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## **Guidelines for Bursary Application**

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*Please read the following carefully before completing the application form. A copy of these guidelines must be read by both institutions and the student(s) concerned.*

### **INTRODUCTION**

The Commonwealth Universities Study Abroad Consortium (CUSAC) is pleased to announce the launch of the 2009 - 2010 bursary scheme to assist undergraduates in a member university wishing to undertake part of their studies in another Commonwealth country. The scheme aims to increase mobility amongst CUSAC members, encourage new partnerships between institutions and assist students to study abroad who would not otherwise be able to do so.

- The scheme is designed to support travel by students from developing countries. In 2009 1-2 bursaries will be available to support travel by students from developed countries. Priority will be given to those wishing to travel to developing country member institutions.
- Bursaries will be awarded for travel on the basis of an exchange agreement between two CUSAC member institutions.
- We will accept a maximum of 3 nominations per home institution, and these must be named students. We cannot accept applications where no student has been nominated.
- All the nominees must be undergraduates.
- Applications are invited for bursaries to support exchanges taking place between September 2009 and September 2010.
- There are two rounds of nominations: Round one is for students travelling any time in 2009/2010; Round two is for students travelling for the January/February term. Please note that each institution may only nominate 3 students in total, but these may be split between the two rounds however you wish.
- Grants are available to the value of £500 sterling, plus the actual cost of return travel between the two countries concerned.
- The awards are intended as a contribution to assist students with the costs of participating in the exchange rather than being an all-inclusive scholarship. Students should be made aware of the likely costs they will incur whilst on exchange.

### **APPLICATION PROCEDURE**

- Section One must be completed for each university the students are attending (i.e. if all three nominees are attending the same university only one application section one should be completed, if students are attending different institutions then a section one for each institution should be completed).
- Section two must be completed for each student. These must be separate applications.
- Applications are to be submitted by the home institution.
- Applicants must ensure that the application form is signed by BOTH institutions before being submitted to the Secretariat.
- Students nominated for awards must complete a student details form - including a brief supporting statement of no more than 300 words.
- The closing date for the receipt of the application forms is 24 April 2009 for the first round and 25 September 2010 for the second round.

### **TERMS AND CONDITIONS**

#### **APPLICATION DETAILS AND ELIGIBILITY**

- Exchanges should be based on an exchange agreement between the two institutions. Institutions must have either signed a reciprocal exchange agreement or sign to their intention to establish such an agreement. Exchange agreements must be signed before the student travels. We may ask for evidence of reciprocal exchanges taking place.
- Exchanges must take place on the basis of a tuition fee waiver.
- Exchanges will normally involve the student gaining academic credit towards his/her course of study. Where this is not the case justification for the arrangement should be given at the time of application. The student, home and host institutions should be aware of the credit transfer arrangement in advance of acceptance of the award.
- Exchanges should be for the benefit of students from a developing Commonwealth country, travelling to any other Commonwealth country, who meet the standard course requirements of their host institution.

- While nominees should be in good standing, academic achievement is not the primary criteria on which selections will be made. Students should be nominated on the basis of what they will gain from this particular exchange. This case should be made in the statements from the tutor and the student.
- CUSAC bursaries are intended for students who would not be able to travel without this financial assistance. Nominating institutions should take this into consideration when selecting students to nominate for an award.
- Home institutions should ensure that students have adequate health/travel insurance before they travel and/or meet the host institutions health/travel insurance requirements. Please note any requirements that the host institution may have on insurance.
- Application forms must be endorsed by both home and host institutions.
- Both institutions must be current paid-up CUSAC members at the time of application.
- Exchanges should be for a minimum of one semester/term.
- Please note that it is the institutions responsibility to advise the students about the exchange and for pastoral care. This advice must include information on potential cost of living in the host country and travel and health insurance. Unfortunately the CUSAC secretariat is unable to give advice on insurance.

#### **SELECTION AND CONFIRMATION OF AWARDS**

- Selections will be made by a selection committee made up of CUSAC Executive Committee members and other advisers. Results will be disseminated in early June.
- Awards must be accepted by the student and the home and host institutions and all conditions must be met at least one month before the student travels and **no later than 01 September 2009** for the first round and **1 December 2009** for the second round.
- Awards will only be confirmed by the secretariat once conditions have been met and the acceptance form has been signed by the student and by both institutions.

#### **VALUE OF AWARDS**

- Awards are for the value of £500 sterling, plus the actual cost of economy class return travel between the two countries concerned. Students/home universities should arrange the travel themselves, **at the lowest fare on a reputable airline**, and then send proof of purchase and invoice to CUSAC at the ACU for reimbursement.
- The payment of £500 (or equivalent in local currency) will be made by the host university and then reimbursed by CUSAC on receipt of an invoice (showing the currency exchange rate in effect on the day of payment to the student) and a signed student acceptance form.
- *It is important to note that the bursary will not normally cover the full costs of the student's maintenance throughout the study abroad period.*

#### **TENURE OF AWARDS**

- Periods of exchange should be at least one complete term or semester and commence before September 2009.

#### **REQUIREMENTS**

- Students in receipt of a CUSAC bursary will be required on their return to their home institution to submit a 600 to 800 word report on their experiences at the host institution.

#### **RETURN OF APPLICATIONS - THE DEADLINE FOR APPLICATIONS TO REACH THE SECRETARIAT IS 24 APRIL 2009 FOR THE FIRST ROUND AND 25 SEPTEMBER 2009 FOR THE SECOND ROUND. LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Applications should be returned to:

CUSAC Secretariat  
 Association of Commonwealth Universities  
 Woburn House  
 20-24 Tavistock Square  
 London  
 WC1H 9HF

Fax: +44 (0)20 7387 2655

Email: cusac@acu.ac.uk

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**Application for Student Bursary 2009/10**

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*Before completing this form, please refer to the guidelines attached for the terms and conditions of the bursary and eligibility criteria. If, for any reason, you do not have a copy of this, it can be obtained on the CUSAC website, at [www.acu.ac.uk/cusac](http://www.acu.ac.uk/cusac). A student details form, copy of transcript and an academic letter of reference from the student's academic tutor or supervisor should be submitted alongside the application form. Incomplete applications will not be considered by the Selection Committee. Please complete a separate form for each HOST institution and note that an institution can only submit three students for bursaries.*

**PART ONE : DETAILS OF INSTITUTIONS**

**Please give contact details for the HOME institution** (*the institution from which the student will travel*)

**Institution** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Title** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Please give contact details for the HOST institution** (*the institution to which the student will be travelling*)

**Institution** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Title** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Please list the students going on this exchange and the degree they are reading**

**Name**

**Degree** (e.g. Modern History BA Hons)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PAST AND PROPOSED LINKS (please answer all questions and tick as appropriate)**

- (a) Is this the first exchange between your institution and the host country? Yes  No
- (b) Is this the first exchange between your institution and the host institution? Yes  No
- (c) If YES, please indicate how the current link arose:

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- (d) If NO, please provide brief details of previous arrangements, indicating numbers of students and the departments involved (continue on separate sheet if necessary):

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- (e) Please give a brief statement of how this exchange partnership has or will benefit the institutions. Please continue on a separate sheet if necessary.

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- (f) Do the Institutions have a formal agreement in place, to cover the terms of the exchange? (If yes, please attach a copy to the application.) Yes  No
- (g) If NO, will an exchange agreement be established prior to the student travelling? Yes  No
- (h) Will the proposed exchange be covered by a fee waiver by the host institution or a mutual fee waiver as part of an exchange arrangement? Yes  No
- (i) Will students be offered accommodation at the host institution? Yes  No
- (j) Will the student have to pay for this accommodation? Yes  No
- (k) If NO, what support will be given to the student in finding accommodation? (please give details below):

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**NOTE:** Please ensure that if accommodation is not provided by the host the student is made fully aware that alternative accommodation will need to be sought and the costs involved.

- (l) Will the student be required to take out adequate health/travel insurance for the exchange? Yes  No
- (m) Has the student been given advice on the approximate living costs in the host country during the study period? (Please give details below.) Yes  No

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- (n) If applicable, please give details of any other welfare arrangements being provided that you would like to draw to our attention:

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**AGREEMENT OF INSTITUTIONS: Please ensure both HOME and HOST institutions sign the agreement**

The home and host institution agree:

- To take part in the exchange of the above students.
- That an exchange agreement has been signed *or* that an exchange agreement will be established before the exchange takes place (a copy of which must be sent to the CUSAC secretariat at the ACU before any exchange takes place).
- That the above arrangements will take place on the basis of a tuition fee waiver at the home institution.
- That the students involved in the exchange have been advised on the cost of living and accommodation (if not provided free by the host institution).
- That the students involved have been advised on health and travel insurance.
- That the institutions take responsibility for advising the students and for pastoral care.
- That the HOME institution will provide an economy class air ticket and then invoice the CUSAC secretariat.
- That the HOST institution will provide £500 (or local equivalent) and invoice CUSAC.

Please note that CUSAC can not give advice to students on cost of living, accommodation, travel, insurance or other matters relating to their situation. A copy of the student detail form must be completed by each student nominated for a CUSAC award and should include a brief supporting statement detailing why they want to participate in the exchange and how they feel they will benefit from it. A copy of their most recent transcript and a brief supporting statement (form attached) from their academic tutor or supervisor should also be attached.

I have read the above application and accompanying terms and conditions, and agree to the participation of my institution on the terms and conditions indicated. I understand that the decision of the selection committee will be final, and that under no circumstances will CUSAC, the Association of Commonwealth Universities, or their officials be responsible for any loss or damage to the students or their universities as a result of any activities that may result from this application.

**HOME Institution**

**HOST Institution**

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Job Title** \_\_\_\_\_

Stamp or Seal (as applicable):

Stamp or Seal (as applicable):

**CHECKLIST**

Please make sure you have done the following *before* submitting your forms to us:

- Included a reference from the student's tutor, a supporting statement from the student, and a copy of the most recent transcript.
- Included the STUDENT'S signature
- Included the signature of the HOME institution
- Included the signature of the HOST institution
- Have established (or are working on) an exchange agreement

**PART TWO: STUDENT DETAILS**

To be completed by all nominees for CUSAC awards and returned to the CUSAC Secretariat. (One form for each student)

**First Name(s)** \_\_\_\_\_

**Surname** \_\_\_\_\_

**Home Institution** \_\_\_\_\_

**Home/Correspondence Address** \_\_\_\_\_  
\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Gender** \_\_\_\_\_

**Degree Title and Subject** \_\_\_\_\_

**Year of Study** \_\_\_\_\_

**Supporting Statement** (approximately 300 words)

On a separate sheet, please explain why you want to participate in this particular exchange and how you feel you (and your studies) will benefit from it; include academic benefit, personal benefit, and what contribution you feel you will make. Please sign your statement.

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**Terms and Conditions:**

- The CUSAC award of airfare and bursary is intended as a *contribution* towards the cost of an exchange established between two CUSAC member universities. It is not expected to cover full living expenses.
- Under no circumstances will the CUSAC secretariat, the ACU, or their officials be responsible for any loss or damage to students or their universities as a result of exchange activities.
- Exchanges should take place on the basis of a tuition fee waiver, which should be arranged between the participating institutions. However, it is important that you look into any additional costs, which you may have to cover, such as accommodation fees and health insurance, before you leave.
- A current transcript and academic reference must be attached to this application.
- Recipients of CUSAC bursaries are required to submit a 600-800 word report to the CUSAC secretariat following the exchange.

Please sign below to indicate that you have read and accept the terms and conditions of the award and the above information.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PART THREE: REFERENCE FROM TUTOR**

The student named below has applied for a CUSAC bursary to enable him/her to undertake a period of exchange at another CUSAC member institution. The selection committee would be grateful if you would take the time to complete the form below and return it promptly to the named CUSAC contact at your institution.

**Student Name** \_\_\_\_\_

**Name of Tutor/Referee** \_\_\_\_\_

**Department** \_\_\_\_\_

**Correspondence Address** \_\_\_\_\_

\_\_\_\_\_

**Email** \_\_\_\_\_

**Brief Supporting Statement/Reference** (Please indicate why this student has been nominated for this bursary and what you believe they will gain from this exchange. Please also include approximate place in class or expected class of degree)

Please return to the CUSAC Contact at the HOME institution: \_\_\_\_\_