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| **The Bartlett****Student Conference Fund** Application Form 2018/19 | **CHECKLIST**[ ]  Have abstract and proof of paper acceptance been attached?[ ]  Have you signed the form? (*This may be typed*)[ ]  Has the form been signed by your Principle Supervisor? (*This must be handwritten or electronic*) 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

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| --- | --- | --- |
| Title:       | First name:       | Family name:       |
| Institute or School:       |
| UCL Email:       |
| Student Number:       |
| Please state your Fee Payer and any Stipends for this academic year (not previous years):       |
| If your fees are paid by a sponsor, please state why your sponsor is not funding this conference attendance:       |

Please give the title / provisional title of your thesis:

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2. Proposal

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| Name of conference and name of organising body:       |
| Location (city and country):       | Date from:       | To:       |
| Are you presenting a PAPER? [ ]  Yes [ ]  No | Are you presenting a POSTER? [ ]  Yes [ ]  No  |
| If **Yes** to either, please attach your abstract and proof of acceptance of paper/poster for presentation. |
| If **No**, please state your participation (please attach relevant documentation AND proof of formal participation in the conference proceedings):       |
| Please state how your request is relevant to your research:      |

3. Estimated Costs & Contributions

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| Exchange Rate (if applicable - please use the [www.xe.com](http://www.xe.com) currency converter): | £1 =       |
| **Travel:** (please give details)       | £       |
| **Total Travel:** | **£**  |
| **Accommodation:**Number of nights:       Cost per night:        |  |
| **Total Accommodation:** | **£**       |
| **Conference Fee:**       | £       |
| **Subsistence:**      **Total Subsistence:** | **£** |
| **Total Estimated Expenses:** | **£**  |
| **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:       |
| APPLICANTS: Please ensure that your Principal Supervisor completes and signs Section 4. Applications without confirmed Principal Supervisor endorsement will not be considered. |

4. Principal Supervisor’s Endorsement

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| Name of Principal Supervisor (please print):       |
| Supervisor’s Institute or School:      | Email:       |
| **Supporting Statement:*** Please indicate the relationship of the proposed conference attendance to the student’s thesis.
* If the student has been registered for 48 months (84 months for part-time students) 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.

Supporting Statement:       |
| 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 APPLICANTS AND SUPERVISORS: 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** |

*OFFICE USE ONLY*:

Checked By: Date:

Top of Form

Postgraduate Enrolled (Bartlett): Y / N Signed Supervisor Endorsement: Y / N

Bottom of Form

Debtor Status: Y / N Presenting / Formal Participation: Y / N

Abstract: Y/ N Confirmation of Acceptance/Participation: Y / N

Previous BDF Awards: Year of Study:

Referred to FRDC: Y / N Complementary Funds: Y / N

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