



The Bartlett Student Conference Fund Regulations 2018/2019

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:

- a. a student registered for a UCL 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.
Students enrolled on a Visiting Research programme within The Bartlett are also eligible to apply but the award will be pro rata (i.e. based on how many months the student is enrolled for). Also, the home institute supervisor must e-mail confirmation that funds for attending the conference are not available from the home institute.
- b. presenting a paper or poster. Applications from students taking some other formal part in the conference proceedings will 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

- a. The Built Environment Faculty Office makes decision on applications, under the purview of the Faculty Research Degrees Committee.
- b. No more than two Student Conference Fund awards will be made to each student during their programme of study.
- c. Applications should normally be received in The Built Environment 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.
- d. 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.
- e. Requests will be strengthened by evidence of application to other funding sources (for example your School/Institute) or by the existence of other funding. However, this is not essential.
- f. In preparing for conference presentations, from writing your paper or poster through to gaining the skills and confidence to present your work, you should review the development opportunities available to doctoral students through the [Doctoral Skills Development Programme](#).

4. Expenses Policy

Please ensure that your expense claims comply with [UCL regulations](#).

When possible, if you are organising events they should be held on UCL premises. Catering should be arranged via your School / Institute office, who will use the services of UCL's [catering providers](#) when possible. Your School / Institute will pay and later [claim back](#) from the Faculty Office.

Food and drink for workshops, seminars, training events and conferences that you organise is counted as 'Staff and Student Entertaining / Hospitality' under the terms of the UCL Expenses policy. This applies to events where most of those present are UCL staff and students, with some or no visitors. Please refer to that section ([7.8 and 7.9](#)). Approval from the Built Environment Faculty Office must be sought before organising or paying for any 'Staff and Student Entertaining / Hospitality'. Your expense claims should therefore match those given in your application form.

If you are buying food or drink outside of the event venue, for example in a restaurant or bar, this counts as 'Business Entertaining' under the terms of the UCL Expenses policy. This applies to staff, students and visitors (e.g. guest speakers). Please refer to that section ([7.14 to 7.19](#)). Approval from the Built Environment Faculty Office must be sought before organising or paying for any 'Business Entertaining'. Your expense claims should therefore match those given in your application form.

External training courses should be booked using a [UCL Purchase Order](#) and paid directly by UCL on invoice via Accounts Payable. Approval from the Built Environment Faculty Office must be sought before booking an external training course. Your expense claims should therefore match those given in your application form. Please contact the Built Environment Faculty Office (lisa.cooper@ucl.ac.uk) for assistance.

5. 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.

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.

6. How to Apply

- a. 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) by email to the Built Environment Faculty Office, lisa.cooper@ucl.ac.uk. Alternatively, you may either hand in or post a paper copy of your application to the Built Environment Faculty Office, room 2.18 at 22 Gordon Street. Applications must be typed.
- b. Your completed application form must include a supporting statement from your Principal Supervisor, together with his/her signature. This must be handwritten or electronic, not typed. Alternatively, your Principal Supervisor may e-mail confirmation of his/her support to the Built Environment Faculty Office, lisa.cooper@ucl.ac.uk.
- c. Along with your completed application form, please also submit your abstract and proof of acceptance of your paper/poster. The proof may be an e-mail from the organiser or a link to an official webpage of the event, confirming your paper/poster presentation.
- d. You will receive e-mailed confirmation of the outcome, normally within five working days of the date the complete application is received by the Built Environment Faculty Office. The e-mail will be sent to your UCL e-mail address only.

Regulations and application forms are updated each year. For the current versions, please check the Built Environment Faculty website:

<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. Although not essential, applicants are encouraged to use UCL's preferred travel provider, details of which can be found here (log on required): <https://www.ucl.ac.uk/procurement/agreements/travel>.
- You may insure your travel to the conference free of charge. 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.
- If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling (GBP), using www.xe.com.
- Please be as accurate as possible in estimating your projected expenses. Awards are given based on the

estimated costs. If the actual costs incurred are lower than those estimated, the award will be reduced accordingly.

7. Conditions of the Award

If you receive an award from the Student Conference Fund and subsequently receive other funding towards your expenses, such as from your School/Institute you must inform the Built Environment Faculty Office by e-mailing lisa.cooper@ucl.ac.uk.

Awards are made on the expectation that recipients provide a short 'output' report (of around 500 words) following their conference presentation, acknowledging the Bartlett Student Conference Fund, for inclusion on the Bartlett Doctoral Hub (<https://www.ucl.ac.uk/bartlett/bartlett-doctoral-hub>).

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 submit them to the Built Environment Faculty Office. If your School/Institute has made contributions, these will need to be claimed directly from them.

IMPORTANTLY: please note that for awards made between 1st August 2018 and 21st March 2019, claims (complete and correctly made) must be submitted by 2nd July 2019. Any unclaimed awards after that date will be cancelled. For awards made after 21st March 2019, claims must be submitted after 1st August 2019 and before 1st July 2020. 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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