**Distant Horizons Award**

**Application Guidance Notes**

**GUIDELINES**

**Purpose and eligibility**

In an effort to encourage academic development through international experiences, the University of Westminster is offering a number of Distant Horizons Awards for students. The Award is only a contribution towards travel costs, such as international transportation (e.g. flights, trains), accommodation and related participation fees (e.g. programme fees, registration fees)[[1]](#footnote-1).

The Award is NOT intended to cover the full costs of the planned overseas activity and so it is likely that students will still have to make a financial contribution to their mobility. Any unspent funds from your award must be repaid to the University.

***Please note that the Award is not guaranteed and only the applications that fulfil all the criteria stated in this form will be successful.***

**Award eligibility:**

* You must be a current University of Westminster student, studying on a full-time undergraduate course;
* You intend to take part in an academic or employability related activity overseas;
* You must participate in a University of Westminster approved activity which is at least 5 full days of overseas activity;
* Your proposed travel must be completed by **31 August 2020**;
* Students receiving a grant for the Erasmus+ Programme or any University grant or bursary towards the cost of the overseas activity are NOT eligible.

**Selection criteria:**

* First time Distant Horizons applicant
* Strong personal statement that fulfils ALL the criteria mentioned
* Clear outline of financial need in the personal statement
* Evidence of costs
* Overseas activity is NOT taking place in their home country

Priority will be given to students who are taking part in a semester or year abroad programme as part of their degree programme, as well as to Widening Participation students.

**Widening participation:**

In order to promote overseas mobility to groups which are statistically less likely to undertake such activity, the University also has a number of ring-fenced funds within Distant Horizons. Students initially will self-select to be considered for these funds – evidence of eligibility may be requested later if your application is successful.

**How it works**

You are encouraged to apply for the relevant amount required for the specific activity for which you wish to travel overseas. **The maximum award is based on the length of your overseas activity as shown below:**

|  |  |  |
| --- | --- | --- |
| Less than one semester  (i.e. under 3 months) | One semester  (i.e. 3 to 6 months) | One academic year  (i.e. over 6 months) |
| up to **£500** | up to **£1,000** | up to **£1,500** |

* Successful applicants MUST complete the following BEFORE they travel in order to receive funding:

- Submit signed Terms of Agreement

- Register their overseas activity via Engage

- Submit a Risk Assessment form[[2]](#footnote-2)

- Submit a copy of Travel Insurance policy cover note

If your application is successful, you will receive an email regarding the above-mentioned requirements.

* Upon your return, you will also be asked to provide receipts[[3]](#footnote-3) and submit an individual report about your experience. Please use ‘[Tell Us Your Story](https://engage.westminster.ac.uk/Form.aspx?id=568824)’ to submit your report. It is part of the award agreement that your report may be shared with scholarship donors or sponsors and/or used in promotional material for the University of Westminster’s mobility programme. Further information will be provided regarding the report if you are made an award.

**How to Apply**

1. Complete the application in its entirety and submit it at least 4 weeks prior to the start date;
2. Attach any supporting documents (travel costs, accommodation and related participation fees); and
3. Register your overseas activity via Engage (please follow the instructions on the Westminster Abroad ‘[How to apply and next steps](https://www.westminster.ac.uk/study/current-students/employability/westminster-abroad/how-to-apply-and-next-steps)’ page)

Please use ‘Distant Horizons Award Application’ in the subject line *(e.g. Distant Horizons Award Application – John Smith)* and send scanned copies to the Student Mobility Team: [OMapplication@westminster.ac.uk](mailto:OMapplication@westminster.ac.uk)

A panel will meet shortly after each deadline to review the applications.The Student Mobility Team will contact all applicants with the panel’s decision within 2 weeks from the deadline. The panel’s decision is based on all the criteria being fulfilled.

**Deadlines for academic year 2019/20**

|  |  |  |
| --- | --- | --- |
| **Activity/Mobility** | **Starting in** | **Deadlines** |
| **Exchanges** | Full-year | 1st August 2019 |
| Semester 1 | 1st August 2019 |
| Semester 2 | 1st November 2019 |
| * **Work placements/Traineeships;** * **Short-term mobility**[[4]](#footnote-4) (e.g. internships, volunteering, summer schools, field trips) | Applications can be accepted all year round – please apply by 1st of the month before your mobility starts. | 1st of the month before the start date of the mobility (i.e. placement starts on 30th July, deadline to submit is 1st June). |

**NOTES:**

1. Completed application must be submitted by the applicable deadline. Failure to do so may result in your application being rejected.
2. Submit your application at least four weeks before the start date of your activity.

**APPLICATION**

***[handwritten applications will not be accepted]***

**DISTANT HORIZONS AWARD**

**2019-20 Application Form**

1. **Personal details:**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Student ID:** |  |
| **Course:** |  |
| **Year of Study:** |  |

**2. Contact details:**

|  |  |
| --- | --- |
| **Email Address:** |  |
| **Telephone:** |  |
| **Term Time Address:** |  |

**3. Type of travel proposal**:

|  |  |
| --- | --- |
| Activity Title:*(i.e. exchange, work placement, field trip[[5]](#footnote-5), summer school, internship, volunteering)* |  |
| Name of Host Organisation / Institution: |  |
| **Destination:** *(i.e. city, country)* |  |
| **Date of Departure:** (i.e. activity start date) |  |
| **Date of Return:** (i.e. activity end date) |  |

**4. Finances**:

|  |  |
| --- | --- |
| **Are you taking part in an Erasmus+ Programme?**  **If you answered yes, are you receiving a grant?** | Yes  No  Yes  No |
| **Are you receiving any other funding towards the cost of the overseas activity?** | Yes  No |

**5. Widening participation:**

*Please select all that apply to you for which you can and are prepared to provide evidence. Please note that you may apply for any or all of the categories below but will only be eligible to receive one award.*

|  |  |
| --- | --- |
|  | You are registered with [Disability Learning Support](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support) |
|  | You are a black or minority ethnic (BME) student |
|  | You are from low socio-economic background (e.g. in receipt of the full Maintenance loan) |
|  | You are a [care leaver](https://www.westminster.ac.uk/study/current-students/support-and-facilities/care-leaver-support) or [estranged student](https://www.westminster.ac.uk/study/current-students/support-and-facilities/student-advice/support-for-estranged-students) |

**6. Budget details:**

*Please provide a breakdown of your anticipated costs (airfare, train tickets, conference fee, accommodation, etc.) and attach supporting evidence when submitting the application. You do not need to provide actual booking confirmation with the application. Screenshots from booking websites, conference registration email, etc. evidencing the costs will be sufficient.*

***NOTE*** *- the maximum amount you can apply for is £500, £1000 OR £1500 depending on the duration of your overseas activity.* *See guidance notes on page 1.*

|  |  |
| --- | --- |
| **Breakdown of costs:** | |
| **Total amount applied for:** | £ |

*You are responsible for making all booking and travel arrangements. You must demonstrate that you have considered the least expensive options (the Award does not cover first or business class travel, for instance). Please submit the available options for international transportation (lowest economy fare) and accommodation (no more than 3 stars). Should you decide to purchase flight that is more expensive, hotel, etc. then you must provide a valid justification.*

*Please tick the box to confirm you have provided supporting evidence (as a single PDF application document) for the costs outlined above. Failure to submit the PDF document may result in the rejection of your application:*YES

**7. Personal statement:**

**Criteria:**

1. Clear outline of financial need for this Award
2. Describe how you would benefit from taking part in the activity a) academically, b) culturally, and c) personally
3. Include which [graduate attributes](https://www.westminster.ac.uk/current-students/employability-and-career-development/improving-your-employability/graduate-attributes-and-potentially)*[[6]](#footnote-6)* you would gain from the experience and how.
4. Word limit: 500 words

**Notes:**

The personal statement is given a score between 1 and 3 (from lowest to highest).

**Personal Statement**

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**8. Academic contact:**

*If you are taking part in an overseas field trip, which is organised by the University of Westminster and led by an academic OR any other short-term mobility, please provide contact details of the academic staff (e.g. course leader, module leader, personal tutor, etc.) in the box below.*

***NOTE:*** *You do not need this section completed if you are taking part in a semester or year-long exchanges or work placements/traineeships which is part of your degree programme.*

|  |  |
| --- | --- |
| **Name of academic:** |  |
| **Signature:** |  |

**9. Student declaration:**

*By submitting this application, you attest to the accuracy of the information you have given. Any information contained within this application, later found to be incorrect or untrue may result in the withdrawal of the Distant Horizons Award offer.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Print name:** |  | **Date:** |  |
| **Signature:** |  | | |

**NOTE: Please check to make sure the application is complete. Incomplete application will not be reviewed.**

**For Student Mobility Team USE ONLY:**

Reviewer’s name: Reviewed on:

Decision: Approved Rejected Amount:

Comments:

1. The Distant Horizons Award CANNOT be used for everyday travel in London (i.e. Oyster travel cards) or for international travel that has already occurred. The Award will not cover equipment or daily subsistence (e.g. food, ground transportation). [↑](#footnote-ref-1)
2. Risk Assessment will be approved and signed by Director of Global Recruitment and Admissions. [↑](#footnote-ref-2)
3. Any unspent funds from your award must be repaid to the University. [↑](#footnote-ref-3)
4. Short-term mobility refers to a short period of experience abroad (between 5 days and 3 months), not necessarily part of your degree, which can benefit you academically and can add value to your curriculum. [↑](#footnote-ref-4)
5. If the activity is an individually sourced field trip, you must submit a copy of confirmed agenda from the host organisation and/or the Westminster academic with your application. [↑](#footnote-ref-5)
6. The Westminster graduate attributes are: Critical and creative thinker, Literate and effective communicator, Entrepreneurial, Global in outlook and engaged in communities, Socially, ethically and environmentally aware. [↑](#footnote-ref-6)