

STM Funding Application Guidelines

APPLICATION STAGE

WHO CAN APPLY?

Applications will be completed by Cardiff Met staff. Independent applications from students will not be accepted.

WHO CAN BENEFIT FROM THE FUNDING?

Short Term Mobility activities are open to all students (excluding exchange students) enrolled at Cardiff Met, whether studying full or part-time, postgraduate, or undergraduate. If students are studying at Cardiff Met on a Tier 4 visa then additional requirements will need to be met. The International and Partnerships Office should be notified immediately once the participation of a Tier 4 student is proposed so that the necessary guidance can be provided.

The funding is also available for Academic/Administrative staff accompanying groups of students on a mobility visit to support their travel. One staff member for every ten students can apply for funding. All staff requests for funding are to be accompanied with a clear rationale for their involvement in the application form. Any requests for additional staff outside of the standard ratio must also be addressed in this section of the application form and reasons provided as to why additional staff are required. Request for additional staff outside the set ratio will be subject to review by the Selection Committee panel. Please note that due to the reduced budget, the Selection Committee reserve the right to prioritise student funding.

WHAT FUNDING IS AVAILABLE?

Successful applications will receive up to 80% contribution towards travel, accommodation and subsistence costs for an outward mobility, up to a maximum of £1000 per individual.

Students that are resident in the Communities First area and in receipt of the Cardiff Met Study First award are eligible to receive up to 100% of the travel, accommodation and subsistence costs. Students should declare this as part of the participation request to the school.

Please note that if a student withdraws from the mobility prior to the start date, or if they fail to complete the mobility, the STM funding allocation for that student will need to be returned to the International and Partnerships Office. This will not be the case in the event that the non-participation is a result of force majeure such as bereavement or personal illness, and these will be considered on a case-by-case by the Selection Committee. In case of a visa refusal which is outside the student's control and fault, STM funding will remain with the School.

APPLICATIONS

Application forms must be duly completed and submitted by the respective deadline to stm@cardiffmet.ac.uk in order to be considered.

The Applicant must complete each application in full, taking into consideration the following:

- Realistic timeframe for logistical planning (Overseas travel authorisation, selection of participants, visa, accommodation, flights, academic itinerary, etc.) to ensure there is sufficient time between the date of notification and the planned mobility dates.
- Identification of adequate administrative support within the School to facilitate logistical arrangements for the planned applications. School contacts are to confirm this step has been reviewed and completed.
- Consideration of the eligibility criteria as detailed in the next section 'Eligible Activities'.

The Applicant must clearly detail the selection criteria and selection process that will be used to select candidates to participate in the proposed mobility as part of the application.

The form must be signed off by the following;

1. Applicant
2. School Contact Person
3. Associate Dean International (where applicable)
4. Dean of School (Acting Dean may also sign)

ELIGIBLE ACTIVITIES

All proposed mobilities must be in-line with the Cardiff Metropolitan Internationalisation Strategy, in addition to the individual School strategy. **Activities must include engagement with overseas students/universities or relevant industries in case of work placements.**

Examples of eligible activities are as follows:

- **School-led Field Visits:** a short-term visit to another country as part of an assessed module, organised by individual academic schools. Visit must include engagement with overseas University / students. Only students who are registered on the relevant module are able to take part.
- **School-led Summer Schools:** a short-term visit to another country that is related to the academic programme being followed at Cardiff Met, organised by individual academic schools. Summer schools that would enhance intercultural competencies and linguistic skills can also be considered. These visits can take place during academic vacation periods, and are not required to be credit-bearing. Visit must include engagement with overseas University / students.
- **School-led Work Placements** are also possible but applications must clearly demonstrate relevant engagement with industry. These placements can be on a volunteer basis. If salaries are part of the placements this must be clearly noted in the application.

All applications must clearly detail the benefit and anticipated impact the mobility will have on the participants.

Applications must also demonstrate that one or more of the following criteria are addressed:

1. Mobilities to TNE / Strategic partner universities

2. Mobilities that respond to key institutional strategies or agendas whilst ensuring the mobility includes relevant engagement with overseas University and/or students or industry depending on whether it is a study, work/volunteer placement.
3. Mobilities that clearly evidence academic benefit to the individual participants and address the academic, cultural and linguistic development of the student through engagement with overseas students.
4. Mobilities that directly support University business in enhancing on-campus recruitment.
5. Mobilities that directly support the integration of home, EU and international students, to broaden intercultural competencies and contribute towards the global citizen mind-set.
6. Mobilities that are interdisciplinary and involve more than one academic school.

WHEN CAN THE MOBILITIES TAKE PLACE?

Mobilities can take place during term time or vacation periods during the year in which funding is available and must be implemented or at least have commenced by the 31st July of that corresponding year.

CAN STUDENTS / STAFF BENEFIT FROM MULTIPLE BURSARIES?

Individuals can be considered for more than one STM mobility bursary during their time at Cardiff Met. However, those who have not yet taken part may be prioritised if places are limited.

Please note that successful applications are funded as discrete, one-off projects and consequently, there should be no expectation of continuation or recurrent funding. Schools should fully consider if the trip will go ahead as planned and how it will be funded if the bid for STM funding is unsuccessful.

SUCCESSFUL APPLICATION- WHAT NEXT?

WHAT ARE THE ADMINISTRATIVE AND FINANCIAL PROCEDURES TO FOLLOW IF AN APPLICATION IS ACCEPTED AND ALLOCATED FUNDING?

NOTIFICATION OF FUNDING: Notifications of result will be sent via email to the Applicant with any nominated school administrative and financial contact person in copy. The Applicant must then ensure that adequate support is in place to coordinate and implement the mobility.

PROCUREMENT PROCESS: The Applicant with the school's administrative contact person will facilitate the bookings for flights, accommodation, any other transport as required and coordinate the visa applications if applicable. Schools should note that the procurement of travel and accommodation must be conducted in accordance with the University procurement procedures. Information on these procedures, including details of travel companies who can assist with booking trips, can be found on the Cardiff Met [Procurement website](#). The

Procurement team can also be contacted for further advice and guidance either in person, by phone or email at purchasing@cardiffmet.ac.uk

VISAS: A review of the requirement of visas will need to be undertaken by the Applicant as soon as the confirmed participants are selected. Please note that requirements and processing times may vary according to the nationality of the participant and the destination of the activity. The Applicant will be required to provide each participant with a supporting letter to be used in the application process. The requirements of this letter will be available from the corresponding embassy website.

Any students studying at Cardiff Met on a Tier 4 visa should be identified at the point of selection by the Applicant. The Applicant should immediately inform the International and Partnerships Office. This will allow the International and Partnerships Office to provide the appropriate guidance to the student on how they can apply for a visa.

Please note, the International and Partnerships Office is unable to make visa applications on behalf of students. If a large number of Tier 4 students are due to travel, you may wish to contact the International Student Support Team to arrange for them to provide a briefing to the students about the visa application process. The Applicant will need to provide a supporting letter for each student which explains the following:

- The purpose of the trip
- Length and dates of trip
- Accommodation
- Which costs are covered

OVERSEAS TRAVEL APPROVAL: [The Health & Safety guidelines](#) for off-campus student travel should be adhered to and coordinated in advance by the Applicant.

[Overseas Travel forms](#) should be completed at the earliest possible opportunity for the approval of all staff mobilities. Please note that all travel is subject to the Overseas Travel procedure and bookings should not be made until travel is approved.

COMMUNICATION WITH INTERNATIONAL AND PARTNERSHIPS OFFICE: The Global Opportunities team should be sent the following information by the Applicant:

- Confirmed dates of the STM activity and the names of student and staff participants at the earliest available opportunity. Any subsequent drop outs/replacements should also be communicated.
- The Applicant and school contacts are to keep the Global Opportunities team up to date with the bookings of travel and accommodation and whether the activity is in line with the budget allocated.

FINANCE: Each School has appointed a STM Finance Contact Person with whom the Global Opportunities team will liaise regarding financial reconciliation and transfers for STM activities. There is also a dedicated contact person for STM within the University's Finance Office. These contacts are listed below:

| | |
|----------------------------------|-------------------------|
| School of Art and Design | Louise Padfield |
| School of Education | Susie Powell |
| School of Health Sciences | Ian Doyle/ Denise Marks |
| School of Management | Liam Reid/Mel Tibbatts |
| School of Sport | Rhian James |
| Finance | Simon Landy |

Specific cost codes will be set up for each successful activity and funds transferred accordingly to schools. These cost codes must be used for all transactions/bookings related to the activity.

As many mobilities will involve self-funding of at least 20% of costs, it is recommended that Applicants obtain a deposit from each participant, with a signed declaration to their commitment to undertaking the mobility. The Applicant is to liaise with the iZone in order for student deposits to be paid into the correct cost code set up for that activity.

The Applicant is also to bear in mind that each participant is responsible for purchasing themselves adequate insurance policy for the activity and that the university cannot purchase this on their behalf.

If a student declares that they are in receipt of the Study First award, please email the student's name and student ID number to stm@cardiffmet.ac.uk . The Global Opportunities Team will then check the student's eligibility for further funding.

The Applicant is to provide a finalised costing expenditure of the trip to the IPO before the trip takes place.

Daily subsistence for Students will be set at £25 per day as a flat rate. If breakfast is included in the accommodation arrangements then the daily rate will be £20 per day. The Applicant may opt for subsistence to be paid to the student in advance of the trip taking place – this must be arranged through the School Contact Person.

Staff must complete expenses claims upon their return and submit these to the Finance office. Subsistence claims must not exceed £25 per day (as per University regulations) and must be supported by original receipts. In the event that staff do not have receipts for subsistence, they may claim a maximum amount of £10 per day. Please note that you cannot submit both receipted claims and unreceipted claims – it must be one or the other.

Once the trip has taken place, the financial reconciliation must take place. All costs should be entered on to the Financial Reconciliation sheet (to be provided to the STM Finance Contact Person) and returned to the Global Opportunities Team with supporting receipts/invoices

Please note, that the 80% contribution allocated to the STM activity and detailed in the notification email is a maximum amount, therefore it will not be increased if actual costs are higher than anticipated. However, if actual costs are lower than anticipated in the application form, the 80% funding will be adjusted according to real costs and the Finance Department will request the return of funds from the School.

WHAT ADDITIONAL REQUIREMENTS ARE THERE UPON COMPLETION OF THE MOBILITY?

Upon returning from the mobility, each participant (student and staff) will be required to complete a mandatory feedback survey. The survey can be found [online](#) and must be completed within 2 weeks of returning from the mobility. The Global Opportunities Team will also request a debrief session with participants to discuss their experiences in order to further support the mobility initiative.