GLOBAL WALES DISCOVER
Global Wales Discover Handbook v7. Summary of changes:

Throughout document, where necessary a distinction has been made between Virtual and Physical mobilities. Where no distinction is required (i.e., information given covers both Physical and Virtual mobilities) then just the term ‘mobility’ is used.

Section 2: Eligible activity
Wording has been added to reflect the addition of Virtual Mobilities. (‘As of 2021 students can undertake virtual mobilities. The duration of a virtual mobility placements must be no shorter than ten working days in length and a maximum of 8 working weeks, this is flexible if a case is made to the British Council in advance of booking. Institutions can only spend up to a maximum of £15,000 on virtual mobilities in total.’)

Section 3: Period of activity
The dates have been amended to reflect the new activity year (1st August 2021 – 31st August 2022). The requirement to have 50% of the mobility within the funding cycle has been removed and replaced with the stipulation that all mobilities must finish by the 31st August 2022. This is to allow for timely final reporting. Table 1 has been updated to reflect these new dates and the policy that mobilities must end by the 31st August 2022.

Section 4: Grants to students
A section has been added on Virtual Mobilities (‘Virtual mobility grants will be one lump sum up to a maximum of £1,000 per student per mobility placement to cover virtual mobility programme costs only. Any other costs associated such as or software will need prior approval from the British Council before Global Wales Discover funds can be used.’)

Living and Travel Costs systems’ have been adapted now that the eligible country list has been expanded to cover the whole of the world.

Living Costs has gone from four bands to two. Band 1 is for high-medium cost countries and band 2 is low-cost countries. The list of countries in each band is now included in Annex 7.

Travel Costs now need to be worked out based on the destination countries distance from Wales. This is the same system as Turing. Distance is calculated in KM and via Google Maps. There are four groups of distances and corresponding rates of Travel grant which are intended to be generous enough to completely cover all aspects of travel. If the travel costs for a destination is not covered by the travel grant indicated, then please get in touch with the British Council with a breakdown of costs.

Section 7: Applications
This section has been updated to state that ‘Due to the restrictions on international travel in 2020, applications have been rolled over into 2021 with institutions not expected to reapply for funding. Your 2020 applications are valid for 2021.’

Section 9: Allocation of funds
This has been updated to reflect the new systems for calculating Living and Travel costs.

Section 10: Reporting for higher education providers
Added in a requirement for institutions to partake in periodic consultations with the British Council and our monitoring and evaluation partners.

Added in a revised section to reflect the rollover of 2021 activity. ‘The initial allocation of grant funds will be reviewed at this (interim reporting) stage based on the interim reports of all higher education
providers. A further payment of grant funds may be made at this stage. Equally funds may be recovered if the value of activity is less than stated at application stage.

The deadline for the interim report has been updated to reflect the new year – Tuesday 1st March 2022. The deadline for the final report has been updated to reflect the new year, Monday 12th September 2022.

Section 13: Student reporting
Dates have been amended to reflect the new activity year and a section added which mandates students complete pre-and post-mobility surveys as per the new student grant agreements we sent 24 May 2021 (these grant agreements are now in this document too in the Annex)

Section 15: Payments and recoveries
Section has been updated to reflect the rollover year saying, ‘Initial grant payments have already been made and the final value of Grant payment in March 2022 will be determined by the British Council according to the outcomes of Interim Report; If the value of the Recipient’s eligible activity falls below the amount of the Grant, a recovery order will be issued for any unspent Grant, which the Recipient will return within 30 days.’

Section 16: Payments to students
Section on virtual mobilities has been added in, reading ‘Virtual mobility grants will be one lump sum up to a maximum of £1,000 per student per mobility placement to cover virtual mobility programme costs only. Any other costs associated such as equipment or software will need prior approval from the British Council before Global Wales Discover funds can be used.’

Section 19: Audits and monitoring and evaluation
Line added indicating that we will share anonymised data with Wavehill LTD, our monitoring and evaluation partner.

Line added ‘The HUSID ID numbers may be shared with HESA to enable the collection of anonymised widening participation data of a mobility cohort.’

Final paragraph amended to state that we will provide a revised version of the reporting tool in Autumn 2021.

Section 20: Appeals
Line removed regarding appealing against unsuccessful applications as this is no longer relevant in the rollover year.

Annex 5:
Has been updated to reflect the additional of virtual mobilities. There are now two versions of ‘Mobility Grant Agreement’, one for physical and another for virtual (Annex 6). Clause 3.3. under Financial support has been updated. If the participant is unable to complete the mobility due to exception circumstances, then the institution must contact the British Council for an evaluation to be undertaken to confirm whether the costs can be considered unrecoverable.

Annex 1, article 2 has also been updated again reflecting the need for institutions to contact the British Council for an evaluation in the case of force majeure stopping the completion of a mobility.

Annex 6
As above, added for virtual mobilities.
Annex 7
This Annex has been added to the document and details the Living Costs county bands.

Global Wales Discover Handbook v6. Summary of changes:
Annex 5. Section 6: Changes to mobility grant agreement template, under the Participant monitoring and evaluation section. As a condition of the grant, participants will be required to participate in monitoring and evaluation activities by submitting responses to pre- and post-mobility surveys and partaking in telephone interviews. In addition to this during or shortly after their mobility the participant may receive an invitation from the British Council to complete and submit a final report. Participants who fail to complete and submit these requirements may be asked to partially or fully reimburse the financial support received. British Council and Wavehill ltd will contact higher education providers from time to time with the relevant monitoring and evaluation templates to share with students.

Global Wales Discover Handbook v5. Summary of changes:
Whole document: references to universities replaced with higher education providers to include colleges offering higher education provision. When the reference has been to a home university, this has been replaced with home institution.

Section 1: Eligible institutions. List of institutions has been updated to include Grŵp Llandrillo Menai and NPTC Group.

Section 2: The following reference to first funding call has been removed: If the British Council feels there are weaknesses in some of the reported mobilities in the first funding call, further guidance will be issued to support the quality assurance process in the second funding call.

Section 2: The following sentence added: Any mobilities falling outside the eligibility criteria will not be funded unless British Council has been contacted beforehand and has approved the requested mobility.

Section 3: Period of activity
The dates modified to reflect the second cycle dates, examples have been modified and the following section removed: The second funding cycle will run from 1 August 2020 to 31 July 2021, and the majority of any individual mobility must take place during this period for it to be eligible for funding. A call for applications for funding for the second funding cycle will be made in March 2020.

Section 4: Grants to students
The following added as per GDPR advice: The privacy notice for the Certificate of Attendance is the responsibility of the higher education provider.

Section 5: Students with Special Needs
The following added as per GDPR advice: The privacy notice for the Application for additional support is the responsibility of the higher education provider. The information provided in the Application for additional support is assessed to ensure the grants for additional support are distributed in a fair and equitable manner protecting people with protected characteristics.

Section 6: Early returners
Added the following sentence for Covid-19 risk management: It is imperative that both higher education providers and students partaking in mobility have the necessary insurance in place.

Section 7: Applications
Changed to past tense as applications for second call have happened already.

Section 8: Selection of students
Reference to first funding call and future funding calls removed. Also removed the reference to socioeconomic data from reports being used to inform funding decisions in subsequent cycles.

Section 9: Allocation of funds
Reference to first funding call removed.
Transfer rules modified:
Universities may transfer up to 20% of their Group A mobilities to Group B mobilities, and vice versa. Assessment of any transfers will be made at Final Report and will be compared to the budgets in the most recent Grant Agreement of that call. If the higher education provider would like to make a budget transfer exceeding 20%, they are advised to consult British Council prior to the mobilities taking place. British Council will aim to be flexible where possible in considering these requests.

Section 10: Reporting for higher education providers
The report deadline changed to reflect second cycle.

Section 11: Agreements with students
The following has been added as per GDPR advice:
Higher education providers act as Controllers for this part of the student journey and are required to supply the relevant privacy notices and ensure the freedoms of the participants are protected addressing any rights requests by students concerning their grant.

Section 12: Safety of participants
The following has been added:
Higher education providers are advised to monitor the latest Covid-19 developments adhering to the travel guidance set by the FCO and the Welsh Government at all times.

Section 13: Student reporting
The deadlines amended in the following manner:
All student participants will be required to complete and submit a final report before **17:00 on Monday 7 September 2020** for the first funding call. For the second cycle the deadline for student final reports is **17:00 on Monday 6 September 2021**.
Added the following section:
In addition to the final report students are invited to participate in monitoring and evaluation activities by submitting responses to pre- and post-mobility surveys and partaking in telephone interviews. British Council and Wavehill ltd will contact higher education providers from time to time with the relevant monitoring and evaluation templates.

Section 15: Payments and recoveries
Amended the initial payment date to August 2020. Amended the wording from second payment to final payment due to the change in payment schedule for second cycle. The change in payment schedule for second cycle to three instalments has been reflected in this section.
The following sentence was added:
Any funds remaining with higher education providers from the first funding call will be deducted from the payments stated above.

Section 17: Grant agreements
The Higher Education provider must retain (see section 14 ‘Record Keeping’), an electronic copy, an original or electronically signed Grant Agreement between them and the British Council.

Section 18: Communication
This new section has been added to give guidance on communication, press, events and promotion.

Section 19: Audits and monitoring and evaluation
Amended timing of Wavehill contacting universities from autumn 2019 to periodically.

Annex Mobility Grant Agreement
The following added:
In addition to the final report students are invited to participate in monitoring and evaluation activities by submitting responses to pre- and post-mobility surveys and partaking in telephone interviews. British Council and Wavehill ltd will contact higher education providers from time to time with the relevant monitoring and evaluation templates.

Global Wales Discover Handbook v4. Summary of changes since last published version (v3):
Section 4: Argentina has been added to the list of destination countries.
Other minor changes have been made but not noted here.

Summary of changes between v3 and v2:
Section 2: Eligible activity
- Explanation added to first paragraph as to what universities are expected to do in terms of quality assuring opportunities.
- Two sentences about linked mobilities added to second paragraph.

Section 4: Grants to students
- Clarification of eligibility for travel grant (multiple destinations and dependent territories).

Section 9: Allocation of funds
- Change in rules for budget transfers: 20% limit removed for first call.

Section 10: Higher Education provider reporting
- Updated to refer to the release of the draft reporting tool.

Section 18: Audits and monitoring and evaluation
- one bullet point amended: ‘age’ replaced by ‘date of birth’
- new paragraph and re-wording of existing text after award of M&E contract.

Annex 5: Mobility grant agreement
- text added at end of Article 4 of annex 1: "...and to enable the Global Wales Discover Programme to be fully evaluated"
Annex 6: Reporting tool guidance
- new annex containing the guidance issued on the release of the first version of the reporting tool

Summary of changes between v2 and v1:

Section 5: Students with Special Needs
In the second paragraph, "... no later than 14 February in the funding cycle..." has been changed to "...no later than 14 February 2020."

Section 18: Audits and monitoring and evaluation
The sentence "Information on the timing and scope of this activity will be published at a later date." has been deleted and replaced by the current contents of the section.
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Contact us

British Council Wales, 1 Kingsway, Cardiff CF10 3AQ

GlobalWalesDiscover@BritishCouncil.org

http://wales.britishcouncil.org
Introduction

Global Wales Discover offers funding to Welsh undergraduate students in Welsh higher education providers to undertake short-duration study, work or volunteering opportunities in a range of target countries across the globe (hereafter referred to as ‘mobilities’).

The durations of the mobilities and the grant rates are set at levels which it is hoped will encourage students to take part, particularly those students for whom an outward mobility would be unfeasible without support of this kind.

1. Eligibility

Applications for funding are welcome from the following higher education providers in Wales:

- Aberystwyth University
- Bangor University
- Cardiff Metropolitan University
- Cardiff University
- Grŵp Llandrillo Menai
- NPTC Group
- Swansea University
- The Open University in Wales
- University of South Wales
- University of Wales Trinity Saint David
- Wrexham Glyndŵr University

Applications from higher education providers outside Wales, or from other organisations or individuals in Wales, will not be considered.

To be eligible for funding Welsh undergraduates must:

- be a UK national or have ‘settled status’
- have been Welsh-domiciled for three years or more prior to the first day of the first academic year of their current course
- have been living in the UK for 3 years before starting the course.

Students will only be eligible to receive funding for one mobility per funding cycle.

2. Eligible activity

Funding is available for students to undertake short term international study, work or volunteering mobilities which have been identified by the higher education provider, its agents, partners or students, and approved and quality assured by that higher education provider, and for which the higher education provider has agreed a formal programme of activity. Higher education providers should use their experience and professional judgement to assess, as best they can, whether potential opportunities are likely to result in rewarding, valuable and worthwhile mobilities. Please contact the British Council in
good time before a mobility commences to discuss any eligibility concerns. Any mobilities falling outside the eligibility criteria will not be funded unless British Council has been contacted beforehand and has approved the requested mobility.

The duration of the physical mobility can be from 2 to 8 weeks (14 days to 56 days), including travelling time between the destination country and Wales. Part-weeks will be paid at approximately one-seventh of the applicable weekly rate per day (see Table 2). Any time spent in the destination country outside the agreed programme of activity will not be funded. Physical mobilities of under 14 days duration can be eligible for funding if linked to another mobility to make a single coherent mobility with total duration of 14 days or more. For example, a biochemistry study mobility of 10 days followed by work mobility in a lab of 10 days.

Physical mobilities must take place away from the student’s home institution (including any of the higher education provider’s overseas campuses), and in one of the countries listed in Table 2 (see “Grants to Students”).

As of 2021 students can undertake virtual mobilities. The duration of a virtual mobility placements must be significant and no shorter than ten working days in length and a maximum of 8 working weeks, this is flexible if a case is made to the British Council in advance of booking. Institutions can only spend up to a maximum of £15,000 on virtual mobilities in total.

3. Period of activity

For mobilities to be eligible for funding in this funding cycle, the mobility must start after the 1 August 2021 and end by the 31st August 2022. Table 1 below gives examples of how the duration of a mobility is measured, and of mobilities that would be eligible and ineligible for funding during this first funding cycle.

### Table 1: example mobility durations and eligibility

<table>
<thead>
<tr>
<th>MOBILITY START</th>
<th>MOBILITY END</th>
<th>TOTAL DURATION</th>
<th>STATUS</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 September 2021</td>
<td>9 October 2021</td>
<td>5 weeks</td>
<td>Eligible</td>
<td>The mobility takes place within the period of activity</td>
</tr>
<tr>
<td>12 July 2022</td>
<td>23 August 2022</td>
<td>6 weeks</td>
<td>Eligible</td>
<td>The mobility takes place within the period of activity</td>
</tr>
<tr>
<td>22 August 2022</td>
<td>26 September 2022</td>
<td>6 weeks</td>
<td>Ineligible</td>
<td>The mobility finishes after the funding cycle end date of 31st August</td>
</tr>
</tbody>
</table>

4. Grants to students

Funding for eligible physical mobilities will take the form of a grant to support **Living Costs**, calculated on a weekly basis, and a grant to support **Travel Costs**.

The grant represents a contribution towards the costs incurred by students preparing for and carrying out their physical mobilities and can be used to cover any reasonable cost incurred. For example: visas,
inoculation fees, registration fees, programme fees, transport to and from airports in the UK, accommodation costs, meals, in-country transport in the destination country. The British Council will not expect students to provide receipted evidence of costs incurred.

Virtual mobility grants will be one lump sum up to a maximum of £1,000 per student per mobility placement to cover virtual mobility programme costs only. Any other costs associated such as or software will need prior approval from the British Council before Global Wales Discover funds can be used.

Living Costs illustrated in Table 2 will be paid according to the mobility destination country. Destination countries are grouped into two categories: Group 1 (high and medium cost of living), Group 2 (lower cost of living). The rates that will be provided have been outlined below. Please see Annex 7 for list of countries in each band.

<table>
<thead>
<tr>
<th>BAND</th>
<th>WEEKLY RATE (£)</th>
<th>DAILY RATE (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>210</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>195</td>
<td>27</td>
</tr>
</tbody>
</table>

The period of the mobility eligible for Living Costs funding will consist of: one day for the outward journey from the UK, one day for the return journey to the UK and the entire duration of the agreed programme of activity.

Travel Costs illustrated in Table 3 will be paid according to the distance of the mobility destination country.

<table>
<thead>
<tr>
<th>GROUP</th>
<th>COUNTRIES</th>
<th>RATE (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80km – 2,999km</td>
<td>350</td>
</tr>
<tr>
<td>B</td>
<td>3,000km – 3,999km</td>
<td>600</td>
</tr>
<tr>
<td>C</td>
<td>4,000km – 7,999km</td>
<td>900</td>
</tr>
<tr>
<td>D</td>
<td>8,000km +</td>
<td>1200</td>
</tr>
</tbody>
</table>

Please use Google Maps to calculate distance. You will need to follow the below steps:

1. Right-click on your starting location.
2. Choose ‘Measure distance’.
3. Click on your destination to create a path to measure.
If the travel costs for a destination is not covered by the above amounts, then please get in touch with the British Council providing a breakdown of the costs.

At the completion of their mobility each student will submit to their home institution a Certificate of Attendance (Annex 1) signed in-country by the host organisation’s representative during the mobility to show that the mobility has been completed. The privacy notice for the Certificate of Attendance is the responsibility of the higher education provider.

By reporting the mobility as eligible to the British Council at Final Report, the higher education provider confirms that the Certificate of Attendance has been completed correctly, and that the mobility has been completed.

Physical mobilities to multiple countries will not be funded through this programme beyond this level i.e., each mobility is eligible for one travel grant only. In the case of linked physical mobilities, the applicable rate will be that of the country of the first mobility activity as recorded on the signed Certificate of Attendance (Annex 1).

The travel rates for countries in Table 3 apply to any dependent territory (or similar area) of those countries. For example, physical mobilities to Greenland, Guam and the Azores will be eligible for travel and living costs at the applicable rates for Denmark, USA and Portugal respectively.

5. Students with Special Needs

Additional support grants are available to students whose special needs would lead them to incur additional costs which, without additional support, would make their participation in the programme impossible.

Applications for these grants must be made through the higher education provider using the form in Annex 3 submitted to the British Council 8 weeks before the mobility is due to commence, and no later than 14 February 2022. If it is not possible to meet these submission deadlines for any reason, please contact the British Council as soon as possible. We cannot guarantee that all applications will be funded, but we will attempt to fund as many as possible, and we will use our experience of the level of demand in the first call to inform the funding for the second call.

Students applying for additional support will be asked to provide details of their anticipated costs, which will be subject to an approval process by the British Council. Beneficiaries will need to submit a financial report detailing actual receipted costs within 30 days of finishing the mobility. If the report is not submitted on time any Additional Support paid will be deemed ineligible funding.

Applications for additional support must be made to the British Council by the higher education provider on behalf of the student. The privacy notice for the Application for additional support is the responsibility of the higher education provider. The information provided in the Application for additional support is assessed to ensure the grants for additional support are distributed in a fair and equitable manner protecting people with protected characteristics.

Interim and Final reports (see section 10 ‘Reporting for higher education providers’) will include a facility for recording/identifying all participating students who have special needs, irrespective of whether they have claimed any additional support.
6. Early returners

If a student returns home without fulfilling the minimum requirements for the duration of their mobility, for instance due to serious illness or other exceptional circumstances, the British Council may agree to the student retaining funding for the period of mobility. It is imperative that both higher education providers and students partaking in mobility have the necessary insurance in place.

In such cases the higher education provider must notify the British Council in writing immediately on the student’s return. The British Council will then notify the higher education provider of what evidence they need to submit (e.g., a doctor’s note for illness) for the request to be considered. All decisions regarding early returners will be decided on a case-by-case basis.

7. Applications

Due to the restrictions on international travel in 2020, applications have been rolled over into 2021 with institutions not expected to reapply for funding. Your 2020 applications are valid for 2021.

It was not necessary to specify precise destination countries at application stage.

This is a pilot project and we encouraged higher education providers to submit applications based on realistic expectations of funding utilisation. In the case of the call being oversubscribed, the British Council may moderate applications at the initial allocation. However, there will be an opportunity to report increased activity later in the cycle (see section 10 ‘Reporting for higher education providers’). We would aim to support as much additional activity reported in this way as possible.

8. Selection of students

The selection of students by higher education providers, as well as the procedure for awarding them a grant, must be fair, transparent, coherent and documented and must be made available to all parties involved in the selection process.

High priority should be given at all stages of the selection process to students from lower socio-economic backgrounds, which we define as:

- Living with parents: in receipt of a Welsh Government Learning Grant of £5,930 or above; or
- Not living with parents: in receipt of a Welsh Government Learning Grant of £6,947 or above.

There will be no formal target for the proportion of beneficiaries from such backgrounds. However, applicants are asked to aim for at least 25% of students from this particular group.

We require applicants to describe the efforts they will make to promote opportunities funded through the grant to students from these backgrounds. Applicants will be required to report on the socio-economic backgrounds of their students at interim and final report.
9. Allocation of funds

The British Council will allocate funds in a fair and transparent way, with the aim of enabling as many students to benefit from Global Wales Discover as possible. Depending on the level of applications received, Grant Agreements may be issued to applicants for less than the amount applied for. The grant budget will be allocated on the basis of:

- the overall budget for grants;
- eligible applications received by the British Council;
- grant rates established by the British Council;
- mobilities reported at interim report (see section 10)

The higher education provider will pay the Living Costs grant to the student at the appropriate rates shown in Table 2 and Travel Costs grants will be paid depending on the distance from Wales of the destination country.

10. Reporting for higher education providers

Institutions are required to partake in periodic consultations with the British Council and our monitoring and evaluation partners. In addition to this, there will be two main reporting stages for activity: Interim Report and Final Report. The Global Wales Discover reporting tool (version 1 issued September 2019) is intended to help higher education providers record and manage mobilities and budgets. Updated versions will be issued when required, and it is likely the reporting tool will form the basis of the reporting system for interim and final reports. Higher education providers will occasionally be asked to use the ‘summary’ part of the reporting tool to provide the British Council with anonymized snapshots of their current mobility activity. The deadline for submission of Interim reports will be 17:00 Tuesday 1 March 2022. The Interim Report must show all funded activity that has taken place, and any activity that is expected to take place, within the parameters of this Call.

Activity reported at Final Report cannot exceed that reported at Interim, so it is important that Interim reports include all expected as well as achieved activity, even if it exceeds the value of your current Grant Agreement.

The initial allocation of grant funds will be reviewed at this stage based on the interim reports of all higher education providers. A further payment of grant funds may be made at this stage. Equally funds may be recovered if the value of activity is less than stated at application stage. Amended Grant Agreements, payments and recoveries will be issued as necessary.

Final reports must not exceed the value of the current Grant Agreement and must be submitted by 17:00 Monday 12 September 2022. The report must show all funded activity that has taken place. Funding reported at Final Report cannot exceed that stated in the most recent Grant Agreement or Grant Amendment letter.
11. Agreements with students

Before a mobility commences, the higher education provider must ensure that each student has signed a Mobility Grant Agreement (see Annex 5) with the higher education provider, formally accepting the grant and acknowledging the obligations associated with its acceptance.

The template is the minimum requirement, and the higher education provider must use the text in full for agreements with students. The higher education provider may add to the standard text if they wish. Any amendment to the Grant Agreement shall be requested and agreed by both parties through a formal notification by letter or by email.

Higher education providers act as Controllers for this part of the student journey and are required to supply the relevant privacy notices and ensure the freedoms of the participants are protected addressing any rights requests by students concerning their grant. The agreement must be retained as a record of the mobility. If the higher education provider does not retain the signed agreement, in hard copy or electronically, the British Council may recover the grant at a future audit. Scanned copies of documents with original signatures are acceptable for audit purposes.

12. Safety of participants

Higher education providers must have in place effective procedures and arrangements to promote and guarantee the safety and protection of student participants. In this regard, all students involved in Global Wales Discover must be insured against the risks linked to their participation in these activities.

The British Council does not define a unique format of insurance, nor does it recommend specific insurance companies. It is up to higher education providers to seek the most suitable insurance policy, but the following areas must be covered:

- where relevant, travel insurance (including damage or loss of luggage);
- third party liability (including, where appropriate, professional indemnity or insurance for responsibility);
- accident and serious illness (including permanent or temporary incapacity);
- death (including repatriation from abroad).

Higher education providers are advised to monitor the latest Covid-19 developments adhering to the travel guidance set by the FCO and the Welsh Government at all times.

13. Student reporting

All student participants will be required to complete and submit a final report before **17:00 on Monday 12 September 2022**. Failure to submit a final report by the deadline may result in full or partial recovery of the relevant funds (see also section 6 ‘Early Returners’).

As a condition of the grant, participants will be required to participate in monitoring and evaluation activities by submitting responses to pre- and post-mobility surveys and partaking in telephone interviews. In addition to this during or shortly after their mobility the participant may receive an invitation from the British Council to complete and submit a final report. Participants who fail to
complete and submit these requirements may be asked to partially or fully reimburse the financial support received. British Council and Wavehill Ltd will contact higher education providers from time to time with the relevant monitoring and evaluation templates to share with students.

14. Record keeping

Higher education providers must keep all applications and signed Grant Agreements for a period of ten years from the date of closure of the applicable Grant Agreement. This includes all applications and mobility agreements with students and documents concerning disbursement of grants.

15. Payments and recoveries

Grant payments to higher education providers will be made by the British Council to the bank account specified in the authorised Financial Identification form (Annex 4) submitted by the higher education provider. The higher education provider must notify the British Council immediately if any of the information on that the form is incorrect or becomes outdated and do so at least 30 days before any payment or recovery is due to be issued. Failure to do so may delay or jeopardise the payment of funds and may result in the higher education provider being liable to pay charges or exchange losses incurred by the British Council as a result of the incorrect or outdated information provided.

Initial grant payments have already been made and the final value of Grant payment in March 2022 will be determined by the British Council according to the outcomes of Interim Report; If the value of the Recipient’s eligible activity falls below the amount of the Grant, a recovery order will be issued for any unspent Grant, which the Recipient will return within 30 days.

Following validation by the British Council of the Final Report data, or adverse audit findings, the British Council will request reimbursement of any funds overpaid or incorrectly reported. The British Council will not enter into an agreement for further funding with the higher education provider until any outstanding amounts identified are repaid. Any funds remaining with higher education providers from the first funding call will be deducted from the payments stated above.

Payments made as a result of Global Wales Discover funding may be subject to audit by the British Council, or by organisations or bodies appointed by the British Council for this purpose. The higher education provider will be asked to provide proof that the grant has left the higher education provider’s bank account or been received by the student. Failure to do this may result in the British Council recovering the grant.

16. Payments to students

The Mobility Grant Agreement between the student and the higher education provider must be paid by the higher education provider in one instalment within 30 days of signature of that Agreement by both parties, or by the day of departure of the student from the UK (whichever comes first).

The rates for Living Costs (Table 2) and Travel Costs (Table 3) are the rates applicable to all physical mobilities and the higher education provider must not vary these rates when paying grants to students.
Virtual mobility grants will be one lump sum up to a maximum of £1,000 per student per mobility placement to cover virtual mobility programme costs only. Any other costs associated such as equipment or software will need prior approval from the British Council before Global Wales Discover funds can be used.

17. Grant agreements

If information contained in this handbook differs from that in any Grant Agreement, then the Grant Agreement takes precedence.

The Higher Education provider must retain (see section 14 ‘Record Keeping’), an electronic copy, an original or electronically signed Grant Agreement between them and the British Council.

The Student Grant Agreements between higher education providers and participants can be signed with original or electronic signatures, and it is acceptable for documents to be signed by one party and scanned to the other to be countersigned.

Both the higher education provider and the participant must retain copies signed by both parties.

18. Communications

Programme boilerplate and partner reference
When referring to the programme in communications, we ask that you use the below boilerplate to describe GWD. ‘Global Wales Discover is an international mobility programme developed by Welsh Government, the British Council Wales and Global Wales to increase the numbers of Welsh Higher Education provider undergraduates undertaking international experience abroad as part of their studies. The programme aims to break down barriers to participation through offering shorter-term placements and supported living costs”

We would also ask that you name Welsh Government, British Council Wales and Global Wales as programme supporters.

Logos
As your project is funded by Global Wales Discover, we ask that you use Global Wales Discover, Welsh Government and British Council Wales logos on all promotional copy and activity related to the project which you are creating separately to the asset bank materials. Please email maija.evans@britishcouncil.org for logos.

Asset bank
You will have been sent the Global Wales Discover asset bank. This includes a variety of assets for your use in promotions, including a short video, posters and leaflets. If you have any issues, please email rosa.bickerton@britishcouncil.org

Social media
We would kindly ask that you use the below hashtags where possible in social media
#GlobalWalesDiscover and encourage your students to use these whilst on placement if appropriate.

➢ Twitter
Please tag @WG_Education, @BCouncil_Wales in Tweets where possible.

➢ Facebook
Please tag @WG_Education, @BritishCouncilWales in Facebook posts where possible.

➢ Instagram
Please use the hashtag #GlobalWalesDiscover and mention Welsh Government, British Council Wales and Global Wales.

Press
Please feel free to prepare your own press release at any point in the programme activity, be sure to include the boilerplate about Global Wales Discover and recognise the support of Welsh Government, British Council Wales and Global Wales.

Events
If you are having events around this programme, please do let us know so we can help promote the event on our channels if appropriate. It would be brilliant if we could be given the opportunity to attend and speak.

19. Audits and monitoring and evaluation
At interim and final reports, the following information will be reported on, as a minimum, for each mobility:

- Name of sending institution
- Name of destination country
- Mobility type (study/work/volunteer)
- Name of destination organisation
- Mobility start date
- Mobility end date
- Mobility duration
- Travel costs
- Living costs
- Disability amount
- Student name
- HUSID ID number
- Gender
- Date of birth
- Ethnicity
- Home institution course subject
- Home institution course level
- Home institution year of study
- Full or part time study
- Student living/not living with parents (if known)
- Amount of Welsh Government Learning Grant received by student (if known)
• Welsh domiciled (i.e., satisfies student eligibility criteria in section 1 of this handbook)

Anonymised data may be shared with Wavehill Ltd, our monitoring and evaluation partner.

The HUSID ID numbers may be shared with HESA to enable the collection of anonymised widening participation data of a mobility cohort.

Wavehill Ltd have been appointed by the British Council to carry out the long-term monitoring and evaluation of Global Wales Discover, and higher education providers will be contacted by Wavehill in periodically to discuss their involvement in this process.

Mobility information will be submitted at interim and final reports using a version of the reporting tool first issued by the British Council in September 2019 and an updated version will be provided in autumn 2021. The reporting tool may include additional fields to the above list.

20. Appeals

If you wish to appeal a decision made by the British Council in relation to your application for funding or grant award, you must follow the appeals procedure below.

An appeal is a request to review a decision that you feel has been incorrectly made by the British Council because of an administrative error, or because of a failure on its part to adhere to published procedures or terms of the grant agreement.

An appeal against a grant award must specify whether an administrative error has been made, or precisely which terms of the grant agreement have not been adhered to.

If the evidence in your appeal is non-specific, or your appeal documents general dissatisfaction with an outcome or decision, it may either be viewed as a complaint, or may not be considered.

Appeals must be made in writing using the appeals form in Annex 2. Your completed form should then be emailed to the British Council (GlobalWalesDiscover@britishcouncil.org) within 10 calendar days of the decision (unsuccessful application or calculation of final grant) being communicated to you.

We will always give you notification of the appeals timescale when communicating a decision. We aim to acknowledge your appeal in writing within three working days.

We aim to reply fully to you with the appeal decision, in writing, within 10 working days of the acknowledgement. Appeals that are more complex may take longer to deal with. In these cases, we will keep you updated on the progress of your appeal.
ANNEX 1: CERTIFICATE OF ATTENDANCE
Global Wales Discover: Certificate of Attendance

This is to certify that ___________________________________________ (name of attendee)

email address ________________________________________________ (email of attendee if over 18)

from _________________________________________________________ (name and location of sending higher education provider)

Undertook a placement with _____________________________________ (name and location of host organisation)

as part of Global Wales Discover

from ________________ to ________________ (start date of activity) (end date of activity)

Signed ___________________________________________ (signed by host organisation)

Name ________________________________________________________

Position of signatory ___________________________________________

Date ________________ Hosting organisation’s stamp (if appropriate)
ANNEX 2: APPEALS FORM
Global Wales Discover Appeals Form

<table>
<thead>
<tr>
<th>APPELLANT HIGHER EDUCATION PROVIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher education provider name:</td>
</tr>
<tr>
<td>Contact name:</td>
</tr>
<tr>
<td>Contact email:</td>
</tr>
<tr>
<td>Contact telephone:</td>
</tr>
</tbody>
</table>

In the following ‘Nature of Appeal’ section please specify either:
- the exact procedure not followed; or
- the administrative error made; or
- the part of the Grant Agreement which has not been adhered to.

<table>
<thead>
<tr>
<th>Nature of appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Date of appeal submission
ANNEX 3: ADDITIONAL SUPPORT FORM

Application for Additional Support for Students with Disabilities

There are three sections to this form:

- Details of the higher education provider submitting the application.
- Information about the applicant. Use this section to provide information on the nature of the applicant’s disability, details of any current financial support received by the applicant and information on whether the applicant will be able to retain that support during an outward mobility.
- The amount of support requested by the applicant. Use this section to give us information on how much funding you need to support your mobility. This section is broken down into eight categories of support, it is important that the applicant provides realistic estimates of the amount of support required for each relevant category.

We will require a number of other documents to support this application, and details of these are shown on the third page of the form. Without these supporting documents we will not be able to approve your claim. We would prefer that all the required forms are submitted at the same time at the time of application. If that is not possible, the applicant has up to one month from the date of submission of this Application for Additional Support to supply all the necessary paperwork.

1. HIGHER EDUCATION PROVIDER INFORMATION

<table>
<thead>
<tr>
<th>Higher education provider</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator Name</td>
<td></td>
</tr>
<tr>
<td>Coordinator Email</td>
<td></td>
</tr>
<tr>
<td>Coordinator Telephone</td>
<td></td>
</tr>
</tbody>
</table>

2. APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>First Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Host Organisation</td>
<td>Mobility start date</td>
</tr>
</tbody>
</table>
2a. Nature of your disability

2b. Do you currently benefit from any funding or help in kind? If so, please give details of why this is inadequate

2c. Will you retain the support mentioned in part b if you go abroad? If the support will be withdrawn, please indicate the amount that will be withdrawn
2d. Please disclose below any other information that you feel would support your application.

3. AMOUNT OF ADDITIONAL SUPPORT REQUIRED

3a. Special transportation costs between the UK and the destination country

Total:
<table>
<thead>
<tr>
<th>3b. Special transportation costs in the destination country during the mobility period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3c. Accommodation</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3d. Care assistant/helper</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
</tr>
<tr>
<td>3e. Medical treatment</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3f. Adapted teaching material</th>
<th>Total:</th>
</tr>
</thead>
</table>

<p>| 3g. Assistance during lectures | Total: |</p>
<table>
<thead>
<tr>
<th>3h. Other (inc. software)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:
ANNEX 4: FINANCIAL IDENTIFICATION FORM

Global Wales Discover Financial Identification Form

<table>
<thead>
<tr>
<th>BANK BRANCH DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank name:</td>
</tr>
<tr>
<td>Bank address:</td>
</tr>
<tr>
<td>Post Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANK ACCOUNT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account name¹</td>
</tr>
<tr>
<td>Account number / IBAN</td>
</tr>
<tr>
<td>Sort code</td>
</tr>
<tr>
<td>BIC/SWIFT code</td>
</tr>
<tr>
<td>The above account can accept GBP payments²</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT HOLDER DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account holder:</td>
</tr>
<tr>
<td>Account holder address:</td>
</tr>
<tr>
<td>Post Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STAMP &amp; SIGNATURE OF BANK REPRESENTATIVE³</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF ACCOUNT HOLDER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Notes
1. This is the name on the account (e.g., “Ms A Smith”), not the type of account (e.g., “Current account”)

2. We will only issue payments to GBP accounts. If your account is in any other currency, you will be liable for any exchange losses incurred.

3. If you prefer to attach a copy of a recent bank statement for this account, please do so. Details on the statement such as ‘account name’, ‘account number’, ‘bank name’ must match those given on this form. If you attach a recent statement there is no need to obtain the Bank representative’s signature and stamp, please write “see attached statement” in this section instead.
ANNEX 5: PHYSICAL MOBILITY GRANT AGREEMENT

Global Wales Discover Mobility Grant Agreement

Full name of sending higher education provider:

Address:

Called hereafter "the institution", represented for the purposes of signature of this agreement by

Name of institution’s representative:

of the one part, and:

Student name:
Address:
Date of birth:
Phone:
Email:
Receives Global Wales Discover Additional Support grant? YES / NO

Bank account to which funds will be paid
Bank name:
Name on bank account:
Account number/IBAN:
BIC/sort code:

called hereafter “the participant”, of the other part, have agreed the Special Conditions and Annex below which forms an integral part of this agreement (“the agreement”):

Annex I General Conditions

The terms set out in the Special Conditions shall take precedence over those set out in the annexe.
Special Conditions

1. **Subject matter of the agreement**
   1.1 The institution shall provide support to the participant for undertaking a mobility activity as part of the Global Wales Discover programme.
   1.2 The participant accepts the Living Costs and Travel Costs support as specified in article 3.
   1.3 Amendments to the agreement, including to the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

2. **Commencement of Agreement and Duration of Mobility**
   2.1 The agreement shall enter into force on the date when the last of the two parties’ signs.
   2.2 The minimum duration of the mobility period is 2 weeks (14 days), the maximum duration is 8 weeks (56 days).
   2.3 The mobility period shall start on ............ and end on ............ The start date of the mobility period shall be the day the participant travels from the UK to the host organization. The end date of the period shall be the day the participant arrives in the UK after travelling from the host organization.
   2.4 The participant shall receive financial support from Global Wales Discover for ............ weeks and ............ days.
   2.5 Requests to the institution to extend the period of stay should be made at least two weeks before the end of the originally planned mobility period.
   2.6 The Certificate of Attendance (Global Wales Discover Handbook Annex 1) shall provide the confirmed start and end dates of the mobility period.

3. **Financial Support**
   3.1 The Global Wales Discover support for this mobility period is £............ This consists of support of £............ for Living Costs and £............ for Travel Costs and an Additional Support grant of £............ (delete where appropriate). The Living Cost support is calculated by multiplying the applicable weekly/daily rate for the destination country by the duration specified in 2.4. The Travel Cost support represents the applicable rate for the destination country.
   3.2 The reimbursement of costs incurred in connection with special needs (the Additional Support grant), when applicable, shall be based on the supporting documents provided by the participant.
   3.3 All or part of the financial support shall be repaid if the participant does not carry out the mobility activity in compliance with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund grant already paid, except if agreed differently with the institution. However, when the participant has been prevented from completing his/her mobility activities as described in Annex I due to exceptional circumstances, institutions will report this to the British Council for an evaluation to be undertaken to confirm whether the costs can be considered as unrecoverable. Participants shall be expected to make all reasonable attempts to recover the mobility costs.

4. **Payment Arrangements**
   4.1 Payment of the Living Cost and Travel Cost support in 3.1 will be made by the institution to the participant in a single payment within 30 days of signature of this Agreement by both parties, or no later than the day of departure of the participant from the UK (whichever is the earlier).

5. **Insurance**
   5.1 The participant shall ensure they have adequate insurance cover for their mobility, including health insurance cover and, where appropriate, liability insurance cover and accident insurance cover. The sending institution shall ensure that participants are clearly informed about issues related to insurance.
6. **Participant monitoring and evaluation**

6.1. As a condition of the grant, participants will be required to participate in monitoring and evaluation activities by submitting responses to pre- and post-mobility surveys and partaking in telephone interviews. In addition to this during or shortly after their mobility the participant may receive an invitation from the British Council to complete and submit a final report. Participants who fail to complete and submit these requirements may be asked to partially or fully reimburse the financial support received. British Council and Wavehill Ltd will contact higher education providers from time to time with the relevant monitoring and evaluation templates to share with students.

7. **Law Applicable and Competent Court.**

7.1 This Agreement is governed by United Kingdom law.

7.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

Signatures

For the participant For the institution

[name / forename] [name / forename / position]

[signature] [signature]

Done at [place], [date] Done at [place], [date]
Annex 1

General Conditions

Article 1: Liability
Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The British Council or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the British Council shall not entertain any request for indemnity of reimbursement accompanying such claim.

Article 2: Termination of the agreement
In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the institution.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, institutions will report this to the British Council for an evaluation to be undertaken to confirm whether the costs can be considered as unrecoverable. Participants shall be expected to make all reasonable attempts to recover the virtual mobility placement costs from the supplier.

Article 3: Data Protection

[Higher education provider to add their own privacy statement here. The statement must make clear the higher education provider's obligations under the UK Data Protection Act 2018]

Article 4: Checks and Audits
The parties of the agreement undertake to provide any detailed information requested by the British Council or by any other outside body authorised by the British Council to check that the mobility period and the provisions of the agreement are being properly implemented and to enable the Global Wales Discover Programme to be fully evaluated.
### ANNEX 6: VIRTUAL MOBILITY GRANT AGREEMENT

Global Wales Discover Virtual Mobility Grant Agreement

<table>
<thead>
<tr>
<th>Full name of sending higher education provider:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

Called hereafter "the institution", represented for the purposes of signature of this agreement by

| Name of institution’s representative: |  |

of the one part, and:

<table>
<thead>
<tr>
<th>Student name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Date of birth:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Receives Global Wales Discover Additional Support grant?</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank account to which funds will be paid if participant is paying programme fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant’s bank name:</td>
<td></td>
</tr>
<tr>
<td>Participant’s name on bank account:</td>
<td></td>
</tr>
<tr>
<td>Account number/IBAN:</td>
<td></td>
</tr>
<tr>
<td>BIC/sort code:</td>
<td></td>
</tr>
</tbody>
</table>

called hereafter “the participant”, of the other part, have agreed the Special Conditions and Annex below which forms an integral part of this agreement (“the agreement”):

Annex I General Conditions. The terms set out in the Special Conditions shall take precedence over those set out in the annexe.
Special Conditions

1. **Subject matter of the agreement**
   1.1 The institution shall provide support to the participant for undertaking a virtual mobility activity as part of the Global Wales Discover programme.
   1.2 The participant accepts the financial support as specified in article 3.
   1.3 Amendments to the agreement, including to the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

2. **Commencement of Agreement and Duration of Mobility**
   2.1 The agreement shall enter into force on the date when the last of the two parties signs.
   2.2 The minimum duration of the mobility period is 2 weeks or 10 working days, the maximum duration is 8 weeks (40 working days). If a virtual mobility placement falls outside of this minimum or maximum duration, it must be separately agreed with Global Wales Discover programme managers in advance of committing to the placement.
   2.3 The mobility period shall start on .......... and end on .......... The start date of the mobility period shall be the day the participant has the first virtual mobility placement session. The end date of the period shall be the final day of the virtual mobility placement.
   2.4 The participant shall receive financial support from Global Wales Discover for .......... weeks and .......... days.
   2.5 Requests to the institution to extend the period of stay should be made at least two weeks before the end of the originally planned mobility period.
   2.6 The Certificate of Attendance (Global Wales Discover Handbook Annex 1) shall provide the confirmed start and end dates of the mobility period.

3. **Financial Support**
   3.1 The Global Wales Discover support for this mobility period is £............ This consists of support of £............ to cover the programme cost of the virtual mobility placement).
   3.2 The reimbursement of costs incurred in connection with special needs (the Additional Support grant), when applicable, shall be based on the supporting documents provided by the participant.
   3.3 All or part of the financial support shall be repaid if the participant does not carry out the mobility activity in compliance with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund grant already paid, except if agreed differently with the institution. However, when the participant has been prevented from completing his/her mobility activities as described in Annex I due to exceptional circumstances, institutions will report this to the British Council for an evaluation to be undertaken to confirm whether the costs can be considered as unrecoverable. Participants shall be expected to make all reasonable attempts to recover the virtual mobility placement costs from the supplier.

4. **Payment Arrangements**
   4.1 Payment of the virtual mobility placement cost will be made by the institution to the participant in a single payment within 30 days of signature of this Agreement by both parties, or no later than the first day of the virtual mobility placement (whichever is the earlier).

6. **Participant monitoring and evaluation**
   6.1 As a condition of the grant, participants will be required to participate in monitoring and evaluation activities by submitting responses to pre- and post-mobility surveys and partaking in telephone interviews. In addition to this during or shortly after their mobility the participant may receive an invitation from the British Council to complete and submit a final report. Participants who fail to
complete and submit these requirements may be asked to partially or fully reimburse the financial support received. British Council and Wavehill Ltd will contact higher education providers from time to time with the relevant monitoring and evaluation templates to share with students.

7. **Law Applicable and Competent Court.**
7.1 This Agreement is governed by United Kingdom law.
7.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

Signatures

For the participant

For the institution

[signature]

[signature]

Done at [place], [date]

Done at [place], [date]
Annex 1

General Conditions

Article 1: Liability
Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The British Council or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the British Council shall not entertain any request for indemnity of reimbursement accompanying such claim.

Article 2: Termination of the agreement
In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the institution.

In case of termination by the participant due to “force majeure”, i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, institutions will report this to the British Council for an evaluation to be undertaken to confirm whether the costs can be considered as unrecoverable. Participants shall be expected to make all reasonable attempts to recover the virtual mobility placement costs from the supplier.

Article 3: Data Protection

[Higher education provider to add their own privacy statement here. The statement must make clear the higher education provider’s obligations under the UK Data Protection Act 2018]

Article 4: Checks and Audits
The parties of the agreement undertake to provide any detailed information requested by the British Council or by any other outside body authorised by the British Council to check that the mobility period and the provisions of the agreement are being properly implemented and to enable the Global Wales Discover Programme to be fully evaluated.
ANNEX 7: BANDING FOR DESTINATION COUNTRIES

Group 1 (higher cost of living)

Africa not otherwise specified
American Samoa
Andorra
Antarctica and Oceania not otherwise specified
Antigua and Barbuda
Australia
Austria
Bahamas, The
Barbados
Belgium
Belize
Bermuda
Brazil
British Indian Ocean Territory (BIOT)
British Virgin Islands [Virgin Islands, British]
Bulgaria
Canada
Canary Islands
Caribbean not otherwise specified
Cayman Islands
Central America not otherwise specified
Cook Islands
Croatia
Cuba
Curaçao
Cyprus (European Union)
Cyprus (Non-European Union)
Czech Republic
Denmark
Egypt
Estonia
Europe not otherwise specified
European Union not otherwise specified
Falkland Islands [Falkland Islands (Malvinas)]
Faroe Islands
Finland
France
French Guiana
Germany
Gibraltar
Greece
Hong Kong (Special Administrative Region of China) [Hong Kong]
Hungary
Iceland
Ireland
Israel
Italy
Ivory Coast [Cote D’ivoire]
Japan
Kiribati
Korea (South) [Korea, Republic of]
Laos [Lao People’s Democratic Republic]
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Martinique
Monaco
Netherlands
New Caledonia
New Zealand
North America not otherwise specified
North Macedonia
Norway
Occupied Palestinian Territories [Palestine, State of]
Papua New Guinea
Poland
Portugal
Puerto Rico
Romania
Samoa
Serbia
Slovakia
Slovenia
Solomon Islands
South Georgia and The South Sandwich Islands
Spain
St Kitts and Nevis
St Lucia
St Vincent and The Grenadines
Svalbard and Jan Mayen
Sweden
Switzerland
Tonga
Turkey
Turks and Caicos Islands
United States
Uruguay
Vanuatu
Venezuela [Venezuela, Bolivarian Republic of]

**Group 2 (lower cost of living)**
Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan
Bahrain
Bangladesh
Belarus
Benin
Bhutan
Bolivia
Bosnia and Herzegovina
Botswana
Brunei [Brunei Darussalam]
Cambodia
Cameroon
Cape Verde
Central African Republic
Chad
Chile
China
Colombia
Congo (Democratic Republic) [Congo (The Democratic Republic of the)]
Costa Rica
Dominica
Dominican Republic
Ecuador
El Salvador
Eswatini
Ethiopia
Fiji
Gambia, The
Georgia
Ghana
Guinea
Guyana
Haiti
Honduras
India
Indonesia
Iran [Iran, Islamic Republic of]
Iraq
Jamaica
Jordan
Kazakhstan
Kenya
Kosovo
Kuwait
Kyrgyzstan
Lebanon
Liberia
Libya
Macao (Special Administrative Region of China) [Macao]
Madagascar
Malawi
Malaysia
Maldives
Mali
Mauritania
Mauritius
Mexico
Moldova [Moldova, Republic of]
Mongolia
Montenegro
Morocco
Mozambique
Myanmar (Burma) [The Republic of the Union of Myanmar]
Namibia
Nepal
Nicaragua
Nigeria
Oman
Pakistan
Panama
Paraguay
Peru
Philippines
Qatar
Russia [Russian Federation]
Rwanda
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Singapore
Somalia
South Africa
Sri Lanka
Sudan
Taiwan [Taiwan, Province of China]
Tajikistan
Tanzania [Tanzania, United Republic of]
Thailand
Togo
Trinidad and Tobago
Tunisia
Uganda
Ukraine
United Arab Emirates
Uzbekistan
Vietnam [Viet Nam]
Zambia
Zimbabwe

ANNEX 8: REPORTING TOOL GUIDANCE

Global Wales Discover reporting tool guide version 2
There are three worksheets in the workbook, one is editable (‘DataEntry’), the other two are read-only. **Data Entry:** This sheet is password protected meaning that some cells are editable, others are not. Columns headed in green text will be automatically populated when required. The following explains the fields used in the worksheet and the requirements for data entry:
<table>
<thead>
<tr>
<th>Name</th>
<th>Input</th>
<th>Description</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed?</td>
<td>Drop-down</td>
<td>Responses: ‘Yes’ for completed mobilities. Bank for all other mobilities - please include in this category mobilities that you hope to carry out but for which you haven’t yet made firm plans.</td>
<td>Interim and final report</td>
</tr>
<tr>
<td>FirstName</td>
<td>Free text</td>
<td>The participant’s first name(s)</td>
<td>Yes</td>
</tr>
<tr>
<td>SecondName</td>
<td>Free text</td>
<td>The participant’s surname or family name</td>
<td>Yes</td>
</tr>
<tr>
<td>HUSID</td>
<td>Free text</td>
<td>The participant’s unique 13-digit identifier. Valid and complete HUSID numbers will be required at interim and final reports</td>
<td>Interim and final report</td>
</tr>
<tr>
<td>DOB</td>
<td>Date</td>
<td>Date of birth. Please do not use the format ‘dd.mm.yy’</td>
<td>Yes</td>
</tr>
<tr>
<td>Age</td>
<td>Automatic</td>
<td>Calculated by reporting tool</td>
<td>-</td>
</tr>
<tr>
<td>Gender</td>
<td>Drop-down</td>
<td>The participant’s sense of their own gender. The options are ‘Male; Female; Other’</td>
<td>Yes</td>
</tr>
<tr>
<td>Disabled</td>
<td>Drop-down</td>
<td>Whether the participant considers they have a disability. Options are ‘Yes; No; Not known’</td>
<td>No</td>
</tr>
<tr>
<td>Ethnicity1</td>
<td>Drop-down</td>
<td>Five broad options; the option you choose will determine what further options are available in the next field, Ethnicity2. Options are ‘White; Mixed; Asian; Black; Other’</td>
<td>No</td>
</tr>
<tr>
<td>Ethnicity2</td>
<td>Drop-down</td>
<td>Blank unless you have submitted a response in the ‘Ethnicity1’ field. Some of twenty-three options will be shown, depending on the response given in field Ethnicity1</td>
<td>No</td>
</tr>
<tr>
<td>Email</td>
<td>Free text</td>
<td>Needed for sending a final report template to the participant to complete.</td>
<td>Yes</td>
</tr>
<tr>
<td>Field</td>
<td>Type</td>
<td>Description</td>
<td>Required</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Home PostCode</td>
<td>Free text</td>
<td>If known, the outward part of the participant’s home address post code. That is, the left hand part, for example CF42 or NP19. The purpose of this field is to try and identify the areas of Wales that participants are from.</td>
<td>No</td>
</tr>
<tr>
<td>Welsh speaker</td>
<td>Drop-down</td>
<td>Whether the participant identifies as a Welsh speaker. Options are ‘Yes; No; Not known’</td>
<td>No</td>
</tr>
<tr>
<td>Other languages1</td>
<td>Free text</td>
<td>Other languages spoken by participant.</td>
<td>No</td>
</tr>
<tr>
<td>Other languages2</td>
<td>Free text</td>
<td>Other languages spoken by participant.</td>
<td>No</td>
</tr>
<tr>
<td>Full or part time study</td>
<td>Drop-down</td>
<td>Options are ‘FT; PT’</td>
<td>Yes</td>
</tr>
<tr>
<td>Living with parents</td>
<td>Drop-down</td>
<td>Whether the participant is dependent (lives with their parents) or not. Options are ‘Yes; No; Don’t know’. The response to this will determine which options are available in the next field (‘WGLG’).</td>
<td>No</td>
</tr>
<tr>
<td>WGLG</td>
<td>Free text</td>
<td>The amount of Welsh Government Learning Grant received by the participant. Options depend on response in the preceding field (‘Dependent’): if ‘Yes’ in preceding field, options are £5930 or more; £0 - £5929; if ‘No’, options are £6947 or more; £0 - £6946.</td>
<td>No</td>
</tr>
<tr>
<td>Welsh Domiciled</td>
<td>Drop-down</td>
<td>Whether the participant meets the eligibility criteria in section 1 of the Global Wales Discover handbook. The response in this field must be ‘Yes’ for the mobility to be eligible. Options are ‘Yes; No’.</td>
<td>Yes</td>
</tr>
<tr>
<td>Home Subject</td>
<td>Drop-down</td>
<td>The degree course subject studied by the participant at their home university. Options are currently ISCED-F narrow fields.</td>
<td>Yes</td>
</tr>
<tr>
<td>Year of study</td>
<td>Free text</td>
<td>The participant’s year of study at the home university (eg 1,2 or 3). Response must be an integer.</td>
<td>Yes</td>
</tr>
<tr>
<td>Mobility type</td>
<td>Drop-down</td>
<td>Options are ‘Work; Study; Volunteer’</td>
<td>Yes</td>
</tr>
<tr>
<td>Destination Country</td>
<td>Drop-down</td>
<td>Options are the 36 eligible destination countries.</td>
<td>Yes</td>
</tr>
<tr>
<td>Country Group</td>
<td>Automatic</td>
<td>Calculated by reporting tool. Updates to ‘A’ or ‘B’ depending on value entered in preceding field (‘Destination Country’)</td>
<td>-</td>
</tr>
<tr>
<td>Destination City/Region</td>
<td>Free text</td>
<td>The area or city in the destination country in which the mobility takes place. For example, ‘Chicago’, ‘Yunnan’, ‘French Polynesia’.</td>
<td>Yes</td>
</tr>
<tr>
<td>Host Organisation</td>
<td>Free text</td>
<td>The name of the organisation hosting the mobility (the same as on the Certificate of Attendance).</td>
<td>Yes</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Host Address1</td>
<td>Free text</td>
<td>Postal address details of the hosting organisation</td>
<td>Yes</td>
</tr>
<tr>
<td>Host Address2</td>
<td>Free text</td>
<td>Postal address details of the hosting organisation</td>
<td>Yes</td>
</tr>
<tr>
<td>Host Address3</td>
<td>Free text</td>
<td>Postal address details of the hosting organisation</td>
<td>No</td>
</tr>
<tr>
<td>Host Address4</td>
<td>Free text</td>
<td>Postal address details of the hosting organisation</td>
<td>No</td>
</tr>
<tr>
<td>Host Email</td>
<td>Free text</td>
<td>Contact email address of host organisation</td>
<td>Yes</td>
</tr>
<tr>
<td>Host Phone</td>
<td>Free text</td>
<td>Contact phone number of host organisation</td>
<td>Yes</td>
</tr>
<tr>
<td>Host Website</td>
<td>Free text</td>
<td>Website of host organisation (if available)</td>
<td>No</td>
</tr>
<tr>
<td>Host Contact</td>
<td>Free text</td>
<td>Contact name at host organisation</td>
<td>Yes</td>
</tr>
<tr>
<td>Main Language</td>
<td>Free text</td>
<td>Please complete if anything other than English</td>
<td>No</td>
</tr>
<tr>
<td>Mobility Start</td>
<td>Date</td>
<td>The date on which the participant’s outward journey from the UK commences. Please do not use the format ‘dd.mm.yy’</td>
<td>Yes</td>
</tr>
<tr>
<td>Mobility End</td>
<td>Date</td>
<td>The date on which the participant returns to the UK. Please do not use the format ‘dd.mm.yy’</td>
<td>Yes</td>
</tr>
<tr>
<td>Unfunded Days</td>
<td>Free text</td>
<td>Any days spent in the destination country outside the agreed programme of activity. Must be a whole number, enter zero if no unfunded days. (See section 2 of GWD Handbook)</td>
<td>Yes</td>
</tr>
<tr>
<td>Funded Days</td>
<td>Automatic</td>
<td>Calculated by reporting tool. The difference between the mobility start and end dates (inclusive) less any unfunded days.</td>
<td>-</td>
</tr>
<tr>
<td>Eligibility Check</td>
<td>Automatic</td>
<td>Calculated by reporting tool. Checks that mobility doesn’t fall below the minimum duration, above the maximum duration, or otherwise outside the eligibility criteria (see sections 2 and 3 of GWD Handbook)</td>
<td>-</td>
</tr>
<tr>
<td>Linked Mobility</td>
<td>Drop-down</td>
<td>Use if the mobility is linked to another mobility at a different host organisation. See section 2 of Handbook. Drop-down inactive unless Eligibility Check value is “BelowMinimumDuration”. Responses: yes, no or blank.</td>
<td>No</td>
</tr>
<tr>
<td>Field</td>
<td>Type</td>
<td>Description</td>
<td>Required</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Travel</td>
<td>Automatic</td>
<td>Calculated by reporting tool. Calculates the eligible travel grant and will return a zero value if the mobility is ineligible for funding for whatever reason. Note that if two or three linked mobilities for an individual are reported (i.e. response in the Linked Mobility field is ‘yes’), the travel grant will appear against each mobility as a half or one-third of the total eligible rate, provided that all the mobilities are reported against the same destination country.</td>
<td>false</td>
</tr>
<tr>
<td>Living</td>
<td>Automatic</td>
<td>Calculated by reporting tool. Calculates the eligible living costs grant.</td>
<td>true</td>
</tr>
<tr>
<td>Additional support grant</td>
<td>Free text</td>
<td>The amount of additional support awarded to the participant. (see Additional Support Form, Annex 3 of GWD Handbook). If the participant has submitted a claim and is awaiting the award decision, please enter the total of the claim.</td>
<td>false</td>
</tr>
<tr>
<td>Total</td>
<td>Automatic</td>
<td>Calculated by reporting tool. Total funding for this mobility. If the ‘Eligibility Check’ field returns anything other than ‘Eligible’, this value will be zero.</td>
<td>true</td>
</tr>
<tr>
<td>Comments</td>
<td>Free text</td>
<td>Any other information relevant to the mobility.</td>
<td>false</td>
</tr>
<tr>
<td>Sending university</td>
<td>Automatic</td>
<td>Calculated by reporting tool. The name of the participant's home institution, taken from the 'Budget' sheet. The field is populated when a value is entered into the 'Status' field (column C)</td>
<td>true</td>
</tr>
<tr>
<td>ContractRef</td>
<td>Automatic</td>
<td>Calculated by reporting tool. Reference number of the contract, automatically taken from the ‘Budget’ sheet</td>
<td>true</td>
</tr>
<tr>
<td>LineID</td>
<td>Automatic</td>
<td>Calculated by reporting tool. Automatically generated reference number for the individual reported mobility.</td>
<td>true</td>
</tr>
<tr>
<td>Report Requested</td>
<td>Date</td>
<td>Date final report template sent to participant (see section 13 of GWD Handbook). Completion of this field will be mandatory by final report. Please do not use the format 'dd.mm.yy'</td>
<td>true</td>
</tr>
<tr>
<td>Report Received</td>
<td>Date</td>
<td>Date final report returned by participant (see section 13 of GWD Handbook). Completion of this field will be mandatory by final report. Please do not use the format 'dd.mm.yy'</td>
<td>true</td>
</tr>
</tbody>
</table>
Budget sheet: a summary of current contract amounts and the current spend/mobility totals in the reporting tool. It gives an indication of total budget under/overspend and will give a warning when a budget line goes into overspend (Group A travel, Group A living, Disability, Group B travel, Group B living). The sheet is password protected. Please note that at the moment this sheet counts each line in the Data Entry sheet as a separate mobility, regardless of whether they have been recorded as linked physical mobilities. As a result, at this draft stage of the reporting tool the number displayed will be higher than the actual number of eligible physical mobilities. This is something that will be addressed in future versions.

Summary sheet: a brief summary of data in the mobility tool, with sensitive personal information removed. We hope it can be used to provide us with occasional snapshots of activity as the mobility year progresses. There is no password protection on the sheet to allow the pivot table (see below) to be updated periodically, so please take care not to overwrite or delete any of the cell content.

The tables look at all the lines in the Data Entry sheet where a destination country and mobility type have been entered.

The ‘Destination’ table is a pivot table, which means the data will need to be refreshed whenever records in the Data Entry worksheet have been changed, added, or removed. To refresh the data, single right-click the yellow cell and select ‘Refresh’ from the pop-up menu.

To save it as a text snapshot ready for email, make sure you are in the ‘Summary’ sheet then go to File - Save as then choose Text (Tab delimited) (*.txt) as the file type and click save. You will see a message saying you can’t save multiple sheets as a text file, click ‘OK’. Please contact us if you have any difficulties with this process.