|  |  |
| --- | --- |
| **The Bartlett****Extenuating Circumstances Fund****For Research Students**Application Form 2018/19 | **CHECKLIST**[ ]  Has supporting documentation been attached?[ ]  Have you signed the form? (*This may be typed*)[ ]  Has the form been signed by your Principal Supervisor (*This must be handwritten or electronic, not typed*)Supervisors may alternatively e-mail a statement of support to the Built Environment Faculty Office, lisa.cooper@ucl.ac.uk |

**Please read the Regulations carefully before completing this form. Please TYPE or complete in BLOCK capitals. Please complete all sections. Incomplete applications will be returned.**

Please note that if it is necessary for you to collect or study material away from UCL in order to further your research, you will need to complete to complete a Study Leave form, which includes information on appropriate research ethics approval, insurance, health, fieldwork risk assessment and intellectual property rights in your work. Please see the following webpage for further information on this:

<https://www.ucl.ac.uk/students/status/research-students/studying-away>

1. Personal Details

|  |  |  |
| --- | --- | --- |
| Title:       | First name:       | Family name:       |
| Institute or School:       |
| UCL Email:       |
| Student Number:       |
| Please state your Fee Payer and any Stipends for this academic year (not previous years):       |
| If your fees are paid by a sponsor, please state why your sponsor is not funding the increased costs:       |

Please give the title / provisional title of your thesis:

|  |
| --- |
|       |

2. Proposed Research (with reference to the eligibility criteria and requirements outlined below)

|  |
| --- |
| Purpose (i.e. research trip, skills training etc.):       |
| Location (city and country):       | Start date:       | End date:       |
| Please provide a description of 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 this is due to **adverse unforeseeable circumstances** and that higher costs have been incurred.       |
|  |

3. Estimated Costs

|  |  |
| --- | --- |
| Exchange Rate (if applicable - please use the [www.xe.com](http://www.xe.com) currency converter): | £1 =       |
| **Travel:** (if applicable)       | £       |
| **Total Travel:** | £ |
| **Accommodation** (if applicable):      Number of nights:       Cost per night:        |  |
| **Total Accommodation:** | £      |
| **Staff and Student Entertaining / Hospitality** (if applicable)**:**     Food and drink for workshops, seminars, training events and conferences that you organise is counted as ‘Staff and Student Entertaining / Hospitality’ under the terms of the UCL Expenses policy. This applies to events where most of those present are UCL staff and students, with some or no visitors. Please refer to that section ([7.8 and 7.9](https://www.ucl.ac.uk/finance/policies-procedures/accordion-expenses/7-ent-hospitality)). Approval from the Built Environment Faculty Office must be sought before organising or paying for any ‘Staff and Student Entertaining / Hospitality’. Your expense claims should therefore match those given in your application form.When possible, if you are organising events they should be held on UCL premises. Catering should be arranged via your School / Institute office, who will use the services of UCL’s [catering providers](https://www.sodexoatucl.com/hospitality) when possible. Your School / Institute will pay and later [claim back](https://www.ucl.ac.uk/finance/myfinance/idt) from the Faculty Office. Please include your catering costs here.**Total Staff and Student Entertaining / Hospitality:** | £       |
| **Business Entertaining** (if applicable)**:**     If you are buying food or drink outside of the event venue, for example in a restaurant or bar, this counts as ‘Business Entertaining’ under the terms of the UCL Expenses policy. This applies to staff, students and visitors (e.g. guest speakers). Please refer to that section (7.14 to 7.19). Approval from the Built Environment Faculty Office must be sought before organising or paying for any ‘Business Entertaining’. Your expense claims should therefore match those given in your application form.**Total Business Entertaining:** | £ |
| **Other expenses:**     **Total other expenses:**  |            |
| **Total Estimated Expenses:** | **£**  |

**4. Contributions**

|  |  |
| --- | --- |
| **Assured contributions:** (These are **not** essential, but where you have secured assured contributions from other funding sources, such as your School or Institute, please give details) |  |
| Source 1:       | £       |
| Source 2:       | £       |
| Personal contribution:       | £       |
| **Total Assured Contributions:** | **£**       |
| **Amount Requested from the Built Environment Faculty Office:** | **£**     **.00** |
| **Contributions requested but not yet assured:** (These are **not** essential, but where you have requested but not yet assured contributions from other funding sources, such as your School or Institute, please give details) | Date of decision:  | Amount requested: |
| Source:         |        |       |
| Signature of applicant:       | Date:       |
| APPLICANT: Please ensure that your Principal Supervisor completes and signs Section 5. Applications without confirmed Principal Supervisor endorsement will not be considered. |

5. Principal Supervisor’s Endorsement (with reference to the eligibility criteria and requirements outlined below)

|  |
| --- |
| Principal Supervisor (please print):       |
| The student has been asked to provide a description of his/her proposed research, explaining its academic merit and how it meets the eligibility criteria for this fund. His/her statement should include explanation of (i) the original approved viable programme and (ii) the circumstances rendering this programme no longer viable, demonstrating how this is due to **adverse unforeseeable circumstances** and that higher costs have been incurred.Please provide a supporting statement and confirmation that the student’s academic performance is satisfactory. If the student has been registered for 48 months (84 months if part-time) or more, please confirm that the student is actively progressing and is still (as affirmed at his/her upgrade) on course to complete his/her doctorate.      |
| Supervisor’s Institute or School:      | Email:       |

|  |
| --- |
| *FACULTY OFFICE USE ONLY*:Checked By: Date:Postgraduate Enrolled (Bartlett): Y / N Signed Principal Supervisor Endorsement: Y / NDebtor Status: Y/N Previous BDF Awards: Year of Study: Complementary Funds: Y / NEvidence of (i) the original approved viable programme: Y/NEvidence and explanation of circumstances rendering original programme no longer viable: Y/NDecision: Award // Partial Award // Reject // Hold Signed:  |