**THE BARTLETT, FACULTY OF THE BUILT ENVIRONMENT**



 **The Bartlett**

**Student Conference Fund**

Regulations 2017/2018

**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 principal aim of the Bartlett Student Conference Fund is to encourage graduate research students to present their research at international conferences.

2. Eligibility

In order to apply to this Fund you must be:

1. A student registered for an MPhil/PhD or EngD degree with a supervisor located in The Bartlett. Students with Completing Research Student status are eligible to apply to this Fund.
2. Presenting a paper or poster. Applications from students taking some other formal part in the conference proceedings with be considered if details are provided.

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

1. The Bartlett Faculty Office makes decision on applications, under the purview of The Faculty Research Degrees Committee (Executive Sub-Committee).
2. No more than two Student Conference Fund awards will be made to each applicant during their programme of study.
3. Applications should normally be received in The Bartlett Faculty Office at least one month before the date of the conference. In all cases, applications received after the date of the conference will not be considered.
4. 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.
5. Requests will be strengthened by evidence of application to other funding sources (for example your School) or by the existence of other funding. However, this is not essential.
6. Applications are considered on an ad hoc basis (funds permitting). Each application is considered on its merits. However, the Fund is limited and there may be occasions when it is not possible to make an award.

4. Awards Available

Requests may be up to £500 for conferences in the UK and up to £750 for conferences overseas. Larger requests may be considered in exceptional circumstances.

5. How to Apply

1. There are no deadlines. However, to receive a decision before you travel, please submit your application well in advance of the conference (i.e. at least one month beforehand).
2. Please submit **only** the original application form, together with your abstract and supporting documentation. You may either hand in or post a paper copy of your application, or you may e-mail your application to steve.ridge@ucl.ac.uk. However, please note that only complete applications will be considered and your Supervisor must sign the form (handwritten or electronic, not typed). Alternatively, supervisors may confirm their endorsement by e-mailing the Bartlett Faculty Office, steve.ridge@ucl.ac.uk. Incomplete applications and applications without Supervisor endorsement confirmation will be returned to you unconsidered.
3. You will receive e-mailed confirmation of the outcome as soon as possible (typically within five working days of the date the application is received in The Bartlett Faculty Office). The e-mail will be sent to your UCL e-mail address only.

Regulations and application forms will be updated each year. For the current versions, please check The Bartlett Faculty website or contact our office. Applications should be typed. The forms are on the following webpage: <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 accommodation and fares. Details of UCL’s preferred travel provider can be found here (log on required):<https://www.ucl.ac.uk/procurement/agreements/travel>
* To insure your travel, 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>
* Advantage should be taken of ‘Early Bird’ less expensive Conference registration rates, wherever possible.
* Conference dinners and similar expenses will not be funded.
* If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling, 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; however if the actual costs incurred are lower than those estimated, the award will be reduced accordingly.

**Submitting the Application**

* Applicants should attach their abstract, documentation outlining acceptance of paper/poster for presentation and any other supporting documentation to their application form, and forward it to their Supervisor for endorsement and a signature (handwritten or electronic, not typed).
* The application should then be copied if necessary and returned to The Bartlett Faculty Office.
* Please be aware that incomplete applications will be returned to you unconsidered.

7. Conditions of the Award

If you receive an award from the Student Conference Fund and subsequently receive other funding towards your expenses, please inform the Bartlett Faculty Office immediately by e-mailing steve.ridge@ucl.ac.uk.

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 send them to The Bartlett Faculty Office. If your actual costs are lower than your estimated costs, your award will be reduced accordingly. If your School or Institute has made contributions, these will need to be claimed directly from your Department Administrator.

**IMPORTANTLY**: please note that for awards made between 1st August 2017 and 21stMarch 2018, claims (complete and correctly made) must be submitted by 2ndJuly 2018. Any unclaimed awards after that date will be cancelled. For awards made after 21st March 2018, claims must be submitted after 1stAugust 2018 and before 1st July 2019.

Please plan the timing of your application accordingly.

If you have any questions about The Bartlett Student Conference Fund, please contact:

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