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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  |
|       |

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 provide details of all relevant training courses offered by UCL and state why these are not appropriate:      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 / NDebtor Status: Y / N Previous BDF Awards: Year of Study: Complementary Funds: Y / NExternal Training Available through DSDP: Y / NDecision: Award // Partial Award // Reject // Hold Signed:  |