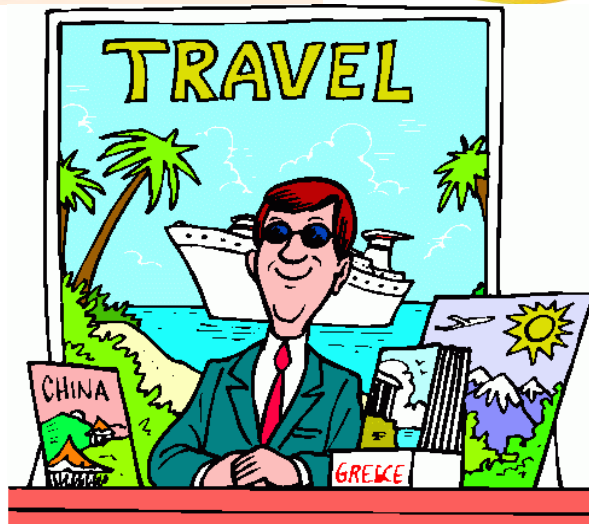


The University of Manchester
Travel Awards
2018-2019 Academic Year



The University of Manchester
H.E. David / Zochonis / Pawel Koprowski Travel Awards 2018/2019 Application Form

Please state here the award you are applying for: _____

Application Number: _____ (office use only)

Title of Project / Special Study: _____

1. Surname: _____

2. First Name(s): _____

3. I.D. Number: _____

4. Programme of Study: _____

5. Length of programme of study: _____ years from (month/year) _____

6. Current year of study (eg 2nd, 3rd): _____

7. Address during University semesters: _____

Postcode: _____

8. Address during University vacations: _____

Postcode: _____

9. E-mail Address: _____

10. If submitting an application on behalf of a group of students, please list the other student(s) concerned and their programmes of study. **NOTE:** Group applications are not valid, for the Pawel Koprowski Memorial Vacation Award, only single applications:

11. Please give exact date(s) when project/special study will be undertaken:

From: _____ To: _____

12. Estimate of costs involved

Travel (per person by the most economical route): £ _____

Travel Insurance (per person): £ _____

Subsistence (per person): £ _____

Accommodation (per person): £ _____

Total: £ _____

Application for funding to other bodies: _____

13. Referee: Please give the name of the member of University Academic Staff who will be completing an academic reference for you:

NOTE: It is the applicant's own responsibility to arrange for the Reference Form to be completed and given in with this application form. Any forms not accompanied with a Reference Form WILL NOT BE CONSIDERED.

14. Signed: _____ Date: _____

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DETAILS OF PROPOSED PROJECT OR SPECIAL STUDY

The salient points of your proposed project, including COSTING AND ANY ADDITIONAL COSTING NOT MENTIONED ON PAGE 1 must be summarised on this page ONLY. Please note that we cannot take into consideration costs for Clothing/Equipment and Vaccinations. If you have made any applications to other bodies, including any fundraising events / individual events, please give full details below. Candidates are naturally at liberty to enclose other relevant documentation - **Please do not include bulk correspondence**. The Panel which considers applications expects some degree of detail to be provided where a considerable amount of money is being applied for.

Please explain here in just a few sentences the personal benefit you see yourself deriving from carrying out your proposed project:

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RISK ASSESSMENT
(ONLY COMPLETE ONE Risk Assessment).

The Panel which considers applications will want to know that you have carefully considered the risks associated with your chosen project and that you have taken such steps that are reasonable to minimise the risk to your health and safety. We have included a checklist below, as a prompt for you. **As part of your application you must include a risk assessment**, addressing each of the items on the checklist, even if your answer to some of them may be 'not applicable'. Responses to some items on the checklist may be brief (a few words, or a sentence or so) or may need to be more detailed (a few paragraphs) according to the nature of your chosen project.

1.	Travel	Overall Itinerary	
		Travel to destination	
		Travel at destination	
		Documents: visas, insurance, official permission	
2.	Accommodation		
3.	Medical	Evaluation of local conditions	
		UK health check-up [and action]	
		Vaccinations and documents	
		Advice from University Occupational Health Service	
		Specialist first-aid kit	
4.	Project	Risk assessment of activities	
		Special skills and training needs	
		Assistance and back-up (UK/Local)	

5.	Equipment taken	Competent to use	
		Maintenance and spares	
6.	Catering	Food locally available	
		Food to be taken from UK	
		Problems with contaminated supplies	
		Water purification tablets	
7.	Personal safety	Accident & emergency plans: evacuation, repatriation	
		Lone working/violence - awareness, plans, communications	
8.	Physical hazards	Terrain/seas & rivers	
		Climate - normal & extremes	
9.	Biological Hazards	Plants, insects, organisms reptiles & animals	
10.	Culture	Local customs, dress, religion, legal codes	
11.	Stress	Loneliness, isolation, foreign tongue, sickness	

Name (print): _____

Signature: _____

Date: _____

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Academic Reference Form

SIGNED: _____

PRINT NAME: _____

DATE: _____