

**HANDBOOK 2022**

V7.1

# 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 (1<sup>st</sup> August 2021 – 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> March 2022. The deadline for the final report has been updated to reflect the new year, Monday 12<sup>th</sup> 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"
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#### 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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# 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 31<sup>st</sup> 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**

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

### 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 2: Living Costs for physical mobilities**

BAND	WEEKLY RATE (£)	DAILY RATE (£)
1	210	30
2	195	27

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 3: Travel Costs for physical mobilities**

GROUP	COUNTRIES	RATE (£)
A	80km – 2,999km	350
B	3,000km – 3,999km	600
C	4,000km – 7,999km	900
D	8,000km +	1200

Please use [Google Maps](https://www.google.com/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 [maiya.evans@britishcouncil.org](mailto:maiya.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](mailto: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](mailto: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 \_\_\_\_\_ *(start date of activity)* to \_\_\_\_\_ *(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

### APPELLANT HIGHER EDUCATION PROVIDER

Higher education provider name:	
Contact name:	
Contact email:	
Contact telephone:	

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.

Nature of appeal	
Date of appeal submission	



<b>Further details (continued)</b>
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## 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

Higher education provider	
Coordinator Name	
Coordinator Email	
Coordinator Telephone	

#### 2. APPLICANT INFORMATION

First Name			
Last Name			
Email			
Telephone			
Host Organisation			
Mobility start date		Mobility end date	

**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**

<b>Total:</b>

### 3b. Special transportation costs in the destination country during the mobility period

[illegible]

**Total:**

### 3c. Accommodation

**Total:**

### 3d. Care assistant/helper

--

**Total:**

### 3e. Medical treatment

**Total:**

### 3f. Adapted teaching material

**Total:**

### 3g. Assistance during lectures

**Total:**

<b>3h. Other (inc. software)</b>
<b>Total:</b>

## ANNEX 4: FINANCIAL IDENTIFICATION FORM

### Global Wales Discover Financial Identification Form

#### BANK BRANCH DETAILS

Bank name:	
Bank address:	
Post Code:	

#### BANK ACCOUNT DETAILS

Account name <sup>1</sup>	
Account number / IBAN	
Sort code	
BIC/SWIFT code	
The above account can accept GBP payments <sup>2</sup>	YES / NO

#### ACCOUNT HOLDER DETAILS

Account holder:	
Account holder address:	
Post Code:	

STAMP & SIGNATURE OF BANK REPRESENTATIVE<sup>3</sup>

SIGNATURE OF ACCOUNT HOLDER



DATE

---

**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:	
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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

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 if participant is paying programme fees	
Participant's bank name:	
Participant's 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 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

[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 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 TOOLKIT GUIDE**

# **GLOBAL WALES DISCOVER**

## REPORTING TOOL GUIDANCE

### Global Wales Discover reporting tool guide version 3

There are five worksheets in the workbook, two are editable ('**Data Entry PM**' and '**Data Entry VM**'), remaining sheets are read-only.

- **Data Entry PM:** Please fill in data related to Physical Mobilities
- **Data Entry VM:** Please fill in data related to Virtual Mobilities

**Data Entry PM and Data Entry VM sheets:** These sheets are 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 worksheets and the requirements for data entry:

Name	Input	Description	Mandatory
Completed?	Automatic	Based on mobility start dates and mobility end dates you enter	N/A
First Name	Free text	Student's first name(s)	Yes
Second Name	Free text	Student's surname or family name	Yes
HUSID	Free text	The participant's unique 13-digit identifier. Valid and complete HUSID numbers will be required at interim and final reports	Yes
DOB	Date	Date of birth. Please do not use the format "dd.mm.yy"	Yes
Age	Automatic	Calculated by reporting tool	Yes
Gender	Drop-down	The participant's sense of their own gender. The options are: Male, Female, Other	Yes
Disabled	Drop-down	Whether the participant considers they have a disability. Options are: Yes, No, Not Known	No



Email	Free text	Please add participant's email address	Yes
Home Postcode	Free text	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 participants are from	No
Full or Part-time study	Drop-down	Options are 'FT', 'PT'. <b>The response in this field must be FT for mobility to be eligible</b>	Yes
Welsh Domiciled	Drop-down	<b>The response in this field must be a yes for the mobility to be eligible</b>	Yes
Home subject	Drop-down	The degree course subject studied by the participant at their home university	Yes
Year of study	Free text	The participant's year of study (e.g., 1, 2 or 3). Response must be an integer	Yes
Mobility type	Drop-down	Options are Work, Study, Volunteer	Yes
Destination country	Drop-down		Yes
Destination Distance (KM)	Free text	Please calculate destination distance as per guidelines provided in the latest handbook	Yes
Country Group	Automatic	Calculated automatically by reporting tool and updated to either A, B, C or D	N/A
Destination City/Region	Free text	The area or the city in the destination country	Yes

		in which the mobility takes place	
Host Organisation	Free text	The name of the organisation hosting the mobility (the same as on the certificate of attendance)	Yes
Host Address 1	Free text	Postal address details of the host organisation	Yes
Host Address 2	Free text	Postal address details of the host organisation	Yes
Host Address 3	Free text	Postal address details of the host organisation	Yes
Host Address 4	Free text	Postal address details of the host organisation	Yes
Host Email	Free text	Contact email address of the host organisation	Yes
Host Phone	Free text	Contact phone number of the host organisation	Yes
Host Website	Free text	Website of host organisation (if available)	No
Host Contact	Free text	Contact name of host organisation	Yes
Main Language	Free text	Please complete if anything other than English	No
Mobility Start Date	Date	The date on which participant outward journey from the UK commences. Please do not use the format "dd.mm.yy"	Yes
Mobility End Date	Date	The date on which participant returns to the UK. Please do not use the format "dd.mm.yy"	Yes
Unfunded Days	Free text	Any days spent in the destination country	Yes

		outside the agreed programme activity	
Funded Days	Automatic	Calculated automatically by toolkit	N/A
Eligibility Check	Automatic	Calculated automatically by toolkit	N/A
Linked Mobility	Drop-down	Use if linked to another mobility. Based on eligibility check value if funded days below minimum duration. Options are Yes, No	N/A
Travel	Automatic	Calculated automatically by reporting tool	N/A
Living	Automatic	Calculated automatically by toolkit based on number of funded days and daily rate of destination country	N/A
Additional Support Grant	Free text	The amount of additional support awarded to the participant. If a participant has submitted a claim and is awaiting award decision, please enter the total of the claim	No
Total	Automatic	Calculated automatically by toolkit if eligibility check cleared	N/A
Comments	Free text	Any additional comments you want to provide	No
Sending University	Automatic	Toolkit fills in automatically	N/A
ContactRef Line ID	Automatic	Toolkit fills in automatically	N/A

Student Generated Activity	Drop-down	If known, is the activity student generated. Options are: Yes, No	No
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**Please note:** The only difference in the Date Entry VM sheet is that it does not have Destination Distance (KM), Travel and Living columns, instead has a column titled **Funding Amount** in which you need to fill in funding amount for the *virtual mobility*. **Please note funding amount for a single mobility can not exceed £1000.** If it does the tool kit will automatically consider it *not eligible*.

**Budget sheet:** A summary of total mobility spend. **It will give a warning when virtual mobility spend exceeds £15,000 by displaying “Over Spending” in cell next to total virtual mobility spend.** This sheet is password protected.

**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. This sheet is password protected.

**Table’s sheet:** Contains all backend calculations. This sheet is password protected.