

# The Bartlett Student Conference Fund Application Form 2023/24

## 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 Principal Supervisor? *(This may be handwritten or electronic)*

Supervisors may alternatively e-mail a statement of support to the Built Environment Faculty Office, [leanne.taylor@ucl.ac.uk](mailto: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

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:

## 2. Proposal

Name of conference and name of organising body:	
Location (city and country):	Date from:                      To:
Are you presenting a PAPER? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you presenting a POSTER? <input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>Yes</b> to either, please attach your abstract and proof of acceptance of paper/poster for presentation.	
If <b>No</b> , 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

In order to support UCL [Low Impact Travel](#), we strongly encourage applicants to consider their travel plans and avoid short haul flights where there may be other feasible options.

UCL have partnered with [Clarity](#) to support your travel planning, please consider options provided by Clarity when exploring your travel options.

<https://www.ucl.ac.uk/prospective-students/international/introducing-clarity>

Exchange Rate (if applicable - please use the <a href="http://www.xe.com">www.xe.com</a> currency converter):		£1 =
Travel: (please give details of airports travelling to and from)		£
<b>Total Travel:</b>		<b>£</b>
<b>Accommodation:</b>	Number of nights:                      Cost per night:	
<b>Total Accommodation:</b>		<b>£</b>
<b>Conference Fee:</b>		£
<b>Subsistence:</b>		
<b>Total Subsistence:</b>		<b>£</b>
<b>Total Estimated Expenses:</b>		<b>£</b>
<b>Assured contributions:</b> (These are <b>not</b> essential, but where you have secured assured contributions from other funding sources, such as your academic department, please give details)		
Source 1:		£
Source 2:		£
Personal contribution:		£
<b>Total Assured Contributions:</b>		<b>£</b>
<b>Amount Requested from the Built Environment Faculty Office:</b>		<b>£                      .00</b>
<b>Contributions requested but not yet assured:</b> (These are <b>not</b> essential, but where you have requested but not yet assured contributions from other funding sources, such as your academic department, please give details)		
Source:		Date of decision:                      Amount requested:
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

Name of Principal Supervisor (please print):	
Supervisor's academic department:	Email:
<p><b>Supporting Statement:</b></p> <ul style="list-style-type: none"> <li>Please indicate the relationship of the proposed conference attendance to the student's thesis.</li> <li>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.</li> </ul> <p>Supporting Statement:</p>	
Signature of Supervisor (handwritten or electronic, not typed). You may alternatively confirm your endorsement by e-mailing the Built Environment Faculty Office, <a href="mailto:leanne.taylor@ucl.ac.uk">leanne.taylor@ucl.ac.uk</a> :	Date:
<p><b>NOTE TO APPLICANTS AND SUPERVISORS:</b></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: <b>Ms Leanne Taylor</b> <a href="mailto:leanne.taylor@ucl.ac.uk">leanne.taylor@ucl.ac.uk</a></p>	

*OFFICE USE ONLY:*

Checked By:

Postgraduate Enrolled (Bartlett): Y / N

Debtor Status: Y / N

Abstract: Y / N

Previous BDF Awards:

Referred to FRDC: Y / N

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

Date:

Signed Supervisor Endorsement: Y / N

Presenting / Formal Participation: Y / N

Confirmation of Acceptance/Participation: Y / N

Year of Study:

Signed: