

Other than the Grant Agreement, all required document templates and portals for submission are available from the [Turing Grant Hub](#) and its Part A (pre-placement), Part B (arrival) and Part C (departure) subpages.

Please ensure any documents submitted are saved with the format:

[Surname][FirstName]_[DocumentName].[FileType] e.g. BloggsJo_ArrivalCertificate.pdf

Part A – Pre-Placement Forms

Available from [Turing Part A hub](#) – to be submitted at least 1 month before you start your placement

☐ Turing Grant Application

- Submitted via an online MS Form, available on the [Turing Part A hub](#) page.
- This must be completed before your Global Opportunity placement begins.
- Students should apply separately for all intended Turing funded placements throughout the year.

☐ Placement Pre-Departure Processes

- You will have to complete any pre-departure processes relevant to the placement. These may differ between Study Abroad, Volunteering, Placement Year etc.
- [Viator travel cover](#) is a compulsory requirement for **all** offsite activity for Durham University. Students must have approved Viator cover in order to be eligible for Turing funding. Placements that begin without Viator cover will become eligible once approval is confirmed, with the approval date then being used as the start date when calculating your Turing grant.

Part B – Arrival Documents (80% grant instalment)

Available from [Turing Part B hub](#) – to be submitted within 4 weeks of arrival

☐ Grant Agreement

- Sent to students via email by the International Office approx. 4 weeks before the start of your placement.
- **Sign it before the start of the placement.**
- Return this agreement via the online Document Submission Portal in the [Turing Part B hub](#). If your dates subsequently change during your placement this information is captured when you submit your arrival/departure documentation. You will receive a breakdown of the payment in the form of a remittance email.

☐ Learning Agreement

- Download from the [Turing Part B hub](#)
- Complete and return this via the online Document Submission Portal on the same page.

☐ Arrival Certificate

- Download from the [Turing Part B hub](#).
- Must be signed by host and must list specific start date and expected end date (e.g. 01/10/19 – 30/04/20).
- Return it via the online Document Submission Portal on Part B hub page

- ☐ Travel Claim Form – Only applicable to some students.
 - This form must only be completed by students who have been notified by the International Office that they are eligible to receive travel support in addition to their Turing grant. If you have not been invited to submit this form, do not complete it as it is not required, and it will be rejected. Your eligibility will have been checked when the International Office issues your Grant Agreement
 - Download from the [Turing Part B hub](#).
 - Must include travel receipts.
 - Return it via the online Document Submission Portal on Part B hub page.

- ☐ VIATOR travel cover – No need to submit evidence for the grant, your online record will be checked.

Part C – Departure Documents (20% grant instalment)

Available from [Turing Part C hub](#) – to be submitted within 4 weeks of departure

- ☐ Departure Certificate
 - Download from the [Turing Part C hub](#).
 - Must be signed by host and must list final dates of placement (e.g. 01/09/19 – 30/06/20)
 - Return it via the online Document Submission Portal on Part C hub page

- ☐ Travel Claim Form – Only applicable to some students.
 - This form must only be completed by students who have been notified by the International Office that they are eligible to receive travel support in addition to their Turing grant. If you have not been invited to submit this form, do not complete it as it is not required, and it will be rejected. Your eligibility will have been checked when the International Office issues your Grant Agreement
 - Download from the [Turing Part C hub](#).
 - Must include travel receipts for the return leg.
 - Return it via the online Document Submission Portal on Part B hub page

- ☐ After Placement Survey
 - Available online from the [Turing Part C hub](#)
 - It can be submitted online and does not need to be emailed to the GO team or uploaded in the portal.

Remember: You must complete all arrival and departure requirements. If you do not complete the departure requirements you will be required to repay the 80% grant instalment.