

Guidance notes

This guide is for students on Year Abroad or Semester Placements and provided tips on collating and preparing all your evidence for your Turing funding application.

You will need to provide **at least 3 documents**:

1. **Arrival form**
2. **Grant Agreement**
3. **Evidence of receipt of the below support:**
 - Warwick Undergraduate Bursary
 - Warwick Scholars UG Programme
 - Disabled Students Allowance (DSA)

Students in receipt of WARWICK UNDERGRADUATE BURSARY or on the WARWICK SCHOLARS UG PROGRAMME need to also provide:

4. **Travel evidence**

1. Arrival Form

- You can submit your arrival form that was uploaded to eVision

NOTE this must have a **real signature** (wet ink or electronic) by the named person at your host institution. Typed names are not accepted.

Where a certificate has been received instead we will need it to include all the following required details:

- **Your full name**
- **Name of institution**
- **Start date of placement**
- **Anticipate end date of placement** (if you on a full year placement this should be the end date for the full year, not just the first semester – as we use these dates for the period we fund you for

If the institution refuses to sign forms or issue certificates try and get a stamp as minimum, and we will need an email from them advising of this for auditing purposes.

2. Grant Agreement Form

Completed by **you** – Read, Sign and Date

- This needs to be a **real signature** (wet ink or electronic).
Typed names – not accepted

TURING SCHEME
Funding for your global placement

Turing Scheme Grant Agreement 2026-27
For students in receipt of Turing Scheme funding.

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 Where the participant's application is successful, the institution shall provide support to the participant through the Turing Scheme for undertaking an international mobility activity outside of the UK for a duration of more than 14 days in duration. Any placement activity receives Turing financial support from the University of Warwick must physically take place in the host country. Funds will not be provided for online or virtual placements undertaken in the participant's home country.

1.2 Types of financial support available are set out in Article 3.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 This agreement shall enter into force on the date of signature by the participant.

2.2 The agreement, expected start and end dates of the mobility period shall be identified in the Arrival Form.

2.3 The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation or the date of commencement of travel immediately prior to commencing the mobility. The end date of the period abroad shall be the last day the participant needs to be present/engaging at the receiving organisation.

2.4 The participant shall receive financial support for the period of study or work undertaken in person in the host country. Scheme funds will not be granted for online mobility.

ARTICLE 3 – FINANCIAL SUPPORT

Year/Semester Abroad Turing Scheme Funding support for 2026/27
Turing Scheme funding only available to students on study placements who must meet one or more of the following criteria:

- In receipt of the **Disabled Students Allowance** for 2026/27 (not the eligible for students year. This is based on financial income and is awarded by Student Funding at Warwick, not related to the Warwick Mobility Bursary).
- On the **Warwick Scholars Undergraduate Programme** (this is different to the Warwick Business Scholarship).
- On a placement outside of Europe and in receipt of **Disabled Students Allowance**.

UNIVERSITY OF WARWICK

3.1 The financial support for the mobility period is calculated as a one off payment in GBP.

3.2 It is **not available for Year/Semester abroad students to receive both the Warwick Mobility Bursary and Turing Scheme funding**.

3.3 Following submission of a completed Arrival Placement Plan, Grant Agreement, confirmation of eligibility, and where specified providing evidence of travel, including cost of travel (e.g. flight confirmation/receipt), the Turing Scheme payment shall be paid in one lump sum. It is a requirement to understand two semester long placements that they will need to submit two applications – one for each placement once it has commenced. One lump sum payment shall be paid for each.

3.4 The financial support or part thereof provided to the participant under this agreement shall be repaid if the participant does not complete the terms of the agreement. It is the responsibility of the participant to ensure the University of Warwick Mobility team if their period of mobility is curtailed. In the event of curtailment the grant shall be recalculated using the actual dates of mobility and it will be necessary for 'home' funds no longer eligible to be received. These are calculated using a calculation tool set out by the Department for Education.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 Participants are responsible for submitting their bank details through online to enable payment of funding. All Turing funds will be paid in GBP.

4.2 Payments shall commence to be made to the participant within 6 weeks from the relevant submission date below. Funds shall be processed after the following deadlines for submission (provisional dates including), up to date of information will be provided on the Student Mobility website.

2026 – Monday 28 September 2026 (year abroad and semester 1 only), Monday 26 October 2026 (year abroad and semester 1 only)

2027 – Monday 10 February 2027 (semester 1 only), Monday 12 April 2027 (semester 2 only)

ARTICLE 5 – INSURANCE

5.1 The participant shall ensure they have adequate insurance coverage in place prior to travel. Individuals travelling abroad for a full year or semester on behalf of the University of Warwick (including those for whom the University has responsibility), are automatically covered by a Business Travel Insurance policy up until the end of registration. Where final year students are travelling, they cannot guarantee that University Travel Insurance will apply to them. Short term opportunities are not covered by the University's Business Insurance and students must arrange adequate insurance coverage for these opportunities. This is **not** a holiday travel insurance policy and provides cover for University-related business travel only (emergency medical cover only). Full details regarding this can be found on the insurance service website: www.warwick.ac.uk/insurance.

5.2 The Business Travel Insurance does not cover travel to red listed countries on the FCDO <https://www.gov.uk/government/collections/red-listed-countries>.

5.3 A completed risk assessment is an essential part of the process and must be submitted prior to travel.

5.4 It is recommended that participants also secure separate health insurance prior to travel. If a student is required to sign up to a host country / university health insurance scheme, the student will be responsible for any associated costs.

ARTICLE 6 – DATA PROTECTION

Please refer to our Turing Scheme privacy notice here:
• [Privacy Notice - Turing Scheme](#)

ARTICLE 7 – CHECKS AND AUDITS

The participant agrees to provide any detailed information requested by the institution to check that the mobility period and the provisions of the agreement are being properly implemented.

DECLARATION

I confirm that I have read and agree to the terms stated in the Grant Agreement.

Student Name _____

Student Signature _____

Date _____

Student to Sign

3. Evidence of receipt of support

You can only upload **one** document

In receipt of the [Warwick Undergraduate Bursary](#)

e.g. letter/ email from Student Funding at Warwick confirming clearly showing your name/ ID number; this must be current for the 2026/27 academic year

On the [Warwick Scholars Undergraduate programme](#)

e.g. letter/ email from the Warwick Scholars team at Warwick confirming clearly showing your name/ ID number; this must be current for the 2026/27 academic year

In receipt of [Disabled Students Allowance](#)

e.g. formal letter from the Government confirming clearly showing your full name

4. Travel Evidence – ONLY relevant to students in receipt of Warwick Undergraduate Bursary and/or on the Warwick Scholars UG Programme

You can only upload **one** document

This should be a return trip where possible. Please note any travel must follow FCDO guidelines. We cannot fund placements to or transiting through a country or region where FCDO advises against travel.

This **must** contain **all** the info below as one continuous document (you should have an email receipt from the airline with all this information – see example in Appendix):

- ✓ Traveller name(s)
- ✓ Travel date(s)
- ✓ Departure location
- ✓ Destination
- ✓ Flight number(s)
- ✓ Route if stopover included
- ✓ Total cost
- ✓ Proof of payment

If your trip has multiple legs/ bookings, include:

- ✓ A short summary of the full journey
- ✓ All documents merged into one PDF in chronological order

Stopovers:

We can't fund travel that includes a layover/ stopover that isn't a natural route (e.g., UK → South Africa via Singapore).

If you do have a stopover, we can only fund the main travel, not accommodation, local transport, or other costs during the stopover.

If your booking includes multiple travellers, add a brief note explaining how many people travelled, as we can only fund your share of the cost.



Quick Tips to create one PDF document – This format works best for uploading

You can save a file as a PDF on your computer (*Print → Save as PDF*), or use Adobe's free tools to:

- Convert to PDF: <https://www.adobe.com/uk/acrobat/online/convert-pdf.html>
- Merge multiple files into one PDF: <https://www.adobe.com/uk/acrobat/online/merge-pdf.html>
- Do **not** use screenshots — they're often hard to read and don't show the full data as one continuous item
- Try to fill in forms electronically instead of printing, handwriting, and scanning

Example flight receipt



Passenger: [REDACTED]

Booking ref: XXXXXXXXXX

Ticket number: [REDACTED]

Issuing office:

CATHAY PACIFIC AIRWAYS LTD, INTERNET

BOOKING, LONDON

Date: 09Aug2025

- Traveller name(s)

ELECTRONIC TICKET RECEIPT

1. Before you travel, make sure to check the latest travel, passport and visa requirements to ensure you're eligible to fly. We also highly recommend checking the official government website of your destination country/region for the latest information.
2. Carbon emissions: To calculate your share of carbon emissions created by your flight, please go to www.cathaypacific.com/flygreener.
3. Batteries (including lithium batteries and power banks), may be dangerous and can cause fires when they are not carried properly. No spare batteries are permitted in check-in baggage. You are prohibited from using power banks to charge other portable electronic devices, and/or recharging power banks, during your flight. Stowage of power banks in the overhead compartment of the aircraft is also prohibited. For more information about traveling with batteries, please visit www.cathaypacific.com/batteries.

From	To	Flight	Departure	Arrival	Cabin Class	Seat
LONDON HEATHROW	HONG KONG	CX250	18:20	14:10	Economy	
Terminal: 3	INTERNATIONAL		18Aug2025	19Aug2025		
	Terminal: 1					
Class: H	Operated by: CATHAY PACIFIC					
Booking status (1): OK	Marketed by: CATHAY PACIFIC					
Baggage (4): 1PC	Fare basis: HS21RRTA/SD					
Duration: 12:50	Fare type: Economy Light					
NVB (2): 18Aug2025	NVA (3): 18Aug2025					
	Frequent flyer number: [REDACTED]					
HONG KONG	LONDON HEATHROW	CX253	13:25	20:35	Economy	
INTERNATIONAL	Terminal: 3		18May2026	18May2026		
Terminal: 1						
Class: V	Operated by: CATHAY PACIFIC					
Booking status (1): OK	Marketed by: CATHAY PACIFIC					
Baggage (4): 3PC	Fare basis: VS41RRTA/SD					
Duration: 14:10	Fare type: Economy Flex					
NVB (2): 18May2026	NVA (3): 18May2026					
	Frequent flyer number: [REDACTED]					

- Travel date(s)
- Departure location
- Destination
- Flight number(s)
- Route if stopover included (N/A)

(1) Booking Status - OK = Confirmed; RQ = Waitlisted (not confirmed); SA = Subject to space available; NS = Infant not occupying a seat

(2) NVB = Not valid before (3) NVA = Not valid after

(4) Each passenger can check in a specific amount of baggage at no extra cost as indicated above in the column baggage.

BAGGAGE POLICY

LHRHKG

1st Checked Bag:	Free of Charge	UPTO50LB 23KG AND62LI 158LCM OR MI UPTO50LB 23KGAND62LI 158LCM OR SPORTING FIREARMS OR SPORT EQUIP UP TO 203CM
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Name of the carrier whose baggage rule apply: CATHAY PACIFIC

HKGLHR

1st Checked Bag:	Free of Charge	UPTO50LB 23KG AND62LI 158LCM OR MI UPTO50LB 23KGAND62LI 158LCM OR SPORTING FIREARMS OR SPORT EQUIP UP TO 203CM
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2nd Checked Bag:	Free of Charge	UPTO50LB 23KG AND62LI 158LCM OR MI UPTO50LB 23KGAND62LI 158LCM OR SPORTING FIREARMS OR SPORT EQUIP UP TO 203CM
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3rd Checked Bag:	Free of Charge	UPTO50LB 23KG AND62LI 158LCM OR MI UPTO50LB 23KGAND62LI 158LCM OR SPORTING FIREARMS OR SPORT EQUIP UP TO 203CM
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Name of the carrier whose baggage rule apply: CATHAY PACIFIC

CARRY-ON BAG:

LHRHKG: MAX 1PC Free of Charge ASSISTIVE DEVICES AND/OR 1PC MAX 15LB 7KG 115LCM

HKGLHR: MAX 1PC Free of Charge ASSISTIVE DEVICES AND/OR 1PC MAX 15LB 7KG 115LCM

LB = Weight in Pounds, KG = Weight in Kilos, LI = Linear Inches, LCM = Linear Centimeters, MAX = Maximum Allowed, PC = Number of Pieces

Baggage allowance and charges are provided for information only. Additional discounts may apply depending on advance purchase or Flyer-specific factors (e.g. Frequent flyer status, military, Credit card used for purchase, early purchase over the Internet, etc.) Most carriers' e-tickets have expiration dates and conditions of use. Check the carrier's fare rules for more information.

PAYMENT DETAILS

Fare Calculation: LON CX HKG882.60CX

LON666.48NUC1549.08END ROE0.734351

Form of payment: CC [REDACTED]

Issuing Airline: CATHAY PACIFIC

ATA: 91494082

Endorsements: NONENDORSEABLE FARE RESTRICTIONS
APPLY

FARE DETAILS

Fare: GBP 1138.00

Tour Code: ST100FF531

Taxes: GBP 94.00 GB

GBP 51.72 UB

GBP 15.20 G3

GBP 11.40 HK

GBP 6.20 IS

Carrier Imposed Fees: GBP 108.90 YR

Total Amount: GBP 1425.32

• Total cost

• Proof of payment