSU [Graduate Attributes](#). For this question, briefly explain how the placement/activity will enable you to develop or enhance at least one Graduate Attribute.

ACTIVITY APPROVAL AND FOLLOW UP REQUIREMENTS

This section is just to remind you that:

- You should speak to your Tutor/Subject/Course leader acting as you referee before submitting your application.
- If your application is successful, you will be required to submit a risk assessment and/or other applicable paperwork before the trip commences. The team funding the award will guide you about this.

NOTES AND ATTACHMENTS

In this section, you must provide a brief explanation about the costs/purchases that you have outlined in the costs table – what are they and why are they required?

Where possible, you should also upload evidence to support these costs. For example, travel fares, receipts/quotes for equipment, programme fee confirmation. We're not

expecting you to evidence every minor cost! However, we do expect applicants to be able to demonstrate that the costs they are seeking to fund are reasonable and true.

Screen grabs, scanned/pdf documents, Word files, etc are fine. Please upload the supporting evidence as one document where possible.

How applications are judged

The successful applicants will be selected by the Travel Awards panel. The panel aims to convene within two weeks following each application deadline. Applicants should expect to receive decision feedback within six weeks of their chosen application deadline.

Contact details

If you have any fund-specific questions such as student eligibility, activity criteria, etc., please contact:

- For the Global Horizons Award and Turing schemes: bsuexchange@bathspa.ac.uk.
- For the International Travel Fund: s-bfunds@bathspa.ac.uk.

If you have any general questions, please contact bsuexchange@bathspa.ac.uk.

END OF GUIDANCE.