

## Travel & Expeditions Committee: Report 2015/16

The application form for Travel Awards becomes live in November each year *via* the SSS website <https://portal.uea.ac.uk/student-support-service/travel-and-expeditions/travel-and-expeditions-committee> and the call for applications is publicised by the Secretary to the Committee. The closing date is usually at the end of February. During March, members of the TEC (Union reps plus one staff and one student member per Faculty) then consider, score (against the criteria in the Table below) and comment on applications. The top twenty of the rank order of scores are offered an award, usually of £250. Up to three awards of up to £350 may be given to outstanding applications; applications with an unconvincing or inadequate risk assessment are referred back to the author and applications linked to credit-bearing modules or dissertations or with no risk assessment are disqualified. After travel, award winners must submit a short (two page) report that includes how their travel experiences have helped them develop personally or professionally alongside advice to any future student travellers. These reports are reviewed by members of the Committee *via* Dropbox in November-time each year. Some of the travel award is withheld until receipt of a satisfactory report.

In 2015/16, there were 36 applications for a travel award, three of which were from groups of students. Destinations ranged from Northumberland to Bolivia and purpose varied widely and included a World Youth Day, fell walking, visiting museums, wildlife conservation, researching family history and helping with charities.

The budget available for travel awards in 2015/16 was £6890. £5600 was awarded amongst the top twenty applicants and the remainder reserved for payment of the amounts withheld from last year's travellers until receipt of a travel report.

| <b>Criteria used to assess and rank the quality of applications for a UEA Travel Award:</b> |
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| <b>Clarity of purpose; Prospects for personal development; Prospects for professional development; Travel experience</b> (applications may be favoured if there is little/no previous travel experience); <b>Quality of application; Credit to UEA</b> (travel that will enhance UEA's reputation will be viewed more favourably); <b>Risk Assessment; Connection to Studies</b> (awards must not to be used for gathering information for academically assessed work); <b>Charitable work</b> (applications that include charitable work are not in principle viewed more favourably than other applications) and <b>Ethical considerations.</b> |
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