**THE BARTLETT, FACULTY OF THE BUILT ENVIRONMENT**



**The Bartlett**

**Extenuating Circumstances Fund**

**For Research Students**

Regulations 2017/18

**IMPORTANT: Please read these regulations carefully before completing the application form**

1. Purpose of the Fund

The Bartlett seeks to encourage more innovative, collaborative responses to the world’s challenges from those involved in the creation of our cities, towns and settlements through education, ideas and research that are inventive, forward-thinking and cross-disciplinary. The principal aim of the Bartlett Extenuating Circumstances Fund is to provide financial support where the student’s original approved programme is no longer viable due to adverse unforeseeable circumstances, when sufficient funds are unavailable from other sources.

2. Eligibility

Those eligible to apply for this fund are students registered for an MPhil/PhD or EngD degree and have a supervisor located in The Bartlett.

Students with Completing Research Student status are **not** eligible to apply to this Fund.

Applicationforms and regulations are available from our website: <https://www.bartlett.ucl.ac.uk/programmes/applying/funding-and-scholarships/graduate-research-funding>.

3. Eligibility criteria

1. This fund cannot cover the many kinds of change to a research programme that arise due to **new opportunities**: such as new methods, new data sources, new ideas, new collaborations and new case studies. In such cases it is assumed that a switch to the new programme is worth doing of itself because it will yield better results; if this were not the case the researcher could decide to pursue the original programme. Rather, the fund is intended to cover cases where the original approved programme is no longer viable due to **adverse unforeseeable circumstances**.
2. The Bartlett Faculty Office is not in a position to cover the core costs of a substantial PhD field research programme, for which it is expected that arrangements will have been made before the beginning of the student’s degree programme.
3. Applicants are required to provide both evidence of (i) the original approved viable programme; and (ii) evidence and explanation of circumstances rendering this programme no longer viable.
4. Instances where applicants have been registered for 48 months (84 months for part-time students) or more, the supervisor must confirm that the student is actively progressing and is still (as affirmed at his/her upgrade) on course to complete his/her doctorate.
5. Decisions on applications are made by the Faculty Research Degrees Committee (Executive Sub-committee).

The following requests have been identified as being appropriate, but other suitable proposals will be considered. **Please note that the eligibility criteria above apply in all cases**:

* Trips to collect research material;
* Field studies where no other source of funding is available and where the need for such studies has genuinely arisen during the period of research;
* Travel to meet other scholars or teams;
* Short-term visits by UCL students to learn techniques from other institutes and organisations;
* Participation in relevant externally funded projects where no other source of funding is available;
* Hosting symposia or conferences aimed specifically at benefiting MPhil/PhD/EngD students of more than one department.
* Items of equipment (but not personal computing, such as laptops or tablets);
* Pump-priming funds for collaborative basic research projects, workshops, meetings, etc., especially where cross-fertilisation between UCL departments is involved;
* Instances where research had been planned on the basis of fieldwork in a given territory, but that territory is now out of bounds (e.g. the Foreign and Commonwealth Office currently advise against travel to country *x* due to dangerous conditions) and the research will need to be relocated and new groundwork started;
* Instances where research had been planned on the basis of access to a particular source (person, dataset etc.) but this source is now no longer available, or is only available at prohibitive cost;
* Instances where research had been planned on the basis of actions – or observations of actions by subjects – but these are now prohibited or otherwise prevented or discontinued (e.g. a law on building codes or planning regulations has been changed and suddenly a given practice has been discontinued and is no longer possible or useful to study).
* Language skills training unavailable through the UCL Centre for Languages & International Education (CLIE)

The following requests will **not** normally be funded:

* Long-term research projects;
* Funds to cover project support, including research/field assistants or technical assistants;
* Retrospective applications (for expenditure already incurred on projects);
* The general maintenance of students, or the topping-up of existing Research Council or other maintenance grants;
* Generalised expenditure by departments on graduate students, e.g. a travel fund administered by a department;
* Personal computing equipment, e.g. laptops or tablets;
* Instances where since the start of the research, the research has changed direction and now overseas case studies are envisaged, where before only UK case studies were considered;
* Instances where since the start of the research, a new technique has arisen that makes experiments/analysis easier or cheaper, and researchers in the field are increasingly switching over to the new method.

**Please take the following points into account before applying:**

* Research students are advised not to apply to this fund until they are sure about their research priorities at all stages of the project;
* The maximum amount of an award will be £2,000. Please Note: No more than two Extenuating Circumstances Fund awards will be made to each applicant during his/her research programme;
* The Bartlett welcomes applications for the UCL aspect of joint ventures with other institutions, such as museums and galleries, provided that there is a reciprocal contribution from the other institution(s) and that the role of The Bartlett is fully acknowledged;
* Requests will be strengthened by evidence of application to other funding sources, or by the existence of other funding. However, this is not essential;
* Car hire will not be funded unless the applicant has demonstrated that it is cheaper or necessary to hire a car than other available transportation;
* Please note that funding is not guaranteed. Each application is considered on its merits; however the Fund is limited and there may be occasions when it is not possible to make an award.

4. Awards Available

The maximum amount of an award will be £2,000.

Please note that funding is not guaranteed. Each application is considered on its merits. However, the Fund is limited and there may be occasions when it is not possible to make an award.

5. How to Apply

Regulations and application forms will be updated each year. For the current versions, please check The Bartlett Faculty website or contact our office. Applications should be typed. The forms are on the following webpage:

<https://www.bartlett.ucl.ac.uk/programmes/applying/funding-and-scholarships/graduate-research-funding>

**Proposal**

Please describe your proposed research, explaining its academic merit and how it meets the eligibility criteria for this fund. Your statement should include explanation of (i) the original approved viable programme and (ii) the circumstances rendering this programme no longer viable, demonstrating how unforeseeably higher costs have been incurred.

**Estimating Costs & Contributions**

* Please give a full breakdown of all relevant estimated expenses, justifying your costs and providing quotations as appropriate. Please ensure your estimates are based on the most cost effective accommodation and fares. Details of UCL’s preferred travel provider can be found here: [www.ucl.ac.uk/procurement](http://www.ucl.ac.uk/procurement)
* Information on UCL’s travel insurance policies can be found here: [www.ucl.ac.uk/finance/secure/fin\_acc/insurance.htm](http://www.ucl.ac.uk/finance/secure/fin_acc/insurance.htm)
* If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling using [www.xe.com](http://www.xe.com).
* Please be as accurate as possible in estimating your projected expenses. Awards are given based on the estimated costs. If the actual costs incurred are lower than those estimated, the award will be reduced accordingly.

**Submitting the Application**

* Please submit **only** the original application form, together with your supporting documentation. You may either hand in or post a paper copy of your application, or you may e-mail your application to steve.ridge@ucl.ac.uk. However, please note that only complete applications will be considered and your Supervisor must sign the form, handwritten or electronically (not typed). Alternatively, supervisors may confirm their endorsement by e-mailing the Bartlett Faculty Office, steve.ridge@ucl.ac.uk.
* You may apply at any time but please note that applications are considered by a committee that meets every three or four weeks. If you wish your application to be considered at a particular meeting, you will need to submit it at least two days in advance. The dates arranged for the committee are posted in the Faculty website:
* <https://www.bartlett.ucl.ac.uk/programmes/applying/funding-and-scholarships/graduate-research-funding>
* Please be aware that incomplete applications and applications without Supervisor and Department Graduate Tutor endorsement confirmation will be returned to you unconsidered.

7. Conditions of the Awards

If you receive an award from the Bartlett Extenuating Circumstances Fund and subsequently receive other funding towards your expenses, you should inform The Bartlett Faculty Office immediately by e-mailing steve.ridge@ucl.ac.uk.

Items of equipment purchased will become the property of the Bartlett Faculty Office and, when appropriate, must be made available to other UCL students and staff. On completion of your funded research project, the equipment should be handed to your School or Institute’s MPhil/PhD/EngD programmes administrator.

8. Claiming an Award

* If you are awarded funds, you will receive a confirmation e-mail and guidelines on how to claim your award. You will need to keep all your receipts, as you will be required to submit them to The Bartlett Faculty Office. If your actual costs are lower than your estimated costs, your award will be reduced accordingly.
* **IMPORTANTLY:** please note that for awards made between 1st August 2017 and 21stMarch 2018, claims (complete and correctly made) must be submitted by 2ndJuly 2018. Any unclaimed awards after that date will be cancelled. For awards made after 21st March 2018, claims must be submitted after 1stAugust 2018 and before 1st July 2019.

Please plan the timing of your application accordingly.

If you have any questions about The Bartlett Extenuating Circumstances Fund, please contact:

Dr Steve Ridge

The Bartlett Faculty Office

University College London

22 Gordon Street

London WC1H 0QB

E-mail: steve.ridge@ucl.ac.uk

Tel: 020 3108 9854