

The Bartlett External Training Fund For Research Students and Staff Application Form 2023/24

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,
leanne.taylor@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

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):		

Please give the title / provisional title of your thesis

2. Required External Training

<p>We will not consider funding requests for training that is available through the UCL Researcher Development.</p> <p>Please provide details of all relevant training courses offered by UCL and state why these are not appropriate:</p> <p>Please explain how the external training is essential to carry out your thesis research:</p>				
Name of training course:	Name of training provider:	Location of training course:	Start date:	End date:

3. Estimated Costs

Exchange Rate (if applicable - please use the 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

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)		
Source:	Date of decision:	Amount requested:
Signature of applicant:		Date:
<p>APPLICANT: Please ensure that your Principal Supervisor completes and signs Section 5. Applications without confirmed Principal Supervisor endorsement will not be considered.</p>		

5. Principal Supervisor's Endorsement

Principal Supervisor (please print):	
Supervisor's Institute or School:	Email:
<p>Supporting Statement:</p> <p>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 Researcher Development.</p> <p>Please provide a supporting statement, including an indication of how the requested external training relates to the student's thesis.</p> <p>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.</p>	
<p>Signature of Supervisor (<i>handwritten or electronic, not typed</i>). You may alternatively confirm your endorsement by e-mailing the Built Environment Faculty Office, leanne.taylor@ucl.ac.uk</p> <p style="text-align: right;">Date:</p>	
<p>NOTE TO APPLICANT AND SUPERVISOR:</p> <p>1. Please see CHECKLIST on the front of this form before submitting the application.</p> <p>2. Please submit the complete application to: Ms Leanne Taylor by e-mail to leanne.taylor@ucl.ac.uk</p>	

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:

External Training Available through DSDP: Y / N

Decision: Award // Partial Award // Reject // Hold

Signed: