

HANDBOOK 2019

V2

GLOBAL WALES DISCOVER

Global Wales Discover Handbook V2

Summary of changes since last published version (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.

(Minor formatting changes have also been made but not noted here)

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Introduction

Global Wales Discover offers funding to Welsh undergraduate students in Welsh Universities 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 any university in Wales:

- Aberystwyth University
- Bangor University
- Cardiff Metropolitan University
- Cardiff University
- Wrexham Glyndŵr University
- The Open University in Wales
- Swansea University
- University of South Wales
- University of Wales Trinity Saint David

Applications from universities 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 University, its agents, partners or students, and approved and quality assured by that university, and for which the university has agreed a formal programme of activity. Please contact the British Council in good time before a mobility commences to discuss any eligibility concerns.

The duration of the 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.

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

3. Period of activity

For mobilities to be eligible for funding in this first funding cycle, the majority of any individual mobility (i.e. more than 50% of the total mobility days) must take place during the period 1 June 2019 to 31 July 2020. 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
13 May 2019	9 June 2019	4 weeks	Ineligible	The majority – 2 weeks 5 days - of the mobility takes place outside the period of activity
13 May 2019	23 June 2019	6 weeks	Eligible	The majority – 3 weeks 2 days – of the mobility takes place within the period of activity
20 July 2020	30 August 2020	6 weeks	Ineligible	The majority – 4 weeks 2 days - of the mobility takes place outside the period of activity

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 early spring 2020.

4. Grants to students

Funding for eligible 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 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.

Living Costs illustrated in Table 2 will be paid according to the mobility destination country:

Table 2: Living Costs

BAND	COUNTRIES	WEEKLY RATE (£)	DAILY RATE (£)
1	Denmark, Finland, Ireland, Luxembourg, Sweden, Canada, Qatar, UAE, USA, Japan	210	30
2	Austria, Belgium, France, Germany, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	195	27
3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia	185	26
4	India, China, Vietnam	175	25

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 mobility destination country:

Table 3: Travel Costs

GROUP	COUNTRIES	RATE (£)
A	Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Bulgaria, Cyprus, Greece, Malta, Romania	300
B	Canada, China, India, Japan, Qatar, UAE, USA, Vietnam	1200

At the completion of their mobility each student will submit to their home university 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.

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

Mobilities to multiple countries will not be funded through this programme beyond this level.

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 university 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 2020**. 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 to inform the funding in the next 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 university on behalf of the student.

Interim and Final reports (see section 10 'university Reporting') 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.

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

7. Applications

The deadline for applications for the 2019 Call is **17:00 Tuesday 30 April 2019**.

In the application form you will be asked to include the numbers of student mobilities per Travel Group, the total duration of mobility weeks per Travel Group, and the total grant applied for. For example:

NUMBER OF MOBILITIES	TRAVEL GROUP	TOTAL DURATION (WEEKS)
25	A	150
15	B	60

You will not be required at application stage to specify precise destination countries.

This is a pilot project and we would encourage you to submit applications that are based on realistic expectations of funding utilisation. If the call is 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 'university Reporting'). We would aim to support as much additional activity reported in this way as possible.

8. Selection of students

The selection of students by universities, 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 in this first funding call. However, applicants are asked to aim for at least 25% of students from this particular group.

In anticipation of more formal targets being included in future calls, 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 and these data will be used to inform funding decisions in subsequent cycles.

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)

Funding for Living Costs will be **allocated to the university at the rate of £200 per week**. The university will pay the grant to the student at the appropriate rates shown in **Table 2**.

Grant awards will comprise two elements:

- Travel Costs and Living Costs for mobilities taking place in Group A countries
- Travel Costs and Living Costs for mobilities taking place in Group B countries

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.

For example:

	MOST RECENT GRANT AGREEMENT		FINAL REPORT		
	Mobilities	Travel Budget	Allowed ¹	Allowed ²	Not Allowed ³
Group A	10 (@£300)	£3,000	8 / £2,400	12 / £3,600	13 / £3,900
Group B	14 (@£1,200)	£16,800	16 / £19,200	12 / £14,400	11 / £13,200

Note:

1. 20% of Group A mobilities moved to Group B, with a corresponding increase in funding
2. 2 Group B mobilities (15% of grant agreement total) moved to Group A, with a corresponding decrease in funding
3. 3 Group B mobilities (21% of grant agreement total) moved to Group A, more than allowed

10. University reporting

There will be two reporting stages for activity: Interim Report and Final Report. Both reports will include, as a minimum, the following data for each individual mobility: age, gender, year of study, full-time/part-time, ethnicity, disability, socio-economic status, mobility type, mobility location, mobility duration, total living grant, total travel grant, total disability grant. A reporting tool will be issued by the British Council in late 2019.

The deadline for submission of Interim reports will be **17:00 Monday 2 March 2020**. 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.

A second allocation of grant funds may be made at this stage based on the interim reports of all Universities. 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 7 September 2020**. 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 university must ensure that each student has signed a Mobility Grant Agreement (see Annex 5) with the university, formally accepting the grant and acknowledging the obligations associated with its acceptance.

The template is the minimum requirement and the university must use the text in full for agreements with students. The university 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.

The agreement must be retained as a record of the mobility. If the university 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

Universities 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 universities 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).

13. Student reporting

All student participants will be required to complete and submit a final report before **17:00 on Monday 7 September 2020**. Failure to submit a final report by this date may result in full or partial recovery of the relevant funds (see also section 6 'Early Returners').

14. Record keeping

Universities 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 universities will be made by the British Council to the bank account specified in the authorised Financial Identification form (Annex 4) submitted by the university. The university 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 university 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 will be made in **May 2019**. The initial payment will represent 70% of the Grant Agreement value. After Interim Reports have been assessed in early Spring 2020 either:

- a second payment will be issued for an amount less than, equal to or greater than 30% of the initial Grant Agreement value; or
- a recovery will be issued for unused funds if the value of the Interim Report is below that of the initial payment; or
- no payment or recovery will be issued, if the value of the Interim Report is equal to that of the initial payment.

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 university until any outstanding amounts identified are repaid.

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 university will be asked to provide proof that the grant has left the university'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 university must be paid by the university 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 mobilities and the university must not vary these rates when paying grants to students.

17. Grant agreements

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

The university must retain (see section 14 'Record Keeping'), in hard copy, an original signed Grant Agreement between them and the British Council.

Grant Agreements and mobility agreements between universities 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 university and the participant must retain copies signed by both parties.

18. Audits and monitoring and evaluation

At interim and final reports the following information will be reported, 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 number
- Gender
- Age
- 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 WGLG received by student (if known)
- Welsh domiciled (i.e. satisfies student eligibility criteria in section 1 of this handbook)

Mobility information will be submitted using the reporting tool issued by the British Council prior to interim and final reports. It is likely that the above list will be extended before interim report, and universities will be contacted by the British Council to discuss new data fields before they are included in the handbook.

Universities will be required to work with any organisation appointed by the British Council to carry out the long-term Monitoring and Evaluation of Global Wales Discover.

19. 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 an unsuccessful application must specify either whether an administrative error has been made, or precisely which published procedure has not been adhered to.

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 University)*

visited _____ *(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 UNIVERSITY

University 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	

Please provide further details (in no more than 2 sides of A4) of why you would like to submit an appeal:

Further details (continued)

ANNEX 3: ADDITIONAL SUPPORT FORM

Application for Additional Support for Students with Disabilities

There are three sections to this form:

- Details of the university 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. UNIVERSITY INFORMATION

University	
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

Total:

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

Total:

3c. Accommodation

Total:

3d. Care assistant/helper

Total:

3e. Medical treatment

Total:

3f. Adapted teaching material
Total:

3g. Assistance during lectures
Total:

3h. Other
Total:

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

ACCOUNT HOLDER DETAILS

Account holder:	
Account holder address:	
Post Code:	

STAMP & SIGNATURE OF BANK REPRESENTATIVE³

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: MOBILITY GRANT AGREEMENT

Global Wales Discover Mobility Grant Agreement

Full name of sending University:	
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 the amount of the 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, he/she shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the institution. Such cases shall be reported by the institution to, and subject to approval by, the British Council.

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 final report

6.1. During or shortly after their mobility the participant shall receive an invitation from the British Council to complete and submit a final report. Participants who fail to complete and submit a final report may be required to partially or fully reimburse the financial support received.

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, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the institution.

Article 3: Data Protection

[University to add their own privacy statement here. The statement must make clear the University'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.