



**COLLEGE OF ARTS AND SOCIAL SCIENCES
UNDERGRADUATE STUDENT EXCHANGE TRAVEL GRANT
CONDITIONS OF AWARD**

1. INTRODUCTION

Each year the College of Arts & Social Sciences (“the College”) may offer up to seven awards known as the College of Arts & Social Sciences Undergraduate Student Exchange Travel Grant (“the award”).

The objective of the award is to facilitate student exchanges for members of the undergraduate College community and to strengthen College ties named with the named institutions published on the ANU Scholarships website (updated annually).

Funding for this award has been provided by the ANU College of Arts & Social Sciences.

2. BENEFITS

The value of the award is stated in the letter of offer. The award is paid in one instalment once the recipient has secured enrolment at the target institution and confirmed with the College that their program of study at the destination institution will be counted for credit toward their ANU program.

Travel insurance will be covered by ANU for travel that has been approved by the appropriate delegated authority. Students are strongly advised to consult the University’s Travel Insurance Policy and should consider seeking advice from the University’s Insurance Officer before finalising travel arrangements. Students are responsible for all travel arrangements including the organisation of appropriate travel visas.

The recipient is responsible for making payment of all tuition fees by the prescribed date as set out by the University each session. Recipients of this award are responsible for the costs of books, study materials, accommodation and all other costs of study.

3. ELIGIBILITY

The award is available each year to a continuing ANU student who is:

- (a) a domestic or international student
- (b) enrolled in an undergraduate program in the College of Arts and Social Sciences
- (c) undertaking an approved exchange program, at one of the international institutions listed on the ANU Scholarships website.

4. APPLICATION

The application is submitted on the prescribed form as published on the ANU Scholarships website. Any requirement for supporting documentation and forwarding details will be stated on the application form and/or ANU Scholarships website. The application and all supporting documentation (where applicable) must be submitted on, or prior to, the closing date published on the ANU scholarships website.

5. SELECTION

Selection is made on the basis of academic merit. Other factors such as the relevance of the host institution to the study program and motivations for undertaking the exchange, will be taken into account. Where there are more awards than eligible candidates, awards may be offered to students undertaking a travel experience at another ANU partner institution.

The award is offered to a student by a selection committee chaired by the College Associate Dean (International) which will also include and two other College Associate Deans.

The College reserves the right to make no award if it considers there is no applicant of sufficient merit. The College may also vary the number of awards and/or offer the award at other times in exceptional circumstances or based on the standard of applications or students (where funds allow).

6. CONCURRENT HOLDING OF AWARDS

A recipient of the College of Arts & Social Sciences Travel Grant is permitted to concurrently hold other scholarships, awards, grants and bursaries subject to the terms of the corresponding section in the conditions of award of the other scholarship/bursary/grant/award that they are holding.

Failure to declare and obtain permission to hold another award or scholarship may result in the recipient being required to refund a payment or payments to the College, as determined by the Dean/Delegated Authority of the College (or nominee).

7. DEFERMENT

The recipient must take up their award in the semester for which it is offered. Any requests for deferrals of the award must be approved by the selection committee. Subject to approval, the award may be deferred for a maximum of 12 months.

8. ONGOING ELIGIBILITY

A recipient of this award must remain enrolled in the relevant exchange course in the semester related to the application for travel.

Upon return, students are required to report on their experiences to both Global Programs and to the College, and to provide the College with an official transcript from the overseas institution proving that they have successfully completed all assessable requirements for their periods of study.

9. CESSATION OF AWARD

The award ceases or should be surrendered:

- (a) if a student no longer meets the eligibility requirements;
- (b) at the conclusion of the course related to the application for travel;
- (c) if a recipient fails to commence or complete the course related to the application for travel;
- (d) if a recipient breaks the law in the country they are visiting or breaches academic or behavioural standards set by the University under the Academic Misconduct & Discipline Rules; whichever is earliest.

10. REPAYMENT OF FUNDS

Subject to the information available at the time, the Dean of the College (or nominee) may request that the payment for the semester in which the breach of conditions or withdrawal occurs be refunded in part or in full.

11. PROVIDING FALSE OR MISLEADING INFORMATION

The awarding of a grant is based on the information provided to the University. An award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment in awarding the grant.

12. TAXATION & CENTRELINK

Recipients are responsible for seeking taxation and Centrelink advice regarding their own individual circumstances. Scholarships/grants may be regarded as taxable income if a recipient is enrolled on a part-time basis.

For information on how your award may affect your Centrelink benefits, see this website <http://www.humanservices.gov.au/customer/enablers/income/>

13. PUBLICITY

The recipient may be requested to participate in publicity for the award from time to time. This may include publicity in the state or territory of residence or of schooling. Recipients may be contacted for an interview and photograph. The University may also publicise the award by publishing the names of the recipients. Arrangements for such publicity will be made through the ANU College of College of Arts and Social Sciences or Strategic Communications and Public Affairs Office of the University.

14. CONTACT WITH THE COLLEGE

All enquiries regarding the award and changes, issues, or further information after acceptance should be made to:

Scholarships and Prizes Officer
College of Arts and Social Sciences

Email: awards.cass@anu.edu.au

15. DISCLAIMER

The recipient of this award is subject to *The Australian National University Act 1991* as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The award of a scholarship/grant does not carry any commitment by the University for future employment.

These conditions of award should be read in conjunction with the University's Coursework Scholarships Policy & Procedures available from the ANU website.

16. RELATED POLICIES, PROCEDURES & RULES

ANU Coursework Scholarship Policy -

https://policies.anu.edu.au/ppl/document/ANUP_007803

ANU Coursework Scholarship Procedure -

https://policies.anu.edu.au/ppl/document/ANUP_009607

ANU Academic Misconduct Rule - <https://www.legislation.gov.au/Details/F2015L02025>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2015L02046>