



The Gane Charitable Trust Travel Award 2025

Terms and Conditions

These terms and conditions apply to the BSU The Gane Charitable Trust Travel Award (“the Travel Award”). By submitting an application to the Travel Award in accordance with the terms and conditions below, the Entrant confirms that they have read and agrees to be bound by these terms and conditions. The Entrant should retain a copy of these terms and conditions for their information.

For several years, The Gane Charitable Trust has provided an annual travel award for a student or students studying at Bath Spa University. The purpose is to encourage and support students to travel abroad to study an aspect of art, design or craftsmanship. Further information regarding The Gane Charitable Trust can be accessed using the following link: <https://www.bathspa.ac.uk/students/student-finance/scholarships-and-bursaries/the-gane-travel-award/>.

HOW TO ENTER

1. By submitting an application in accordance with section 2, the Entrant agrees to be bound by these terms and conditions.
2. The application must be submitted via AppHub as instructed on the Travel Award webpage (the “**Travel Award webpage**”), which can be accessed using the following link: <https://www.bathspa.ac.uk/students/student-finance/scholarships-and-bursaries/the-gane-travel-award/>.
3. The application process will run from 10am (GMT) on Friday 7th February 2025 (the “**Opening Date**”) to 10am (GMT) on Friday 7th March 2025 (the “**Closing Date**”) inclusive.
4. All applications must be received by Bath Spa University, via Apphub, no later than the Closing Date. All applications received after the Closing Date are automatically disqualified.
5. To submit their application, the Entrant needs to complete and submit the online application form by the Closing Date, in accordance with the instructions on the application form and the Travel Award webpage. No purchase necessary.
6. Bath Spa University will not accept responsibility for applications that are lost, mislaid, damaged or delayed in transit, regardless of cause, including, for example, as a result



of any equipment failure, technical malfunction, systems, satellite, network, server, computer hardware or software failure of any kind.

7. Applications will be judged by a panel of individuals from Bath Spa University's School of Art, Film and Media and/or the School of Design plus other appropriate staff. The decision of the panel (acting reasonably) will be final.
8. Bath Spa University will send the full names of the individuals who comprise the panel to anyone who sends an email to s-bfunds@bath.ac.uk, within one month after the Closing Date requesting details of the panel members.

ELIGIBILITY

9. Subject to clause 10 below, the Travel Award is open to individuals who are:
 - a) registered as a second year undergraduate student in either the Bath Spa University School of Art, Film and Media or Bath Spa University School of Design at the time they submit their application and when they are due to undertake the Funded Activity;
 - b) aged 18 years or over;
 - c) UK home or international students. Any award granted cannot be used to pay for travel to the Recipient's home country ("Eligible Student").
10. For the avoidance of doubt, the Travel Award is not open to:
 - a) students studying via Bath Spa University's Educational Partners;
 - b) employees of Bath Spa University, their families, agents or any third party, who are directly associated with the administration of the Travel Award.
11. In accordance with clause 19.c, the Funded Activity must complete by 30th September 2025.
12. In accordance with clause 19.d, the Recipient will be expected to deliver a presentation to peers, staff and The Gane Charitable Trust representatives.
13. No retrospective funding is available. Applications cannot be considered for Funded Activity that has already taken place prior to the Opening Date.
14. There is a limit of one application per person. Applications on behalf of another person will not be accepted and joint submissions are not allowed.
15. Bath Spa University will not accept applications that are:
 - a) automatically generated by computer or created by artificial intelligence (including



but not limited to chatbots such as ChatGPT or similar software applications);
and/or

b) incomplete.

16. Bath Spa University reserves all rights to disqualify an Entrant if their conduct is contrary to the spirit or intention of the Travel Award.

AWARD

17. Bath Spa University reserves all rights to disqualify an Entrant if their conduct is contrary to the spirit or intention of the Travel Award.

18. There are a maximum of three awards available as follows ("**the Award**"):

- a) **1 x Travel award – £1,000 for an overseas activity.** The Recipient will be undertaking a trip outside of the UK for the purposes of further study or an activity/project which will enhance their degree studies and contribute to their learning and practice. This could be a course overseas, a cultural visit/exchange or other significant activity directly related to the Recipient's field of study;
- b) **2 x Development award – £500 for a UK based activity such as a residency, course or retreat.** The activity must be closely related to the Recipient's studies and should enable them to enhance their learning and develop and apply their skills further.

19. By accepting the Award, the Recipient agrees to adhere to these terms and conditions, including but not limited to the following obligations:

- a) The Recipient will use the Award only for the purposes of carrying out the activities specified in their application ("**Funded Activity**");
- b) The Recipient will not make any significant change to the Funded Activity without Bath Spa University's prior written agreement;
- c) The Recipient must complete the Funded Activity by 30th September 2025 (the "**Funded Activity Deadline**"). Any extension to the Funded Activity Deadline will only be granted if agreed between Bath Spa University and The Gane Charitable Trust and communicated to the Recipient in writing;
- d) Following the completion of the Funded Activity, the Recipient shall deliver a presentation (the "**Presentation**") to peers, staff of Bath Spa University and trustees of The Gane Charitable Trust reporting on how the experience has influenced their practice, studies, and future career. The Presentation must be completed no later than 15th December 2025. The Recipient should refer to the



'Reporting on your experience' guidance attached for full details;

- e) The Recipient will make reasonable efforts to attend and participate in any events, as required by Bath Spa University, with donors and/or partners who support the Travel Award, other successful recipients and the wider Bath Spa University community;
 - f) The Recipient shall contribute to and support any publicity regarding the Award, as required by The Gane Charitable Trust and/or Bath Spa University;
 - g) The Recipient shall provide regular updates on the progress of their Funded Activity to the Scholarships and Bursaries Coordinator, by sending information to the following email address: s-bfunds@bathspa.ac.uk. (The Recipient agrees and acknowledges that this information may be used in literature to promote the value of the Travel Award and Bath Spa University); and
 - h) The Recipient should recognize the Travel Award in any materials which they produce concerning the Travel Award. Wording such as: 'Supported by the Bath Spa University Gane Charitable Trust Travel Award' or any other wording, as specified by Bath Spa University should be used in these materials. (If the Recipient has any questions about this, they should contact the Scholarships and Bursaries Coordinator on: s-bfunds@bathspa.ac.uk.)
20. Bath Spa University accepts no responsibility for any additional costs or liabilities arising from the Funded Activity.
21. The Recipient is responsible for ensuring that they hold a valid passport, have adequate travel insurance and any necessary visas (if applicable). In addition, it is the responsibility of the Recipient to ensure that appropriate checks are carried out to ensure their safety including but not limited to seeking advice from the Foreign Office prior to any travel.
22. The Award shall be paid by way of two instalments, subject to the Recipient adhering to the terms and conditions and the following conditions:
- a) Up to a maximum of 80% of the Award will be paid upon Bath Spa University receiving a handwritten letter or word processed letter from the Recipient, addressed to the trustees of The Gane Charitable Trust accepting the Award and expressing their gratitude for the Award;
 - b) Any remaining amount will be paid once the presentation (as described below) has been delivered to the trustees of The Gane Charitable Trust;
 - c) Payment shall be paid by electronic bank transfer into a UK bank account of the Recipient only. Payments cannot be made into the account of another person;
 - d) The Award is not negotiable or transferable.



23. The Recipient accepts that the Award will not be made if Bath Spa University does not have available funds or is for any other reason unable or not permitted to provide the funds.
24. Bath Spa University will have no liability to the Recipient for any losses caused by a delay in the payment of the Award however arising.

ANNOUNCEMENT OF AWARD

25. The decision of the panel of individuals nominated by Bath Spa University is final and no correspondence or discussion will be entered into.
26. Bath Spa University will contact the Entrants who have been selected to receive the Award by email, using the Entrant's Bath Spa University email address no later than 30th April 2025 ("Announcement Date"). Bath Spa University will not amend any contact information once their application has been submitted. Where functionality permits, AppHub will be updated to stipulate whether an Entrant's application has been successful.
27. Bath Spa University must either publish or make available information that indicates that a valid award took place. To comply with this obligation, Bath Spa University will send the surname, county and country of the Recipient and, if applicable copies of their successful application, to anyone who emails s-bfunds@bathspa.ac.uk within three months after the Closing Date.
28. If a Recipient objects to any or all of their surname, county, country and winning application being published or made available, then they should contact s-bfunds@bathspa.ac.uk within 14 days of the Announcement Date. In such circumstances, Bath Spa University must still provide the information and winning application to the Advertising Standards Authority on request.
29. The Recipient has 14 days from the Announcement Date to claim the Award by replying to the email notifying them that their application has been successful. If the Recipient does not claim the Award by this date, their claim will become invalid. The Award may not be claimed by a third party on the Recipient's behalf.
30. Bath Spa University will make all reasonable efforts to contact the Recipient. If the Recipient cannot be contacted or is not available, or has not claimed their Award within 14 days of the Announcement Date, Bath Spa University reserves the right to offer the Award to the next eligible Entrant selected by the panel appointed by Bath Spa



University that was received before the Closing Date.

31. Bath Spa University does not accept any responsibility if the Recipient is not able to take up the Award.

LIMITATION OF LIABILITY

32. Insofar as is permitted by law, the Bath Spa University, its agents or distributors will not in any circumstances be responsible or liable to compensate any Entrant and/or Recipient or accept any liability for any loss, damage, personal injury or death occurring as a result of taking up the Award except where it is caused by the negligence of Bath Spa University its agents or distributors or that of their employees. The Recipient's statutory rights are not affected.

OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS

33. All applications, reports and material submitted to Bath Spa University in relation to the Travel Award will become the property of Bath Spa University on receipt and will not be returned. By submitting an application, reports and any other material, the Entrant and/or Recipient agrees to:
 - (a) assign absolutely to Bath Spa University all your intellectual property rights held in the applications, reports and material with full title guarantee; and
 - (b) waive absolutely all moral rights, in and to the Entrant's applications, reports and material and otherwise arising in connection with the Entrant's and/or Recipient's applications, reports and material to which the Recipient and/or Entrant may now or at any time in the future be entitled under the Copyright, Designs and Patents Act 1988 as amended from time to time and under all similar legislation from time to time in force anywhere in the world.

DATA PROTECTION AND PRIVACY

34. Bath Spa University will process the Recipient's and/or Entrant's personal data in accordance with the following Data Protection Policy: <https://www.bathspa.ac.uk/about-us/governance/policies/data-protection-policy/> and the following Privacy Notices: <https://www.bathspa.ac.uk/about-us/governance/policies/privacy-for-students-and-applicants/> and <https://www.bathspa.ac.uk/about-us/governance/policies/data-for-marketing-and-promotion/>.
35. For the purposes of administering the Travel Award and any associated follow-up activity, Bath Spa University may be required to share the application and personal details of a Recipient with The Gane Charitable Trust. Sharing of personal data will be limited to the Recipient's name, home county and/or country, degree course, and Bath



Spa University email address.

GENERAL

36. In the event of any changes to a Recipient's status at Bath Spa University, Bath Spa University reserves the right to reassess whether the Recipient is eligible for the Award, which may result in the Recipient being required to repay all or some of the Award.
37. If the Recipient:
 - a) fails to complete all and/or any part of the Funded Activity or the Presentation;
 - b) fails to comply with any provision in the terms and conditions; and/or
 - c) is found to have misled Bath Spa University about any aspect of their application then Bath Spa University may require the Recipient to repay all or part of the Award, at its absolute discretion.
38. The Recipient must promptly repay to Bath Spa University any money incorrectly paid to it either as a result of an administrative error or otherwise.
39. The Recipient will keep all invoices, receipts, accounts and other relevant documents relating to the expenditure of the Award for a period of at least six years following receipt of any monies to which they relate. These documents should be promptly presented to Bath Spa University if requested.
40. Bath Spa University may at its entire discretion change the activities supported by the Award, including the amount of the Award and changing the payment schedule for the Award. Any variation made under this clause will not take effect until 5 days after being notified by Bath Spa University to the Recipient.
41. If there is any reason to believe that there has been a breach of these terms and conditions, Bath Spa University may, at its sole discretion, reserve the right to exclude the Recipient and/or the Entrant from participating in the Travel Award.
42. Bath Spa University reserves the right to hold void, suspend, cancel, or amend the Travel Award where it becomes necessary to do so.
43. These terms and conditions are governed by English law. If any Entrants and/or Recipients wish to take court proceedings, then they must do this within the courts in the United Kingdom.
44. The following definitions apply to these terms and conditions:



“Bath Spa University” means Bath Spa University an exempt charity and higher education corporation, whose principal place of business is at Newton Park, Newton St Loe, Bath BA2 9BN, United Kingdom.

“Entrant” means an Eligible Student, who has submitted an entry to the Competition, in accordance with these terms and conditions.

“Recipient” means an Entrant, who receives an Award in accordance with the terms and conditions.



REPORTING ON YOUR EXPERIENCE

Our donors really want to hear from *you*. They want to know how their gift has benefitted you and your work, what the gift has enabled you to do and what you plan to do next.

When they hear of the positive impact on your life, they're more likely to consider giving again and supporting another student like you.

There are two stages where contact must be made:

1. on being awarded the funds – you must provide a thank you letter as per clause 22.a.
2. when you have completed the Funded Activity you received the funds for – to confirm the Funded Activity has taken place and to discuss the Presentation element of the Award.

The Scholarships and Bursaries Coordinator will liaise with you about this and will be your main point of contact – see contact details below.

Presentation

You will be required to deliver a presentation to peers, staff and trustees of The Gane Charitable Trust about how your experience has influenced your practice, studies, and future career.

This will be a short presentation (approx. 5-10 mins) for you to talk about the trip/experiences you were able to undertake as a recipient of the Award. The overall content of the presentation is your choice but some topics that should be covered are:

- Why you applied for The Gane Trust Travel Award.
- An introduction of the Funded Activity that the Award supported.
- Reasons for the Funded Activity and links to your studies and future career.
- Some further insight into one or two elements of the Funded Activity that were especially significant to your experience and learning. For example, something that you have been able to apply to your studies at BSU; a gallery or museum visit of particular interest; etc.

The Scholarships and Bursaries Coordinator will liaise with you and The Gane Charitable Trust to agree a convenient date for the presentation to take place; this is usually expected to be in October or November. The preferred delivery will be in-person, however, if learning or accessibility needs, attendee availability, or exceptional circumstances require, then an alternative online delivery method can be discussed and agreed as necessary.

Further reporting

To assist the University with demonstrating the impact of external financial support and ensure



that future students can benefit as you have, you may be requested to complete a short questionnaire about the Award. The Scholarships and Bursaries Coordinator will contact you about this as and when required.

Contact details

Enquiries about the Travel Award can be directed to:

- Scholarships and Bursaries Coordinator, Careers and Employability Department, Bath Spa University, Newton Park Campus, Newton St Loe, Bath, BA2 9BN.
- Email: s-bfunds@bathspa.ac.uk

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