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| **The Bartlett**  **External Training Fund**  **For Research Students and Staff**  Application Form 2019/120 | **CHECKLIST**  Has supporting documentation been attached?  Have you signed the form? (*This may be typed*)  Has the form been signed by your 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.**

1. Personal Details of Applicant

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| --- | --- | --- |
| Title: | First name: | Family name: |
| Institute or School: | | |
| Email: | | |
| Student Number (if applicable): | | |
| If you are a student, please state your Fee Payer and any Stipends for this academic year (not previous years): | | |

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| Please give the title / provisional title of your thesis |
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2. Required External Training

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| --- | --- | --- | --- | --- |
| We will not consider funding requests for training that is available through the [UCL Doctoral Skills Training Programme](https://doctoral-skills.ucl.ac.uk/).  Please explain how the external training is **essential** to carry out your thesis research: | | | | |
| Name of training course: | Name of training provider: | Location of training course: | Start date: | End date: |

3. Estimated Costs

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| 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:** | £ |
| **External Training Course Fee:**  **Total External Training Course Fee:** | £ |
| **Other expenses** (if applicable):    **Total other expenses:** |  |
| **Total Estimated Expenses:** | **£** |

**4. Contributions**

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| **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

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| Principal Supervisor (please print): | |
| Supervisor’s Institute or School: | Email: |
| **Supporting Statement:**  The student has been asked to explain how the external training is **essential** to carry out his/her thesis research and has been advised that we will not consider funding requests for training that is available through the [UCL Doctoral Skills Training Programme](https://doctoral-skills.ucl.ac.uk/).  Please provide a supporting statement, including an indication of how the requested external training relates to the student’s thesis.  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. | |
| Signature of Supervisor (*handwritten or electronic, not typed*). You may alternatively confirm your endorsement by e-mailing the Built Environment Faculty Office, lisa.cooper@ucl.ac.uk        Date: | | |
| NOTE TO APPLICANT AND SUPERVISOR:  1. Please see CHECKLIST on the front of this form before submitting the application.  2. Please submit the complete application to: **Ms Lisa Cooper, Built Environment Faculty Office, University College London, 22 Gordon Street, London WC1H 0QB** or by e-mail to **lisa.cooper@ucl.ac.uk** | |

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| *FACULTY OFFICE USE ONLY*:  Checked By: Date:  Postgraduate Enrolled (Bartlett): Y / N Signed Principal Supervisor Endorsement: Y / N  Debtor Status: Y / N Previous BDF Awards:  Year of Study: Complementary Funds: Y / N  External Training Available through DSDP: Y / N  Decision: Award // Partial Award // Reject // Hold Signed: |