



Students Affairs Committee
Travel Grants Application Form
January - December 2018

Application Submission Deadline
12th October 2018

Application for Travel Grants to University Students

SECTION 1 Personal Details

Form for Section 1: Personal Details. Fields include Name (s), Surname, Permanent Address, Town, PostCode, ID. Number, Telephone / Mobile, Email Address, Nationality, Bank Name, IBAN Bank Account, Employed\*, and a section for concurrent occupation. Includes instructions and a warning.

SECTION 2 Course Details

Field for inserting full name of course in the adjacent space.

Form for marking appropriate boxes for Undergraduate Course, Postgraduate Course, Full-time (Day), Part-time (Day), and Part-time (Evening).

Table for Year of Studies with columns: FIRST, SECOND, THIRD, FOURTH, FIFTH, FINAL.

Form for entering date of admission to course with fields for Day, Month, and Year.

Supporting Documentation

Table for supporting documentation with columns: Enclosed, To follow. Rows include Official Programme, Letter of Acceptance/ Confirmation, Financial Documentation, and Other.

Applications, duly completed as indicated, are to be submitted together with the receipt of payment of the application fee (issued by Maltapost Campus Branch), at Rm. 106, Gateway Building, University Msida Campus by NOT LATER than one month after the date of return...

Form for Application Fee (€ 3.50) and Receipt No.

## SECTION 3 Details of Visit Abroad

See Notes at end  
of Form

*Name and address of Institution to be visited*

**Nature of Visit:** *Mark your selection with an "X"*

Clinical Placement	Clerkship	Traineeship	Field Study Tour (Group)	Conference	Project	Research (Individual)
Other (specify)						

Specify the dates during which the experience is due to:

<b>Commence:</b>		<b>Terminate:</b>	
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State Reason for Visit

(Brief summary)

Submit further details, as programme, etc. expand on a separate sheet if necessary


## SECTION 4 Financial Details

### Statement of Expenditure (1)

Comments

(Include any details you consider relevant to the amount)

€ (Total)

<b>Passage</b>	Include details	
<b>Board &amp; Lodging</b>	Include daily rate	
<b>Course / Participation Fee</b>		
<b>Other Expenditure (Specify)</b>		

### Other Financial Assistance (2)

If you are receiving other Financial Assistance in the form of Grants or Subsidies in respect of this visit specify nature, source and enter the total amount in the space provided ⇨


(add) ⇨  
Total (1)

↓

Total (2) ⇨

Deduct Total (2) from Total (1) =

**Sum Total** ⇨

Details

Date: (Month / Year)

Amount (€)

Enter details of any previous award of a Travel Grant by this University, since commencing your studies. ⇨


### Declaration

- (a) I confirm that, to the best of my knowledge, the information in this form is correct and complete.  
 (b) I have read the instructions and rules regarding the Travel Grants scheme. I agree to abide by the conditions of application set out on the back sheet of this application form.

Signature of Applicant		Date	
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...COMPLETING YOUR APPLICATION FORM.

**Please ensure that you read the following conditions carefully and understand them before submitting your completed application form. Applicants must sign the application form as a sign of acceptance.**

#### **RULES REGULATING THE AWARD OF TRAVEL GRANTS.**

A Travel Grant is a subsidy to offset a part of the expenditure on study related travel and cannot be understood as full compensation for all travel expenses.

Applications for Travel Grants are available from the Secretary's office throughout the year.

It shall be the students' responsibility to ensure that the application form is received at this office by not later than one month after the date of return, and not later than the 12th October. In the case that the return from the visit is later than the 12th October, the application should be submitted before departure.

Acceptance for visits and other study programmes abroad does NOT imply the provision of financial assistance by the University.

The selection criteria for awarding grants are:

1. The visit for which the application is submitted must be related to the applicant's studies, no grants are awarded to applicants traveling on business/ leisure or other activities not related to their academic studies. However students traveling to do some form of voluntary- community work would also be supported.
2. Travel Grants will not be made available to students who travel on behalf of officially recognised Student Societies. Such funding should be made available from the relative Student Society, which may benefit from a separate scheme.
3. First time applicants may be given priority over students who have previously been awarded a Travel Grant. Multiple awards during a student's stay at University may be made only if funds permit.
4. A good recommendation by the Head of Department must be submitted (in case of voluntary-community work, recommendation may also be made by the Pro-Rector)
5. No awards to students that may receive alternative assistance from Erasmus Grants.
6. Applicants who terminated their studies at University are not eligible for a travel award.
7. Late applications will not be considered

#### **APPLICATION AND PAYMENT.**

1. The Application Form is in five parts, applicants must complete accurately and clearly (in ink) only Sections One to Four. **Section Five is to be filled ONLY by the Head of Department.**
2. Mark or fill in the empty spaces as directed. Do NOT put a dash, cross out, or leave a whole section blank, as your application shall be invalid.
3. Applicants are to declare their sources of funding in full. Consequently, STUDENTS WHO FAIL TO FILL IN SECTION THREE OF THE APPLICATION FORM WILL BE DISQUALIFIED.
4. A non-refundable application fee of € 3.50 is payable with each application at the Maltapost University Branch. Applicants are to ensure that they retain the receipt in respect of the application fee. The receipt number is entered in the application form.
5. In the case of applicants travelling on group visits, which should be sponsored by a member of the academic staff, each student must fill in an individual application on the prescribed forms. Copies of official invitations, programmes and formal agreements are to be attached.
6. Applications in respect of Traineeships and Clerkships have to be accompanied by the necessary documentation on the visit.
7. Students Traveling on IAESTE and other long-term course/traineeships are also required to provide official information (including all relevant details of such trips). All IAESTE applicants should always produce a fully completed Form 'O', together with the acceptance/confirmation note as Documentary Confirmation of the visit.
8. MD and Health Science students on clerkships are to produce their card of acceptance from their hosting Institution for verification.
9. Students receiving remuneration for their services abroad should also provide official information regarding income (or equivalent tax rates) to which they may have been subjected.
10. Applicants must make their own arrangements for the visit and ensure that they have enough money to pay for their stay.
11. Applications are vetted by a Committee, which includes student representation, whose decision shall be final.
12. Any Communications regarding this application form should be addressed to the Secretary.

#### **CANCELLATION**

Applicants cancelling their visit are to inform the secretary. Cancellation must be made in writing.