



HM Government

TURING

SCHEME

The UK's global programme
to study and work abroad

FAQs for Turing Scheme Beneficiaries

Published - August 2023



Funded by
UK Government



Contents

Contents	2
General Questions.....	3
Reduced funding questions.....	4
Grant Funding Agreement questions.....	6
Organisational Support questions.....	6
SEND and Widening Participation questions	8
Making changes and Change Request questions.....	9
Finance and Payment Request questions	10
Reporting.....	11

General Questions

Question	Answer
Where can I find help videos for the Turing Scheme find them?	<p>You can find the videos and other support materials at https://www.turing-scheme.org.uk/project-community/manage-your-project/.</p> <p>The material for this year can be found in the section “Materials for the Turing Scheme Year 3 - 2023 to 2024”.</p>
How can we make an appeal?	<p>The deadline for submitting appeals has closed.</p> <p>Appellants will be notified of the outcome of their appeals shortly. Appeals are not subject to review.</p>
Who do we contact at The Turing Scheme? Do we have a named contact person?	<p>The Turing Scheme Service Desk offers support through email. We do not provide a dedicated project support officer for each project.</p> <p>To get in touch, email us at turing-scheme@capita.com. We aim to provide a response within 5 working days.</p>
Will qualitative feedback on the applications be provided?	<p>Qualitative feedback and assessment scores have been provided for all unsuccessful applicants and will be provided for those successful on request.</p>

Reduced funding questions

Question	Answer
How did you decide how much money to allocate to successful applicants compared to what they applied for?	<p>We are pleased to say there was particularly strong interest this year in the scheme from successful organisations across the UK and across all education sectors.</p> <p>Given the focus of the scheme on helping those from all backgrounds to participate in international placements, we allocated funding to ensure that 60% of Turing Scheme-funded opportunities would be for students from disadvantaged backgrounds.</p> <p>We also fully-funded smaller projects of £100,000 or less, where reductions would not be feasible. But all others were cut to ensure all successful projects would receive a proportion of funding for their less advantaged students, protecting 60% across all projects</p>
<p>I had thought that due to reduced funding, we could reduce the number of participants. I misunderstood that? We need to meet the minimum duration and the number of participants we initially mentioned WITH the reduced funding?</p>	<p>Where participant numbers have been reduced the minimum duration will still need to be adhered to.</p>
<p>Ensuring efficient mentoring and supervision arrangements for Participants Is noted in the organisational support.</p>	<p>Please see Annex 11 of the Grant Agreement for the rules regarding budget virement.</p>
<p>Can this therefore be used to contribute to staff travel/accommodation for the trip?</p>	
<p>Do we need to complete a Change Request if we agree with the reduced numbers and allocation?</p>	<p>No, this would not be necessary.</p>
<p>How are settings supposed to replan their projects to cope with reduced funding allocations?</p>	<p>Successful institutions will have the flexibility to make changes to their project within their allocation of funding, providing the fundamental aims and objectives for which the project has been selected are not changed.</p> <p>This includes altering the indicative split between accompanying staff and participating students according to the needs of your organisation, changing the number and composition of participants in mobility groups and changes to destinations and durations of placements through the Change Request process.</p> <p>We would encourage beneficiaries to consider replanning their projects to maximise opportunities for participants from disadvantaged backgrounds. This could include shorter mobilities that take place later in the year in order increase opportunities to recruit participants.</p>

If we have reduced funding, is there still the requirement to go for 2 weeks or is there flexibility to go for a few days less?

Project minimum durations continue to apply, as relevant to the sector under which your project is funded. Please refer to the Programme Guide for further information.

Can we use our own budget to "top up" shortfall for some areas or does the funding need to cover 100%?

The funding provided through the Turing Scheme supports Participants to meet a portion of the costs associated with a work or study placement overseas. More details can be found in the Programme Guide, page 13 section 5.1.5: [Turing Scheme Programme Guide for 2023 to 2024 V1.4 \(turing-scheme.org.uk\)](#).

We have been awarded zero accompanying staff for all of our requested mobilities. What do we do?

Organisations in this situation should assess what they can deliver within the allocated funding and amend their project plans accordingly.

For instance, this could include reducing learner numbers on specific mobilities to allow for sufficient accompanying adults to travel to meet safeguarding needs or reducing the number of mobilities.

Changes made to project plans, mobility groups, etc. to meet amended budget allocations should then be notified to us via the Change Request function on the Turing Scheme applicant portal.

For more information about making changes to your project plan, mobility groups, etc. please refer to the Turing Scheme Handbook and/or these tutorial videos:

- [Making a change to participants](#)
- [Making a change request](#)
- [Making a payment request](#)

Could you clarify the idea of merging mobilities. If it's a shorter mobility, do we compensate by assigning more participants to it?

The grant rates must be adhered to, however you can use the grant allocation to fund fewer but longer mobilities for example, using the change request process.

If we add extra people, do you get extra funding or do you have to manage it within the existing budget?

Funding levels for this year form part of your Grant Agreement. No extra funding for additional participants will be provided.

You may however be able to increase the number of participants whilst remaining within your budget allocation. For example, by changing durations for some of your planned placements, provided they still remain above the minimum duration for the sector which your project is receiving funding within.

Grant Funding Agreement questions

Question	Answer
Who received the Grant Agreement sent to our institution?	The Grant Agreement has been sent to the Legal Representative who was able to sign on behalf of the organisation.
Can we make changes to the project after we have signed the Grant Agreement?	Yes, you are able to make changes to the project throughout the year.

Organisational Support questions

Question	Answer
How do we claim Organisational Support? What can it cover?	<p>Organisational Support will be made available towards the costs directly linked to the administration and implementation of a placement. Under each Project, £315 will be provided per Participant for the first 100 Participants. For the 101st Participant onwards, £180 will be provided per Participant.</p> <p>You may decide how Organisational Support (OS) is to be used to provide support to the delivery of Turing Scheme Mobilities, but you are required to keep receipts for the purchase of goods and services. The Turing Scheme will conduct audits of beneficiaries to ensure that sending organisations are not profiting financially from the organisational support funding.</p> <p>Organisational Support payments also need to be requested and are based on the Anticipated Point of Expenditure you have chosen in your Project Plan. There will be no payments before 1 August 2023. Grant Recipients will receive one payment of Organisational Support funding, 80% of which is paid at the Anticipated Point of Expenditure, with the final 20% paid on satisfactory receipt of your Final Report. Payment Request timelines are the same as for Mobility Groups.</p> <p>For more information on making claims for Organisational Support see page 16 of the Programme Handbook – https://www.turing-scheme.org.uk/turing-scheme-programme-handbook-2023-to-2024/#page16.</p>
Do we have to have all the student details to request payment for the Organisational Support element of our funding?	No, you do not need participant data to request Organisational Support.

Can we claim admin costs for the preparation of the grant application? Organizational support will be made available towards the costs directly linked to the administration and implementation of a placement.

Organizational Support payments need to be requested and are based on the Anticipated Point of Expenditure you have chosen in your Project Plan. There will be no payments before 1 August 2023.

Payment Request timelines are the same as for Mobility Groups

Can the funding be used for the pre-visit/risk assessment? Mobility visits by the sending organisations: these can be carried out and funded by the Turing Scheme, provided that funding for this is not already available.

These can be done to carry out risk assessments and ensure Participants will be able to equally access and take part in all elements of a placement.

Funded pre-visits can be for a maximum duration of three days, and funding can be used for both Participants and accompanying staff.

Additional funding for pre-visits are not available for any other purpose, however you may choose to use some of your organisational support funding for a pre-visit if you wish.

Is Organizational Support paid automatically upon signature of the Grant Funding Agreement or is a Payment Request required? Organizational Support must be requested in the same way a mobility payment is requested.

How do we claim Organizational Support? For more information on making claims for Organizational Support see page 16 of the Programme Handbook – <https://www.turing-scheme.org.uk/turing-scheme-programme-handbook-2023-to-2024/#page16>.

What can Organizational Support cover? You may decide how Organizational Support (OS) is to be used to provide support to the delivery of Turing Scheme Mobilities, but you are required to keep receipts for the purchase of goods and services. The Turing Scheme will conduct audits of beneficiaries to ensure that sending organisations are not profiting financially from the organisational support funding.

Organizational Support is a contribution to any cost incurred by you, including, but not limited to:

- the cost of administrative support, such as staff salaries and equipment
- promoting the scheme within your institution (such as providing print copies of online materials,

hosting events for potential Participants and their parents or guardians etc.)

- the cost of IT such as licences for software, if this is appropriate and required to support the scheme
- supporting linguistic preparation for Participants and preparatory workshops/events
- selection of participants and accompanying persons
- preparation of the learning agreements to ensure full recognition of the students' educational components; preparation and recognition of Mobility agreements
- ensuring efficient mentoring and supervision arrangements for Participants
- ensuring recognition of the educational components and related credits, issuing transcripts of records and diploma supplements
- supporting the reintegration of mobile Participants and building on their acquired new competences for the benefit of the sending organisation and peers.

SEND and Widening Participation questions

Question	Answer
Could we have clarification what the Turing Scheme classes as SEND and disadvantaged?	The requirements to be met for participants to be considered for SEND and/or disadvantaged funding is available in Annex A of the Programme Guide – https://www.turing-scheme.org.uk/turing-scheme-programme-guide-2023-2024/ .
If we included our own institutional criteria for widening participation (and made a case for this) in our successful bid, are we now free to use these criteria in addition to the Turing Scheme criteria for disadvantage?	You are free to use any identified and fair means to select students against your own criteria for defining 'disadvantage' as long as it also meets the standards laid out in Annex A of the Programme Guide – https://www.turing-scheme.org.uk/turing-scheme-programme-guide-2023-2024/ .
What evidence (if any) do we need to provide to evidence that a Participant is part of the Widening Participation category or SEND?	Please read Annex A of the Programme Guide . Due to the board basket of measures, we suggest keeping any evidence you think is relevant.
Do all the children who attend strictly have to be disadvantaged?	There is no requirement for all participants to be from a disadvantaged background unless this has been specifically promised in your application. If that is the case and you wish to make amendments to your project plans, you can submit a change request.

However, only participants who meet the criteria can qualify for the financial support available for participants from disadvantaged backgrounds.

Making changes and Change Request questions

Question	Answer
How do you make a change request?	You can find full details of how to make a change request in our Programme Handbook at https://www.turing-scheme.org.uk/wp-content/uploads/2023/06/Turing-Scheme-programme-handbook-2023-to-2024.pdf#page63 .
Can students change (drop out and get replaced by others) after you have put in a payment request?	This information should then be updated via an updated participant list.
Do you need to show how you spent your operational budget in your Final Report?	Evidence for all expenditure must be kept for up to 7 years. Although not always specifically asked for in a Final Report, then information must be readily available should you be asked for it.
What information is needed other than the date/point of expenditure for the mobility group and number of students. Is it necessary to have all student details at this point?	You must have all student details to request a payment.
Can students change (drop out and get replaced by others) after you have put in a payment request?	This information should then be updated via an updated participant list.
If monthly reports are a narrative on how project planning is going - can you confirm if we're supposed to be reporting on things that have yet to happen?	The monthly report should include information regarding the planning of your project. This can include information on what has happened to date and how the planning for the future mobilities is continuing.

Finance and Payment Request questions

Question	Answer
Can you explain how to submit claims for exceptionally expensive travel?	Details of claims for exceptionally expensive travel can be found at https://www.turing-scheme.org.uk/turing-scheme-programme-handbook-2023-to-2024/#page17 .
Can we request payments 6 months out rather than 3?	3 months prior to the start of the mobility is the earliest Point of Expenditure. Please see the Point of Expenditure payment deadline guide.
For the Aug, Sept & Oct Point of Expenditure and Payment Requests can we submit a blank participant sheet as we did last year?	No, we will need the participant information.
Are Payment Requests always for upcoming expenditure or can they be made retrospectively?	Payment requests are intended for upcoming expenditure. However, it may be the case that as a project progresses through the year that backlogs in change requests and Point of Expenditure requests may occur. The subsequent Change Requests and Point of Expenditure requests may then be processed retrospectively.
Could we get email confirmation when we request payment including amount?	When a payment request or change request is approved a notification will be sent via email to the main contact. Once a payment request has been processed and paid a further notification will be sent to the main contact.
What is the deadline for changes?	Changes should be made in line with the Payment deadline for a Point of Expenditure. The Grant Recipient is required to submit a Payment Request together with a Declaration via the Project Reporting Tool by the 15th day of the month, two months prior to each Anticipated Point of Expenditure (exceptions to this apply for Payment Requests in August, September and October).
Can we submit Change Requests and Payment Requests at the same time?	No, a change request relating to a payment request needs to be submitted prior to the payment request.
We are still submitting payment requests for 2022 to 2023. Can we submit requests for 2023 to 2024 concurrently?	Yes, they are separate systems.
Is there still flexibility to request partial funds by the Point of Expenditure – can we then request the rest of the funds at the next month's 15th of the month deadline?	Partial payment requests are still allowed.
If we can't upload blank data for a Point of Expenditure, can we submit a request retrospectively?	You must have all student details to request a payment. If you do not have all the information necessary, a Change Request may be necessary to amend the Point of Expenditure.

Can you explain how to submit claims for exceptionally expensive travel?

Details of claims for exceptionally expensive travel can be found at <https://www.turing-scheme.org.uk/turing-scheme-programme-handbook-2023-to-2024/#page17>.

How do we draw down funding for exceptional costs?

This should be included in the Payment Request, putting the amount needed next to the relevant Participant and include evidence of the expenditure.

Reporting

Question

Answer

Where do we submit the monthly reports?

More information on submitting Monthly Reports is available in the Programme Handbook at <https://www.turing-scheme.org.uk/turing-scheme-programme-handbook-2023-to-2024/#page91>.

Do you need to show how you spent your operational budget in your Final Report?

Evidence for all expenditure must be kept for up to 7 years. Although not always specifically asked for in a Final Report, then information must be readily available should you be asked for it.

If monthly reports are a narrative on how project planning is going - can you confirm if we're supposed to be reporting on things that have yet to happen?

The monthly report should include information regarding the planning of your project. This can include information on what has happened to date and how the planning for the future mobilities is continuing.