|  |  |
| --- | --- |
|  | Murray Edwards CollegeRosemary Murray Travel Exhibitions *Apply for either or both* Gateway Challenges Funding *by 6 May 2017* |

|  |
| --- |
| Travel Exhibitions (RMTE) are awarded for travel which may be for academic or other purposes, while Gateway Challenges Funding (GCF) is awarded for travel and/or enriching activities, all undertaken during the Long vacation.  • **If eligible, you may apply for either one or both the awards on this form:**  - Use one form *if applying for both awards for the same trip/activity*   - Use two separate forms, submitted together, *if applying for both awards but for separate trips/activities*• **You must read the relevant application information sheet, including details of eligibility, and also the accompanying document about ‘Responsibilities and Requirements’ before completing this form.** • Please note that the College will not fund travel to or activities in countries on the Foreign & Commonwealth Office’s “no go” list.  • All those who receive either award must submit a short report and photo(s) by 30th September 2017.  • Final year students may apply but must intend to use the funds by 30th September 2017.• **Please discuss your application with your Tutor, who must sign the form before it is submitted.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Full Name:** |  |  | **Subject:** |  |  |
|  | | | | | |
| **Study Yr:** |  |  | **DoS:** |  |  |
|  | | | | | |
| **Email:** |  |  | **Tutor:** |  |  |
|  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please indicate which funding award(s) you are applying for (tick one or both as applicable):** | | | | | | | |
| **Rosemary Murray Travel Exhibition** | | | | | | | |
| Have you received a Travel Exhibition previously? | Yes |  |  | **No** |  |  | If yes, how much did you receive? £ |
|  |  |  |  |  |  |  |  |
| **Gateway Challenges Funding** | | | | | | | |
| Have you received Gateway Challenges Funding previously? | Yes |  |  | **No** |  |  | If yes, how much did you receive? £ |
| Have you achieved the required 100 credits if a 1st/2nd year student, or 60 credits if a finalist or graduate student? | Yes |  |  | **No** |  |  | Your Gateway credits total:  credits |
| Completed PDP attached? *(Gateway* only) | Yes |  |  | **No** |  |  |  |
|  | | | | | | | |
|  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Proposed dates of travel or activity and length of stay: | |  |  |
| **Please provide details of your activity or trip, including any travel destination and purpose of visit details (one or two short paragraphs is sufficient):** | | | |
|  | | | |
|  |  | |  |
|  | | | |

|  |  |  |
| --- | --- | --- |
| **Estimated Costs** | | |
| Give as full a breakdown of your estimated cost as you can, making sure to provide a total. | | |
|  | |  |  | | --- | --- | | Travel |  | | Accommodation |  | | Spending money |  | | Other (please specify) |  | | **TOTAL** |  |   How do you plan to raise the budget total?  How much do you expect to receive from other bodies (please specify) to which you have applied? |  |
|  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Declaration by the Tutor I am satisfied that this application meets the criteria of the award applied for. | | | | | | | | |
|  | For Gateway Challenges Funding only: I have seen and discussed a completed PDP with this student. | | | Yes |  | No |  |  |
|  | For ALL applications: In light of my discussion with the student, I support this application. | | | Yes |  | No |  |  |
|  | If you have any additional comments, please note them here: | | | | | | |  |
|  | Tutor signature |  | Date | Click here to enter a date. | | | |  |
|  | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Declaration by the Applicant If this application is successful, I agree to use the award only for the purpose outlined in this application.  I agree to submit a short report and photo(s) of my experience to the College on my return, which may be used for College purposes.  I have read and understood the accompanying document about ‘Responsibilities and Requirements’  and I confirm that I will not be travelling to a destination on the Foreign & Commonwealth Office’s “no go” list.  If there are any changes in my circumstances, I will notify Tutorial for Rosemary Murray Travel Exhibitions and Gateway for Gateway Challenges Funding, as appropriate (contact information is provided below). | | | | | |
|  | Student signature |  | Date | Click here to enter a date. |  |
|  | | | | | |
| **Submit ALL Completed Applications to the Tutorial Office or Tutorial Pigeonhole** Rosemary Murray Travel Exhibitions *Apply for either or both by 6 May 2017* **Gateway Challenges Funding** | | | | | |

For queries and changes, contact: [tutorial@murrayedwards.cam.ac.uk](mailto:tutorial@murrayedwards.cam.ac.uk) (Rosemary Murray Travel Exhibitions)   
 [gateway@murrayedwards.cam.ac.uk](mailto:gateway@murrayedwards.cam.ac.uk) (Gateway Challenges Funding)

**Gateway Challenges Awards and Rosemary Murray Travel Exhibition Awards**

**Responsibilities and Requirements**

We are delighted to support Murray Edwards’ students in their ventures each summer. However, in making this funding available we would like to be clear about the following in order that both you and the College can feel confident that the money is used appropriately and with due regard for your wellbeing.

1. **Countries/regions of danger or risk**

Financial awards will not be offered to students who intend to travel to areas of high risk (red or amber warnings) as designated by the Foreign Office at the time of consideration of the application (on their website at www.gov.uk/foreign-travel-advice). However, you are reminded that situations change. You should check the Foreign Office website yourself at appropriate intervals prior to travel and should adhere to the advice provided there at all times. If you are travelling to a country in which some regions are designated high risk (red or amber) you must stick to your plans to remain in areas not designated high risk (green areas).

1. **Personal Safety**

We encourage all students to consider the following before embarking on their activities:

1. Insurance and health cover
2. Medical issues (e.g. vaccinations, routine medication)
3. Emergency contact details (for YOU to take with you)
4. Itinerary/contact details (to be held by someone ‘at home’ on your behalf)
5. Sensible and respectful awareness of cultural differences and local conditions
6. Appropriate and sufficient finance
7. Foreign Office advice (as above)
8. **Relationships with third parties**

The funding that the College makes available is intended to support individual students in undertaking their chosen activity, it is not intended to support any third party or organisation. (As an example a student may be participating in a volunteer project in Africa – the award can be used towards the cost of flights but not towards any pooled fund-raising initiative associated with the venture.)

In addition this means that any financial support provided reflects the College’s commitment to the personal development of the student and does not indicate any support for the aims or activities of any organisation with whom the student may be associated.

1. **Use of the financial award**

* If the activity goes ahead you will be expected to provide a short report (around 500 words) and digital photo (where appropriate) to describe your experience which may subsequently be used in College promotion/publicity. (To be provided by October 1st in the year that the award was made).
* If the activity does not go ahead you are expected to return the full award to the College.
* All students are advised that travel and other experiences can be expensive. We encourage you to act responsibly which means seeking advice as appropriate (e.g. from the Finance Tutor) and taking care not to undertake an activity which may place you in danger of serious debt/overdraft for the coming academic year.

***Enjoy your experience and help us to spread the word about all that***

***Murray Edwards and Cambridge can offer.***

Page 1 PDP **Attribute Grid** Your Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ATTRIBUTE** | **WHAT IS THIS?** | **WHAT EXAMPLES/EVIDENCE CAN YOU GIVE?** | **RATE YOURSELF**  **1=weak, 4=strong** |
| **Academic** | **Subject knowledge** | Breadth, depth and mastery of subject. |  |  |
| **Subject relevant skills** | Essays, lab techniques, quick assimilation of information. |  |  |
| **Time/Project Management** | Planning and delivery of longer term and more complex task, prioritising. |  |  |
| **Initiative / Independence** | Ideas, action. Assuming appropriate responsibility for decisions and plans. |  |  |
|  |  |  |  |  |
| **G’way Values** | **Personal challenge** | Identifying and undertaking experiences which challenge, and broaden understanding. |  |  |
| **Social responsibility** | Being responsible and generous with time and skills to the benefit of the wider community |  |  |
|  |  |  |  |  |
| **Professional – *what graduate employers want*** | **Communication** | Effective and appropriate for audience and medium. Includes interpersonal. |  |  |
| **Teamwork** | Personality and skills to contribute to team working and team goals. |  |  |
| **Negotiation/Persuasion** | Making headway with more difficult issues. Recognising different perspectives. |  |  |
| **Problem-Solving** | Being analytical. Showing the capacity to both see and solve a problem. |  |  |
| **Leadership** | Taking responsibility, making decisions, seeing the bigger picture, bringing others with you. |  |  |
| **Organising** | Clarity over effective processes and commitment to delivering a good outcome. |  |  |
| **Tenacity** | Making progress through set-backs, showing resilience in mind and action. |  |  |
| **Working under pressure** | Handling deadlines, heavy workloads and stress. |  |  |
| **Self-awareness / Confidence** | Knowing strengths and limits. Conveying competence and calm self-assurance. |  |  |
| **Professional ‘awareness’** | Knowledge of the professional field of interest: its agenda, drivers and needs. |  |  |
|  |  |  |  |  |

Page 2 PDP **Personal Plan** Your Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date Set** | **Date Achieved** | **WHAT do you want to strengthen?** | **HOW are you going to do this?** |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |