



THE UNIVERSITY
of EDINBURGH

Go Abroad Fund Application Policy

Contents

About the Go Abroad Fund	3
Is this programme available to me?	3
What is a short-term international experience?	3
What counts as an educational dimension?	4
Where can I go?	4
How to apply?	5
Application Timeline	5
Application procedure	5
Application form on Mobility-Online	6
Personal Statement on PebblePad ATLAS	6
Application Assessment Criteria	7
What Happens Next	8
Documents for Edinburgh	8
Required Forms	8
Travel Insurance	8
Pre-Departure Sessions	8
Self-reflective component	9
Homecoming	9

About the Go Abroad Fund

The Go Abroad Fund covers a number of different initiatives which offer all University of Edinburgh students the chance to go abroad. The Go Abroad Fund opens up the possibility of going abroad for numerous students that couldn't otherwise do so, by not only providing the necessary financial support but also giving you the freedom to choose and design your very own short-term international experience.

Fund	Number of awards available	Amount	Eligibility
Principal's Go Abroad Fund (PGAF)	250 (minimum)	£350 (£700 for Widening Participation students)	N/A
Santander awards	20	£1000	Widening Participation students only, destination restrictions apply (please see below)

Please note that there is only a single application pathway for the Go Abroad Fund. All applicants will be automatically considered for the most lucrative award for which they are eligible, hence there is no need to specify which you are applying for in your application. Any differences in criteria or requirements for these opportunities are noted in the relevant places below.

Is this programme available to me?

The **PGAF** (£350 award) is open to **all students** currently fully matriculated at the University of Edinburgh for the full academic year. This includes postgraduates, part-time students, and those who are graduating this summer. **Visiting students are not eligible to apply for funding.** If you are unsure if you are eligible please direct your enquiries to the Go Abroad team at goabroad@ed.ac.uk.

The **Santander** awards, as well as the £700 **PGAF** awards, are open only to Widening Participation students; this includes students in groups which are statistically underrepresented in higher education, and can cover a wide range of categories. We work with the WP team to determine who is eligible for these opportunities. More information can be found on the university's [Widening Participation](#) website.

What is a short-term international experience?

To be eligible for all opportunities, your short-term international experience must last at least **7 days** and take place during the University's summer holidays, i.e. between **25 May and 8 September 2019**.

The international experience chosen **must have an educational dimension**, but it does not need to be related to your degree programme. Basically tourism doesn't count! This, however, **must not be a mandatory or credit bearing part of your degree** here at Edinburgh.

What counts as an educational dimension?

Your trip must be educational in some way, falling into one of these five broad categories:

- Conferences/Summer Schools
- Cultural Activities
- Internships or Traineeships
- Research
- Volunteering

Where can I go?

Your activity must take place outside of the UK; beyond that, it is entirely up to you. If you have an idea or something interests you let us know!

For the **PGAF**, you can go anywhere in the world, however, please bear in mind that **the University cannot allow students to go to countries or regions that have been categorised as unsafe**. So please be aware that funding may not be given on the basis of your destination's categorisation by the UK Government in an attempt to keep all students safe.

It is crucial therefore that you regularly consult the Foreign and Commonwealth Office website for updates on your destination of choice:

<https://www.gov.uk/foreign-travel-advice/>

To be eligible for the **Santander** awards, in addition to being categorised as a WP student your activity must take place in one of the countries which they have specified below:

Argentina	Portugal
Belgium	Puerto Rico
Brazil	Russia
Chile	Singapore
China	Spain
Colombia	United Arab Emirates
Germany	Uruguay
Ghana	USA
Mexico	Qatar
Poland	

Please note that for international students we will not award funding for activities taking place in your home country. Wherever you decide to go, be aware of the activities you choose as we are also unable to support high-risk activities, and this would negatively impact your chances of successfully receiving an award. Even if your application is otherwise strong, your safety comes first, and comes before other factors.

How to apply?

There is only a single application pathway for the Go Abroad Fund, but there are multiple steps to the process. It is very important therefore that you read all the guidelines and follow the instructions at each step.

To begin with, all applications must be made through our online application system, Mobility-Online. This is available at the following address:

https://www.service4mobility.com/europe/BewerbungServlet?identifizier=EDINBUR01&sprache=en&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=PGAF

Please note that all applications must be made individually; your personal statements will be run through Turnitin software to ensure that there is no plagiarism. If you are using a shared computer to complete this application, please make sure that the previous person is completely logged out of EASE, and it is recommended that you open and use a fresh browser before submitting your application; failure to do so can cause serious technical problems with your application.

Upon submitting your application to Mobility, you will receive an email with information on submitting your statement for peer-marking once the applications have closed. **If you do not receive a confirmation email after submitting your online application, please get in touch.**

Application Timeline

Applications open	28th January 2019
Deadline for applications (Mobility-Online)	12 noon 25th March 2019
Deadline for submitting statements for peer-marking	12 noon 27th March 2019
Deadline for completing peer-marking	12 noon 3rd April 2019
Informed of decision	By 29th April 2019

Application procedure

This is a competitive programme, so unfortunately not all applications will be successful. Funding will be dispersed based on the strength of each individual application, and the case made for the trip abroad.

The application procedure consists of three distinct steps: submission of an application form to Mobility-Online, submission of a personal statement to PebblePad ATLAS, and completion of peer-marking on PebblePad. Each of these steps is explained in detail below:

Application form on Mobility-Online

This form asks for the basic personal information required for your application. It is very important that you provide up-to-date contact details so that we can contact you quickly if necessary. **Please make sure you have submitted the correct email address (including the 'sms') as failure to do so could mean that you miss emails with vital information on completing the application process.**

You will be asked to provide a brief (one paragraph) description of your proposed activity; in this you should explain exactly where you plan to go (including city/region) and what you plan to do. Additional information to include:

- If you are moving between cities, regions, or countries please include details of where, when, and how this will happen
- If you are working with a group or organisation please include the relevant details.

This information will be used for administrative purposes, including assessing the risk of your proposed activity; it will NOT be seen NOR marked by your peers. If you do not have all these details at the time of application, please include as much information as you can.

Personal Statement on PebblePad ATLAS

You will need to describe your proposed international activity in a personal statement, submitted as a PDF of 1-2 pages, to PebblePad ATLAS where it will be marked by other applicants. Think of this as your pitch to your fellow students detailing why they should pick you and your activity. In addition to describing where you want to go and what your proposed activity is, some other things you will want to do in your personal statement are:

- Demonstrate the overall value of your proposed international experience.
- Show the extent to which you will benefit (academically, professionally, or personally) from both the funding and the international experience.
- Evidence your potential for positively representing the University of Edinburgh while abroad.

As this will be marked by other applicants from different disciplines and degree levels, it is advised that you address this statement to a general audience. In order to ensure anonymity, you should avoid including your name, student number, and exam number within the title or text of your statement.

If for whatever reason you feel that you cannot participate in the peer-marking portion, or you feel that you must include personal information which is immediately identifiable in your application (such as your name), you should email goabroad@ed.ac.uk to explain your situation; a decision will be made on a case-by-case basis.

After the Mobility-Online applications have closed, you will receive a link via email to submit your statement to our peer-marking system, PebblePad ATLAS. **Detailed information on how to proceed will be provided once applications have closed.**

Application Assessment Criteria

Following the deadline, applications are to be peer-marked via PebblePad ATLAS, where each applicant will be asked to assess 5 random applications (on a scale from 1-10) on the following 3 criteria:

- How well do you feel the applicant has articulated the overall value of the proposed activity?
- How would you rate the possible benefit of the proposed activity to the applicant?
- How would you rate the applicant's ability to positively represent the University of Edinburgh while abroad?

The peer-marking constitutes the majority of the marking process, however each and every application's marks are moderated in the office to ensure consistency. Marks that are demonstrably inconsistent will be removed and the application's overall mark recalculated accordingly.

Detailed instructions on how to complete the peer-marking portion will be sent to you via email following the application deadline. This can be done anywhere you have access to a computer and the internet. **If you fail to complete your portion of the peer-marking then your application will not be considered.**

Additional funds may be available through the Erasmus + Traineeship scheme for students applying for Internships or Traineeships in Europe. Please note that this is a separate funding opportunity (with different criteria and requirements) which you will have to apply to separately, however it is possible for students to hold funding from both the Go Abroad Fund and the Erasmus + Traineeship scheme. To find out more about this scheme, or to apply to it directly, please visit the following website: <https://www.ed.ac.uk/global/go-abroad/work-abroad>

What Happens Next

Documents for Edinburgh

If you are awarded funding from the Go Abroad Fund, Edinburgh Global will be on hand to help you prepare for travelling abroad. This will involve the submission of documents in order to make sure everything is in place for your time away.

Required Forms

Before we can allocate the funding, all students are required to complete and submit signed risk assessment forms which must be approved by Edinburgh Global before departure.

Travel Insurance

It's absolutely essential that you obtain appropriate insurance for your time overseas. To help, the University of Edinburgh offers cover under its Travel Insurance Policy FREE OF CHARGE to all students participating on an overseas programme organised by the University, including recipients of the Go Abroad Fund. Key features of this policy include:

- Unlimited Medical Expenses – this includes pre-existing conditions as long as you are fit to travel and haven't been advised against doing so by your GP
- Repatriation
- Cover for Personal Belongings – please note that this aspect is currently under review and may be altered or removed from the policy
- Cover for loss of personal money/credit cards
- Personal liability

If you choose not to opt into the University's scheme then it is essential that your insurance meets all the necessary requirements. Please ensure that the policy covers repatriation to the UK (or your home country) in the case of serious illness or death, and if it does not then you should take out an additional policy to cover this. The level of insurance you need will depend on your personal circumstances (i.e. pre-existing conditions).

We will not check your insurance policy – it is your responsibility to ensure that you have appropriate cover in place.

If you are travelling within the EEA (European Economic Area) or Switzerland you should also obtain a free EHIC (European Health Insurance Card) which will entitle you to reduced cost or free emergency health care in your host country. You can get this from the Post Office or apply online at www.ehic.org.uk.

Pre-Departure Sessions

If successful, you will need to attend a pre-departure session before you embark on your international experience. We will be running a number of these sessions between May and June 2019. More information on the dates, times, and venues for these sessions will be available in your offer letter.

Self-reflective component

Recipients will also be required to submit a blog, photo blog, or vlog that describes their activity and reflects on their learning while abroad/after they return.

Check out our [blog](#) to see what previous recipients have said about their experiences.

Homecoming

This is an event for all returning recipients of the Go Abroad Fund which is usually held in October and includes student displays and presentations and a drinks reception. Students get the chance to meet with other students, members of staff and donors and share their experiences. For the past four years this event has been a great success.

We will have presentations from those students chosen to present their international experience and also an awards ceremony with prizes for the best self-reflective components we have received.

There are also exhibitions showing your time abroad so don't forget souvenirs!