



## The Bartlett External Training Fund For Research Students Regulations 2018/2019

**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 Bartlett External Training Fund aims to provide research students with additional opportunities to undertake training, essential to their research, not available through the [UCL Doctoral Skills Development Programme](#).

### 2. Eligibility

In order to apply to this Fund you must be:

- a student registered for a UCL MPhil/PhD or EngD degree with a supervisor located in The Bartlett. Students with Completing Research Student status are **not** eligible to apply to this Fund.

Application forms and regulations are available from our website:

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

### 3. General Regulations

- a) The Faculty Research Degrees Committee makes decision on applications.
- b) No more than two Bartlett External Training Fund awards will be made to each student during their programme of study.
- c) 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.
- d) The training must not be available through the UCL Doctoral Skills Development Programme.
- e) Applicants must demonstrate that the external training is **essential** to carry out their thesis research.

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

- Retrospective applications (for expenditure already incurred);
- 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 and tablets.

### 4. Expenses Policy

Please ensure that your expense claims comply with [UCL regulations](#).

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](#) when possible. Your School / Institute will pay and later [claim back](#) from the Faculty Office.

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](#)). 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.

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.

External training courses should be booked using a [UCL Purchase Order](#) and paid directly by UCL on invoice via Accounts Payable. Approval from the Built Environment Faculty Office must be sought before booking an external training course. Your expense claims should therefore match those given in your application form. Please contact the Built Environment Faculty Office ([lisa.cooper@ucl.ac.uk](mailto:lisa.cooper@ucl.ac.uk)) for assistance.

## 5. Awards Available

The maximum amount of an award will be £1,000.

Please note that funding is not guaranteed. Each application is considered on its merits. The Fund is limited and there may be occasions when it is not possible to make an award. Occasionally, partial awards are made.

## 6. How to Apply

- a. There are no deadlines. You may apply at any time but please note that applications are considered by a committee that meets monthly. If you wish your application to be considered at a particular meeting, you will need to submit it at least one week in advance. Please contact the Built Environment Faculty Office ([lisa.cooper@ucl.ac.uk](mailto:lisa.cooper@ucl.ac.uk)) for committee dates. Please submit your application by email to the Built Environment Faculty Office, [lisa.cooper@ucl.ac.uk](mailto:lisa.cooper@ucl.ac.uk). Alternatively, you may either hand in or post a paper copy of your application to the Built Environment Faculty Office, room 2.18 at 22 Gordon Street. Applications must be typed.
- b. Your completed application form must include a supporting statement from your Principal Supervisor, together with his/her signature. This must be handwritten or electronic, not typed. Alternatively, your Principal Supervisor may e-mail confirmation of his/her support to the Built Environment Faculty Office, [lisa.cooper@ucl.ac.uk](mailto:lisa.cooper@ucl.ac.uk).
- f) Applicants must include an explanation of how the proposed training will benefit their thesis.
- c. You will receive e-mailed confirmation of the outcome, normally within five working days of the Faculty Research Degrees Committee meeting at which the decision on your application is made. The e-mail will be sent to your UCL e-mail address only.

Regulations and application forms are updated each year. For the current versions, please check the Built Environment Faculty website:

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

## 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 means (e.g. in relation to travel and accommodation).
- If travelling, applicants are encouraged to use UCL's preferred provider, details of which can be found here (log on required): <https://www.ucl.ac.uk/procurement/agreements/travel>
- You may insure your travel free of charge. Please see the 'Business Travel' and 'To Insure Your Trip' sections of the following webpage (log on required): <https://www.ucl.ac.uk/finance/insurance/travel>
- If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling (GBP), 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.

## 7. Conditions of the Award

If you receive an award from the Bartlett External Training Fund and subsequently receive other funding towards your expenses, you should inform The Built Environment Faculty Office immediately by e-mailing [lisa.cooper@ucl.ac.uk](mailto:lisa.cooper@ucl.ac.uk).

Awards are made on the expectation that recipients provide a short 'output' report (of around 500 words) on the progress of your research, at the conclusion of the training, acknowledging the Bartlett External Training Fund, for inclusion on the Bartlett Doctoral Hub (<https://www.ucl.ac.uk/bartlett/bartlett-doctoral-hub>).

## 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 need to submit them to the Built Environment Faculty Office. If your School/Institute has made contributions, these will need to be claimed directly from them.

**IMPORTANTLY:** please note that for awards made between 1st August 2018 and 21st March 2019, claims (complete and correctly made) must be submitted by 2nd July 2019. Any unclaimed awards after that date will be cancelled. For awards made after 21st March 2019, claims must be submitted after 1st August 2019 and before 1st July 2020. Please plan the timing of your application accordingly.

If you have any questions about The Bartlett External Training Fund, please contact:

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