



## **Terms and conditions for Chevening Fellowships**

### **The Chevening Code of Conduct forms part of the terms and conditions of a Chevening Award.**

The effectuation of a Chevening Fellowship is contingent upon the availability of transportation and sufficient funds, stable conditions in the UK and the Fellow's ability to procure relevant UK entry clearance (a visa) and receive medical clearance. Neither the FCDO nor the Secretariat assumes responsibility for any injury, accident, illness, loss of personal property or other contingencies which may befall a Fellow during the course of their Chevening Award. We strongly advise that you take out appropriate insurance to cover your travel to, and stay in, the UK. For the purposes of these terms and conditions, it should be understood that the UK includes the countries of England, Scotland, Wales, and Northern Ireland only; UK overseas territories are not considered as being part of the UK in this instance.

Full details of administrative arrangements will be given to Chevening Fellows with conditional and final award letters and on the Chevening website.

When considering whether to accept an award, candidates should be aware of the following terms and conditions applicable to all fellowships administered by Chevening on behalf of the Foreign, Commonwealth and Development Office (FCDO).

On return of the acceptance form, candidates agree to abide by the terms and conditions outline herewith for the duration of their Chevening Award. Failure to abide by any of these terms and conditions could result in: suspension or withdrawal of stipend; ejection from the programme and/or repayment of the award in full.

The FCDO reserves the right to change these terms and conditions at any time.

### **1. Value of award**

- a) A Chevening Fellowship normally comprises:
- Payment of programme/tuition fees.
  - Economy travel to and from your country of residence by an approved route for you only.
  - Depending on your fellowship type, an arrival allowance, paid once you have arrived in the UK.
  - Reimbursement of an entry clearance (visa) application for the fellow only
  - Depending on your fellowship type, a departure allowance, paid once you have arranged to leave the UK at the end of your award.
  - A contribution of up to £75 for TB testing, where this required for your visa application.
  - A travel top-up allowance to attend events in London. This is only applicable to those in receipt of non-London stipends.
  - A monthly personal living allowance (stipend) to cover living expenses.

- Where accommodation is arranged by the host institution, therefore forming part of the fellowship award, an adjusted stipend amount is provided.
- If you receive your stipend on a monthly basis, the amount will depend on whether you are studying inside or outside of London.
- Stipend payments will be made to you by the end of the month for the following full month. Where your course starts or ends partway through the month, the stipend for that month will be adjusted as appropriate.
- If you do not receive a monthly stipend, you will receive your stipend as a lump sum at the start of your fellowship.
- Reimbursement of the Immigration Health Surcharge or a contribution towards travel insurance of up to £200

All rates are subject to annual review.

- b) The following award components are paid directly to the provider on behalf of the fellow:
  - Programme/tuition fees.
  - Return airfares.
  - Accommodation where this is arranged as part of the fellowship.
- c) All other allowances are paid directly to you via a cash card provided by Chevening.
- d) Cash cards are provided by the British embassy/high commission in your home country or to you on arrival in the UK, after return of the acceptance form. Fellows should note that normal terms and conditions as stipulated by the cash card provider are also applicable.
- e) Fellows with an award duration of three months or less will be paid the entirety of their allowances (inc. stipend) as outlined in the final award letter, on arrival into the UK. Fellows are expected to manage their funds accordingly and seek budgetary & financial advice from their host institution or the Chevening Secretariat where required.
- f) Fellows with an award duration of over three months, will receive their first two stipend payments in addition to the arrival allowance on arrival into the UK. Subsequent stipend payments will be made on the 21st of every month for the duration of the fellowship. Where the 21st falls on a weekend or Bank Holiday, the stipend will be paid on the first working day following the 21st. Stipends will normally be credited to accounts within 3-4 days of being paid. Stipends are paid for the following month (ie. paid in advance). All other allowances will be paid as required.
- g) Stipends are paid for the calendar month, and as such the first and last stipends may be adjusted amounts based on the award dates as listed in the final award letter.
- h) All Chevening Awards are calculated to support fellow costs only. There are no financial or welfare provisions for dependants of Chevening Fellows. It is strongly advised that Fellows do not bring dependants to the UK as this may impact the overall wellbeing of fellows as they bear the sole responsibility for all dependants whilst in the UK.
- i) The Chevening Programme will not endorse the visa applications of, nor provide travel for dependants.

## **1.2 Changes to the value of an award**

- a) The value of the award will differ from the above in the following circumstances:
  - i. The FCDO reserves the right to reduce a Chevening Award or withdraw an award in instances where fellows are beneficiaries of other significant awards, bursaries, prizes or earned income.
  - ii. You should refer to their final award letter for the confirmed financial details of your award.

## **2. Funding additional to a Chevening Award**

- a) You must not accept any other form of publicly funded award during the fellowship period and should not normally accept additional funding for purposes already covered by Chevening.
- b) Applicants must disclose on the application form whether they have applied, or intend to apply, for any other awards (including scholarships or fellowships).
- c) Where you are considering applying for, or are offered additional funding after selection into the Chevening Fellowships programme, you must disclose this to the Chevening Secretariat via your programme officer as soon as possible.
- d) You may retain funding or other benefits not specifically covered by the Chevening Fellowship.
- e) You may continue to be in receipt of a salary from their past employer during their fellowship.
- f) The right is reserved to abate Chevening Awards in instances where you become a beneficiary of other significant awards, prizes or earned income.
- g) You are required to seek approval from the Secretariat before undertaking any part-time employment or internship opportunities outside of the approved fellowships programme. You are strongly discouraged from undertaking any such activities where they do not form part of the formal programme offered.

## **3. Keeping your contact details up to date**

- a) You must ensure that the Secretariat has up to date contact details for you, including a UK address and email once you have arrived in the UK and an overseas address and email at the end of the fellowship.
- b) You must keep in touch with the Chevening Secretariat during the term of your Fellowship and, in particular, keep your programme officer informed if you:
  - Change your address, even temporarily.
  - Change your marital status.
  - Suffer any injury, illness, loss, or damage to your person or property.
  - Become involved in any legal action (civil or criminal), actual or threatened.
  - Are absent for more than four days at any one time from your place of study.
- c) You must return any form or request for information promptly to the Secretariat. If you do not, your stipend may be withheld.

## **4. Your fellowship**

- a) You must diligently pursue the course agreed and conform to the rules of any organisation in which you work or study.
- b) It is expected that you will dedicate yourself to your fellowship course.
- c) You must not transfer to any other course of study than that confirmed in your Final Award letter.

## **5. Travel during an award**

- a) The UK is defined as including the countries of England, Scotland, Wales and Northern Ireland. UK overseas territories are not considered as being part of the UK in this instance.

- b) You are expected to remain in the UK within this allowance for the duration of the fellowship except where an international visit forms part of the programme.
- c) Once you have arrived in the UK, you are not permitted to be outside the UK for either academic or personal reasons for more than 30 days throughout the entire period of your fellowship. Any absences from the programme without prior notice may result in suspension of the stipend or early termination of award. Pro-rated travel allowances are as follows:
  - i. 3-month tenure – up to 7 days travel outside of the UK
  - ii. 6-month tenure – up to 14 days travel outside of the UK
  - iii. 9-month tenure – up to 21 days travel outside of the UK
  - iv. The entitlement is pro-rata for all other durations

## 6. Conduct

- a) You must comply with the Chevening travel policy when booking flights to and from the UK. If you do not, you may lose the entitlement to have your flight costs covered by Chevening.
- b) You must diligently pursue the programme agreed and abide by the rules of any organisation in which they work or study.
- c) Your fellowship is calculated to support your costs only. There is no provision for dependants of Chevening Fellows. Fellows are advised not to bring dependants to the UK. The Chevening programme provides no financial or pastoral support for dependants and will not endorse the visa applications of, nor provide travel for, dependants.
- d) You must complete and return all report requests and surveys sent throughout their Chevening Award.
- e) You are required to act as an ambassador for both Chevening and your home country while in the UK or not as individual actions and remarks may impact the reputation of both.
- f) You must not engage in activities likely to adversely affect Chevening programme, FCDO or wider British Government. This includes, but is not limited to, criminal activity, academic misconduct, or breaching the terms of your UK visa.
- g) If you share your Chevening experience online, you should acknowledge that these views are your own and do not represent the Chevening programme or the FCDO.
- h) You must not serve as an official representative (whether diplomatic, consular or otherwise) of any government during the course of your studies.
- i) You must acknowledge Chevening in any publications (e.g. journal articles, book chapters or a thesis) resulting from their visit to the UK during the term of the Chevening Award. You must cite Chevening Fellowships as 'Chevening Fellowships, the UK government's global scholarship programme, funded by the Foreign, Commonwealth and Development Office (FCDO) and partner organisations.'
- j) Any behaviour which is deemed to be in breach of the above conditions may result in an official warning regarding behaviour from the Secretariat and/or a formal letter of warning from the British embassy or high commission and may result in withdrawal of your award.

## 7. Social media usage

Chevening has a range of social media platforms for scholars, fellows and alumni to interact with. We look forward to receiving your comments and participation in discussions, and we encourage open, lively debate.

However, we do ask that our scholars, fellows, and alumni adhere to certain good practices and conventions of polite and constructive discourse which you can find in our social media policy.

## **8. Events and opportunities**

- a) You are requested to attend the pre-departure briefing hosted by the British embassy or high commission in your home country, prior to departure for the UK.
- b) You are requested to attend a welcome reception and/or induction with the Chevening Secretariat (and in some instances in conjunction with the fellowship provider), on arrival in the UK.
- c) You are invited to attend a feedback session run by the Chevening Secretariat at the completion of the award.
- d) You are strongly encouraged to engage with other Chevening Awardees through participation at events and activities organised by the FCDO and the Secretariat whilst on award.
- e) If you are participating in an aspect of your Chevening Fellowship in your home country, you should participate in digital events and opportunities offered by the Chevening Secretariat or your host institution.
- f) You are expected to behave appropriately and give appropriate notice to [fellowships@chevening.org](mailto:fellowships@chevening.org) if you are unable to participate.
- g) Failure to participate in events (either mandatory or optional) once registered may result in future opportunities being withheld and your British embassy or high commission being notified.
- h) Scholars, fellows and guests who sign up for Chevening events are responsible for their own safety and that of their belongings. The Chevening Secretariat assumes no responsibility for any physical harm or loss of personal belongings incurred while travelling to or participating in our events.
- i) If you have additional requirements that could affect your ability to participate in some of our events, please use your best judgment when signing up for those events and inform the organiser of your access needs as soon as possible. Please note that Chevening staff are not qualified to offer first aid, and if any medical emergencies arise during our events, you will be directed to the closest medical facility.
- j) You are not permitted to bring your own guests to Chevening events (this includes friends, partners and family members). Uninvited or unregistered attendees will be turned away from events.
- k) You will be required to complete arrival and departure surveys for the ongoing evaluation and continuous improvement of the programme.

## **9. Use of your data**

- a) The FCDO and British Council will handle all information about Fellows according to the data protection principles enshrined in UK data protection laws and specifically in accordance with the Secretariat's privacy notice.
- b) In submitting an application and accepting a Chevening Fellowship, you accept that your data will be recorded and used by the FCDO and the British Council in the ways set out in these terms and conditions. For further information on data, please see the Secretariat's privacy notice.
- c) The FCDO and the British Council may use and share a Fellow's details for purposes necessary for the administration of the Fellowship.
- d) The FCDO (or the Secretariat acting on behalf of the FCDO) may publish the names and basic details of candidates selected for awards in the exercise of its legitimate business interests and in accordance with the Chevening privacy policy.

- e) In accepting a Chevening Fellowship you agree to provide the Secretariat with a short biography and photograph that can be published as a way of demonstrating the quality of fellowship recipients. You may request not to have your biography published.
- f) By accepting a Chevening Fellowship you consent to your details appearing in any Chevening Alumni directory on completion of your award, unless you specifically request for your name to be excluded from Chevening Alumni directories.

## **10. Duration of Fellowship**

- a) Fellowship tenure dates are listed in your Final Award Letter.
- b) The award will cease the day the award completes as listed on the Final Award Letter or the date you depart the UK, if this is earlier than the award completion date. Your award may also cease if your university withdraws their visa sponsorship.
- c) Extensions to the original fellowship duration may be permitted in exceptional circumstances, but the total duration must not exceed 12 months. All extensions are subject to the availability of funds and assessed on a case-by-case basis. Extensions are not automatic and should not be assumed.
- d) Chevening Fellows are required to abide by all conditions of their UK visa.
- e) Stipend payments will only be made for the duration of the fellowship. If your university withdraws their visa sponsorship, Chevening stipend support will also be withdrawn.
- f) You are expected to return to your home country on completion of your fellowship.

## **11. Deferral of fellowship**

- a) Applications to defer awards will only be granted in the case of pregnancy. In such cases, you may either continue with the award or request to defer it to the following intake.
- b) If you are pregnant and wish to continue with the Fellowship, you need to be aware that if you take an extended period of leave it is possible that your visa will be cancelled and, if this happens, you will have to return home and apply for another visa before being able to resume your activities (and if the programme allows).
- c) The deferral offer will be invalid in instances where a short course ceases to run in the following academic year.
- d) Deferrals will only be considered for participation in the subsequent academic year's programme. Candidates who do not take up their award in the subsequent year will forfeit their fellowship and will be required to apply in the next application round.
- e) All other candidates selected for a Chevening Fellowship who are unable to take up their award must normally withdraw from the award and re-apply the following year.

## **12. Visas and Immigration**

- a) The Home Office is responsible for UK immigration rules and these are subject to change.
- b) If you breach the conditions of your visa, the Secretariat may be required to issue you with a formal letter, notify the British embassy or high commission or partner and/or restrict further access to the Chevening network (via events or digital platforms). Depending on the nature of the breach, your visa sponsor may be required to curtail your visa. In this case, your fellowship will be withdrawn.

- c) If your university withdraws sponsorship of your visa for any reason, you are required to return to your home country immediately and should contact your Programme Officer for instructions on how to do so. This applies regardless of the original end date of your visa, the end date on your final award letter, or your course end date.
- d) You may be required to send evidence of your immigration status to your programme officer once you have arrived in the UK. Failure to return this evidence when requested may result in a financial penalty being applied.

### **13. Conclusion of your fellowship**

- a) You must return home on completion of their fellowship, although depending on the visa type they may remain in the UK for a further 30 days to allow for further travel or pursue other interests in the UK. The option of additional stay does not apply to every fellowship and is dependent on the specific visa type.

Any additional stay will be funded by the fellow themselves and the Secretariat is not able to provide any financial, welfare, or immigration support during this time. Fellows will need to ensure their UK visa covers the full period of stay, and their planned activities are permitted on their visa type.

- b) You must not apply to switch to any other visa category or extend your current visa on completion of your fellowship.
- c) You must inform the British embassy or high commission on completion of the fellowship and remain in touch following your return.
- d) Your homeward flight must be taken on or before the date your visa expires. You will not be permitted to book a flight after your visa expiry date.

### **14. Termination of a fellowship**

The Secretariat, acting on behalf of the FCDO, will be entitled to terminate a Fellowship at any time, by immediate notice to the Fellow in writing, in the event of:

- a) Misconduct, whether in connection with the fellowship or otherwise.
- b) Failure to attend, participate and engage in the award as is considered unsatisfactory by the host institution.
- c) Circumstances, such as illness, arising which, with your host institution's agreement, would render it impossible for you to complete your Fellowship satisfactorily or prevent the purpose of the fellowship from being fulfilled.
- d) Dismissal, for any reason, from the host institution.
- e) Breach of any local UK law and practices.
- f) Conviction of bribery, in line with the UK Bribery Act, which came into effect on 1 July 2011. The current Fellowship will be rescinded and you will be banned from applying for a Chevening Award for a period of up to five years.
- g) Failure to comply conditions of your UK visa.
- h) The discovery that a fellow has submitted fraudulent documentation

## **15. Repayment of fellowship funds**

- a) In the event of such termination, the Chevening Fellowship programme shall have no further obligation to fellows who shall be bound to repay the amount paid under the Fellowship, unless:
  - i. The termination is a result of ill health and this has been certified by a registered medical practitioner.
  - ii. The FCDO/Secretariat exercised its discretion to exempt the fellow from this condition.

## **16. Amendments**

The FCDO reserves the right to change these Terms and Conditions at any time and the current version can be found on the Chevening website. Once an acceptance form has been signed, this confirms that you agree to these terms and conditions and are bound by them.

## **17. What happens if I breach a condition?**

Failure to abide by any of these terms and conditions could result in suspension or withdrawal of stipend; ejection from the programme and/or repayment of the award in full. If you breach a condition of your fellowship, the relevant part of the terms and conditions will explain what will happen next.

You may be liable to pay a penalty. Where you are required to pay a penalty fee and are in receipt of a stipend, this will be automatically deducted. If you are not in receipt of a stipend you will be given one month to make the appropriate payment. Any reference to withholding of allowances may include any or all of the allowances to which you may be entitled.

Any breach of your fellowship conditions is treated seriously and if you think you have breached a condition you should contact your programme officer immediately to discuss your situation. We would urge you to take prompt action to resolve any misunderstanding that may arise as a result of a breach, accidental or otherwise.

## **18. Freedom of speech**

Nothing in these terms and conditions limits your rights to freedom of speech within the law in line with the provisions in the Higher Education (Freedom of Speech) Act 2023.