

**University Expeditions Committee**

**Proposal Form**

**2024/25 Expeditions**

Newcastle University has a history of student expeditions stretching back over 70 years and has been recognised by The Royal Geographical Society as one of the most student expedition-active universities in the UK.

Expeditions are an excellent way of getting out into the real world and applying your knowledge, and building on it, with new experiences. Independent research expeditions are organised each year by students, for students, with the support of the University Expeditions Committee. Students are responsible for developing research aims and objectives, identifying study sites, planning and liaising with research counterparts, team building and fundraising activities. Expeditions are undertaken during the university summer vacation and any student on a taught degree course which continues beyond the return date of their expedition is eligible to apply for funding. Expeditions must meet one or more of the following criteria: Travel to a research site that involves unusual endeavour or hardship, Living and / or conducting research in a physically challenging environment, Conducting research in an environment where there are language difficulties. In addition, expeditions must have a duration of at least three weeks.

Students have travelled to countries all over the world, including Argentina, Brazil, Chile, Costa Rica, Ethiopia, Greenland, Kazakhstan, Mexico, Nepal, Peru, South Africa, Tanzania and Zambia. Research projects have included tropical diseases, big game hunting, medicinal plants, nursing care, melting glaciers, polluted rivers and the sociology of forest tribes and nomadic peoples.

**Expeditions**

**Committee**

**Funding**

The Harry Collinson Travel Scholarship was established in memory of Harry Collinson, Chief Planning Officer of Derwentside District Council, who was tragically killed in 1991. The Scholarship Fund was endowed by a generous donation from the Harry Collinson Memorial Fund, which was raised by his friends and former colleagues. Mr Collinson was a graduate of Newcastle University (BA Land Use Studies, 1968).

The Harry Collinson Travel Scholarship is awarded annually to enable a student or students to pursue a project on an environmental topic in a developing country. Any current undergraduate or postgraduate student or group of students is eligible to apply for an award

**Harry**

**Collinson**

**Travel**

**Scholarship**

**Ensure you read the Guidelines for completion before specifying to which fund you are applying.**

**Please also refer to the Expedition website for more information:**

[www.ncl.ac.uk/student-financial-support/research-funding/expeditions/#about](http://www.ncl.ac.uk/student-financial-support/research-funding/expeditions/#about)

**University Expeditions Fund Application** ❑

**Harry Collinson Travel Scholarship Application** ❑

(Please indicate clearly whether you are applying to one or both Funds)

|  |  |
| --- | --- |
| **1. Name of expedition/project** |  |
| **2. Full name of student leader** |  |
| **3. Student number** |  |
| **4. School** |  |
| **5. Degree programme / year of study** |  |
| **6. Newcastle address** |  |
| **7. Telephone and mobile phone** |  |
| **8. University email address** |  |
| **9. Host country or countries** |  |
| **10. Departure date** | ---- / ---- /2024 |
| **11. Return date** | ---- / ---- /2024 |
| **12. Names of Newcastle University team members** |  |
| **13. Number of host country counterparts and their roles (see**  **also 28)** |  |
| **14. Number of other team members and**  **their roles (see also 28)** |  |
| **15. Total funds required** | £ |

**Guidelines for completion of Proposal Form**

**Summer Vacation, 2025**

1. **Name of expedition** - This should make the destination, aim and year of the expedition explicit in a few words. Do not include ‘Newcastle University ' in the title at this stage.
2. **Title and name of leader/applicant** - Make it clear if the leader is not a student registered at Newcastle University during the expedition and give the name of a Newcastle team member as the applicant.
3. ***Student number –*** 9 - digit number, appears on your smart card.
4. ***School*** – please provide your full school name not an acronym.
5. ***Degree programme/ year of study*** - Please state the name of your degree and year of study.
6. ***Newcastle address*** - This should **not** be c/o a School in the University, and should be for the person named in 2 above.
7. ***Telephone and mobile phone*** - These should be for the person named in 2 above.
8. ***University email address*** - This should be for the person named in 2 above.
9. ***Host country (ies)*** - The name of the country (ies) to be visited; only the UK is excluded.
10. ***Departure date*** - In the case of undergraduates, do not plan to leave before the end of the third term.
11. ***Return date*** - In the case of continuing undergraduates, plan to return in time to attend the whole of your School’s Welcome Week at the start of the next academic year.
12. ***Names of Newcastle University team members*** *-* This should only include full team members (as opposed to advisors) and may include postgraduates. Please state if any members are related to the applicant and / or other Newcastle University team members.

Please note that by applying for expedition funding you confirm that you are happy for your names to be passed to the student wellbeing service to ensure, should your application be successful, that any additional support you may require can be put in place ahead of your expedition.

1. ***Number of host country counterparts and their roles (see also 28****)* - This is the intended number of full team members (as opposed to advisors) from the country you are going to visit. Please state if any members are related to the applicant and / or other Newcastle University team members.
2. ***Number of other team members and their roles (see also 28*)** - This refers to people who are not covered under 12 or 13 above; they may or may not be from other UK universities. Please state if any members are related to the applicant and / or other Newcastle University team members.
3. ***Total funds required*** - This is an estimate of your total costs, as detailed in 31.

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| **16. Background (250 words)** |
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| **17. Aim (20 words)** |
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| **18. Objectives (60 words)** |
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| **19. Study area(s) and map of study area (200 words)** |
|  |

1. **Background (250 words) -** Describe how your project has arisen, for instance through citations of earlier published work, or the recent activities of individuals or organizations mentioned in 24-26. If appropriate, explain how your project fits into any wider agenda in the host country, and/or any larger research programme which it is designed to complement.
2. ***Aim (20 words)*** - What is the unifying ‘big idea' behind your plan?
3. **Objectives (60 words) -** Describe here the precise questions or propositions that you intend to address through the collection of new data in the field. It should be obvious how the objectives relate to your aim in 17. If they are to be tackled successively, list them in order, or, if appropriate, list them in order of their importance in achieving your aim.
4. **Study area (s) and map of study area (200 words) -** Append maps on one side of A4 indicating the whereabouts and local geography of your study area(s) in the host country. Explain why you are going to work there, for instance by relating its attributes to your aim in 17 and/or objectives in 18, by reference to previous or current work, or on the basis of literature consulted or contacts listed in 24-26 on such things as access, living conditions or safety issues.

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| **20. Methods and equipment (300 words)** |
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| **21. Travel and accommodation (100 words)** |
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| **22. Timetable (1/2 A4 page)** |
|  |

1. **Methods and equipment (300 words) -** Describe your research methods in sufficient detail to show how you are going to address your objectives in 18. If possible do this by citing literature giving full details. Make sure your methods cover the collection of data necessary for each and all of these. Conversely, do not include any protocols that are not directly relevant to any of your objectives. Indicate your equipment requirements, and state whether you are able to borrow any items from the university and/or host country institutions. Major items requiring purchase should be specified individually in 31.
2. **Travel and accommodation (100 words) -** Explain how are you going to reach and, if necessary, travel between or within your study area(s). Describe the accommodation arrangements for all phases of your trip.
3. ***Timetable (1/2 of A4 page)*** - Give a plan of different phases of the expedition, from departure from UK to return, with dates. A chart with a calendar axis may be a useful way of doing this. Ensure you include a sufficient number of weeks to complete all your planned research. Note the duration of the expedition must be no less than three weeks.

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| **23. Expected outcomes (100 words)** |
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| **24. Literature cited** |
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| **25. Host country contacts** |
|  |
| **26. Advisors in UK/elsewhere** |
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1. ***Expected outcomes (100 words)*** - Identify immediate outputs (e.g. local language pamphlets), local benefits (e.g. training, new opportunities, outreach activities), and contributions to wider agendas and/or larger ongoing projects in the host country. If the research will be used in a dissertation/assessed University work please also note this here.
2. ***Literature cited*** - List all the literature sources (including authoritative websites) that you mention in 17-22. Do not list any that you do not cite and/or have not actually read.
3. ***Host country contacts*** - Give the names, designations and organisations of local advisors, with a brief indication of their role in helping you with your plans. Be explicit on the actual or likely sources of counterparts, especially if you cannot yet name them in 28. Append copies of key communications that indicate the extent of local collaboration.
4. ***Advisors in UK/elsewhere*** - Give the names, designations and organisations of advisors in the university, the UK or further afield, with a brief indication of their role in helping you with your plans.

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| 1. **Host country permissions** |
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| **28. Expedition members (200 words each) – see also 13 and 14** |
|  |
| **29. Preliminary risk assessment (250 words) – please also fill in the attached University Risk Assessment form** |
|  |

1. ***Host county permissions*** - State whether you need special visas or research permits, and from where, in order to carry out your work or any particular parts of it. Explain how you are going about obtaining these, either directly or via people mentioned in 25. Append copies of key communications indicating any progress so far.
2. ***Expedition members (200 words each)*** –see also 13 and 14 - Give relevant details for ALL expedition members, including the main applicant, and named host country counterparts if known: name, sex, age, occupation (i.e. degree programme and stage for students), previous travel, expedition or field research experience, language proficiency, first aid qualifications, etc. Your counterparts are likely to be crucial in acting as translators of national or local languages, as well as for logistics. Use this section to emphasise experience and qualities relevant for your expedition and why the Committee should fund you/your team.
3. ***Preliminary risk assessment (250 words)*** - List the main personal risks you are likely to encounter. Comment on how you intend to minimise each one, and take the action necessary in case of a mishap. You should refer to your team's first aid capabilities, casualty evacuation plans, and any other emergency provision. Please also fill out the attached University Risk Assessment form in as much detail as possible. **Note** that if your proposal is given provisional endorsement in February, you will then be required to (i) attend a risk assessment briefing with the Occupational Health and Safety Services (OHSS), (ii) prepare a full Risk Assessment document, and (iii) submit this for checking by both your School Safety Officer(s) and Expeditions Committee. Only after you have complied fully and satisfactorily with these formalities will you be offered University support in the form of a full expedition endorsement, funds and insurance cover.

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| **30. Social and environmental impacts (150 words)** |
|  |
| **31. Itemised budget** |
| **£**  **£**  **£**  **£**  **£**  **£**  **£**  **£**  **£**  **£**  **£**  **£**  **£**  **£**  **£**  UK travel: Insurance:  International travel: Contingency:  Local travel: Other costs:  Accommodation: Total costs:  Subsistence:  Equipment:  Consumables:  Pre-fieldwork preparation:  Training:  Project report costs:  Administrative costs:  Detail of Equipment/Consumables/Training/Other costs  **32. Fundraising plans** |

|  |
| --- |
| Fund raised to date: £  Planning fundraising (list donors): £ |

1. ***Social and environmental impacts (150 words)*** - Expeditions with cultural or sociological aims are particularly difficult to implement because groups of people and/or political issues are often the subjects of study. The ethical and methodological issues raised by such situations are discussed further in [guidelines for proposals in the social sciences](https://www.ncl.ac.uk/student-financial-support/research-funding/expeditions/#d.en.908240). Most expeditions have the potential to be socially intrusive or disruptive at the local level, and you are expected to show that you have some insights into the social and cultural norms in your study area and the host country in general. Your physical presence in the study area for a period of weeks could also have environmental consequences. You should indicate how you expect to be able to minimise such effects.
2. ***Itemised budget*** - This should be a full list of the funds required under headings such as: pre-expedition, international travel (including freight/excess baggage, visas), local travel, accommodation, food, costs for counterparts/ translators/guides, equipment, insurance, consumables, post-expedition, and contingency. Where applicable include details.
3. ***Fundraising plans*** - Indicate the extent of your personal contribution to expedition funds, and give a list of organizations and trusts and any other funding sources to which you are applying, including those within the University/your School. Where applicable include funding deadlines and when you expect to hear the outcome. Outline plans for any fundraising events with estimates of their potential value.

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| **33. Referee**  Two references are required, at least one of whom must be academic. Please forward this application to your tutor/supervisor, Head of School and one other appropriate person to provide the Expeditions Committee with a reference. It will not be possible to consider applications received after the closing date, which is the last Friday in January. You can attach references to this application.  Notes to referees:  On what grounds do you support the project? Please include in your statement your assessment of the scientific and academic content of the research and its feasibility (including comments on aims, objectives, methodologies, logistics and wider significance). Please comment on the student's academic performance hitherto and add any further comments concerning the student and/or the project proposal.  Approval from the Head of School:  In signing this form the Head of School confirms that they support this project on its academic merit, and will ensure all necessary risk assessment, safety and insurance matters have been fully considered and are in place for the project. The school will also provide academic guidance and general support including, if necessary, use of essential equipment, modest consumables and similar practical assistance to the student(s) undertaking this expedition.  Electronic Signature of approval by Head of School: …………………..………………………………   |  |  | | --- | --- | | Name: | Date: |   **Please note that the closing date for receipt of completed application forms is 31st January 2025** |

1. ***Referees -*** One (or both) of your nominees should be able to comment on the quality and value of the research but we also need comments on your personal capacity to undertake an expedition, lead a team, relate to host country nationals, network with the research community, etc.
2. All applications will be considered by members of the University Expeditions Committee and must be received by the last Friday in January.
3. If there are no applications of sufficient merit in any one year, awards will not be made.

Successful applicants must submit an interim Expedition report in the form of an academic poster by mid-October in the year of the expedition and a final written report by 31st January of the year following their expedition. In addition to production of an academic poster by mid-October the Expeditions Committee will expect an additional page to be submitted listing sponsors, the full expedition budget and expenditure and any specific changes from work originally approved by the Committee. Funded expedition students are expected to participate fully in the ‘Celebrating Research Scholarships and Expeditions 2024’ presentations held during the November / December following their expedition.

***Additional Criteria and Requirements for Harry Collinson Award***

1. Although projects may be related to an applicant’s degree programme, preference will be given to those that are not an integral assessed part of their course.
2. Holders of the Harry Collinson Scholarship are required to submit a written report on their tenure of the scholarship to the Expeditions Committee and to the Trustees of the Harry Collinson Memorial Fund (e.g. 4 pages setting out individual and project achievements, etc) as well as to participate as outlined above in the “Student Expeditions and Research Scholarships Presentations” held annually in the November.
3. The Scholarship holder (s) may also be invited to attend a meeting of the Derwentside District Council to allow Members the opportunity to record on an annual basis their appreciation of the work on the project undertaken with the support of the Scholarship.

Please send this completed proposal to: [ukscholarships@ncl.ac.uk](mailto:ukscholarships@ncl.ac.uk)

**Please note that the closing date for receipt of completed forms is 31st January 2025.**

# Newcastle University Travel Risk Assessment

# Traveller

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Colleague/ student Number | Unit | Telephone  mobile & landline | E-mail  University and/or personal |
|  |  |  |  |  |

Add more rows for additional travellers

# Emergency Contacts

|  |  |
| --- | --- |
| [Insurance](https://newcastle.sharepoint.com/hub/fap/Pages/Insurance-&-Operational-Risk.aspx)  [insurance@ncl.ac.uk](mailto:insurance@ncl.ac.uk)  Tel: +44 (0) 191 208 6520 | **AIG insurance tel: +44 (0)1273 552 922**   * Colleagues & Post Graduate Students- policy number:   0010628132   * Undergraduate Students- policy number 0010628143 |
| [Selective Travel Management](http://www.selective-travel.co.uk/uni/ncl/) | Routine - 028 9044 2071 (8.30am- 6pm) [ncl@selective-travel.co.uk](mailto:ncl@selective-travel.co.uk) Emergency - +44 7720 593700 |
| [British Embassy](https://www.gov.uk/government/world/organisations)  Please note for colleagues/students who are not UK nationals please enter your own Government embassies in this section. |  |
| [In Country Emergency Services](https://en.wikipedia.org/wiki/List_of_emergency_telephone_numbers) |  |
| In country guide/ local contact during trip  (Address/ e-mail/ mobile/ landline) |  |
| Newcastle University   * Line manager/ supervising academic/office * Security +44 (0) 191 208 6817 (24 hours)   [security.control@ncl.ac.uk](mailto:security.control@ncl.ac.uk) |  |
| GHIC if you’re travelling to an [EU country](https://www.gov.uk/eu-eea)  <https://www.gov.uk/global-health-insurance-card> | I have applied for a GHIC card prior to travel |
| Is a [Visa](https://cibtvisas.co.uk/?login=selectivencl) required for your travel? | I am applying for a Visa  I have a Visa  I don’t require a Visa |

# Foreign, Commonwealth and Development Office (FCDO) Travel Advice & Insurance List of Notifiable Countries

What is the [FCDO travel advice](https://www.gov.uk/foreign-travel-advice) for your destination(s)? For trips to more than one country please tick all the levels of travel advice which apply for all the countries you are planning to visit. In addition automatic travel insurance cover does not apply to the countries list in the [Insurance Cover Handbook](https://newcastle.sharepoint.com/hub/fap/Documents/Insurance/Insurance%20Cover%20Handbook%20(1).docx?web=1) you must double check the link for a list of restricted countries where travel insurance cover is not allowed without approval. In addition, you **must** contact the Insurance Office immediately for any intended travel to these countries

| FCDO advice categories | Copy of web link to FCDO travel advice | List All Destination Country’s | Do any countries require insurance notification? |
| --- | --- | --- | --- |
| Advise against all travel  No colleagues or students are permitted to travel to these destinations. |  |  | Yes  No |
| Advise against all but essential travel  UG students are not permitted to travel. PG students and colleagues may travel but the risk assessment must be approved by the Pro Vice Chancellor of your faculty or Budget holder for the Professional Services Hub. |  |  | Yes  No |
| No specific travel restrictions but read FCDO travel advice before travelling |  |  | Yes  No |

# Itinerary

If travel and accommodation has been booked using Selective Travel Management or one of our preferred group travel agents the traveller only needs to complete the ’Summary of Travel and Meetings and Events’ sections below. **I confirm I have booked using Selective Travel Management or approved group travel agents**

If accommodation changes whilst ‘in country’ please update risk assessment & share with School/ Institute ASAP

|  |
| --- |
| Summary of Travel Please provide a summary of your work activity/ project/ research which requires you to travel |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\airplanesil2[1].jpgDeparting Flight | | | |
| Date | From (country & city) | Flight Number | To (country & city) |
|  |  |  |  |

Add additional lines as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7E415H9Z\hotel-clip-art2[1].jpg Accommodation (hotels/ apartments/ hostels etc.) | | | |
| Check in date | Check out date | Name & address | Website |
|  |  |  |  |

If accommodation changes whilst ‘in country’ please update risk assessment & share with School/ Institute ASAP

|  |  |  |
| --- | --- | --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\sbGroup[1].jpg Meetings/ events/ research or fieldwork locations | | |
| Date(s) | Description of activity | Venue/ location/ telephone |
|  |  |  |

Add additional lines as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\airplanesil2[1].jpgReturning Flight | | | |
| Date | From (country & city) | Flight Number | To (country & city) |
|  |  |  |  |

Add additional lines as necessary

# Risk Assessment

When carrying out the risk assessment the following four hyperlinks will provide useful information:

* [Occupational Health and Safety Service](https://newcastle.sharepoint.com/hub/orghas/Documents/Management%20Standards/G%20Incident%20Reporting%20%20Investigation%20v01%20FINAL.pdf)- University policy, guidance and risk assessment form
* [UK Government Foreign, Commonwealth and Development Office (FCDO)](https://www.gov.uk/foreign-travel-advice)- country specific travel advice
* [AIG Travel website](http://www.mylifeline.co.uk/)- a more detailed travel advice service available to all colleagues and students
* [UK Government - Travel Health Pro](http://travelhealthpro.org.uk/country-information/)- country specific advice on all aspects of health and vaccinations

| **What are the hazards (bold)?**  **And risks you may need to think about (Bullet Points)?**  *Not all risks will apply* | **What controls have you put in place?**  *Not all risks will apply but those that do will need mitigation controls* |
| --- | --- |
| **Accommodation**   * Physical defects * Risk of fire * Risk of robbery, physical or sexual assault * Terrorist incident e.g. bomb * Falls from balconies |  |
| **Work activity**   * Risks from work activities including fieldwork e.g.   + Operating machinery   + Hazardous substances   + Extreme environmental conditions or wildlife |  |
| **Travel and transportation**   * Risk of theft/ attack at airport or other public transport * Road traffic accident whilst self-driving or passenger in taxi or other vehicle * Carjacking or road blocks * Struck by vehicle whilst walking * Falls from vehicles * Poor road infrastructure * Density of traffic * Poor driving standards * Poorly maintained vehicles * Lack of emergency response or help after accident |  |
| **Location and or regional factors**   * Crime- risk of robbery, physical or sexual assault * Kidnap and ransom * Terrorist attacks/ bombs * Political instability * Corruption- requests for bribes * Remote working * Poor communications * Inability to speak language * Religious tensions, culture/ religion leading to increased risk * Cultural misunderstandings e.g. clothing, alcohol or other behaviours * Level of cultural awareness |  |
| **Health/environmental factors**   * Natural disasters e.g. floods/ cyclones/ earthquakes * Food and drink (poor hygiene) * Infectious diseases / Required vaccinations * Biting insects or animals including risks from rabies, malaria, Zika virus etc. * Poor or distant medical facilities * Sexually transmitted disease |  |
| **Below are additional risks to be mindful of and think about when travelling abroad, you may wish to use this space to detail any controls which you have in place.** | |
| **Individual Factors**   * Pre-existing medical conditions, physical injuries or weaknesses * Mental health conditions * Transport of medication (e.g Insulin, prescription drugs, hormones) (Check the legality of medication in the country being visited) * Gender and/or Sexual Orientation specific risks (e.g country specific laws in relation to LGBT+, barriers to accessing medical care, discrimination, harassment) * Gender presentation issues at borders |  |
| **Other hazards**  Please change hazard title and enter additional hazard(s) as required. |  |

# Approval

**Traveller**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |

The completed risk assessment form should be e-mailed to authorising staff member to provide an audit trail.

**Authorised by (line manager, supervising academic, PVC, Budget Holder of Professional Services Hub)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |

The colleague who is authorising should approve, refuse or modify risk assessment e.g. suggest further controls. The level of scrutiny required by authorising managers should reflect the risk associated with the work activity and the country or countries visited. A copy of the final risk assessment should be kept by the traveller/ travel authoriser and central location e.g. shared drive maintained by Unit office in case of emergency outside normal hours.

The University will process the data provided on this form in accordance with the [People Services privacy notice](https://newcastle.sharepoint.com/docs/HR%20Policies/People%20Services%20Privacy%20Notice.pdf), which can be found on our website.