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| **The Bartlett**  **Student Conference Fund**  Application Form 2019/20 | **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

As part of the UCL [Green Travel Plan](https://www.ucl.ac.uk/drupal/site_greenucl/sites/greenucl/files/ucl-travel-plan.pdf), we strongly encourage applicants to consider their travel plans and avoid short haul flights where there may be other feasible options.

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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: