



The Bartlett Student Conference Fund Regulations 2023/24

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 recorded on Portico as enrolled on a UCL MPhil/PhD or EngD degree with a supervisor located in The Bartlett, at the point of application. 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.

Students on Study Leave are eligible to apply. However, they may only claim the cost of travel from London to the conference location.

- 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:

[Bartlett Doctoral Funding](#)

3. General Regulations

- a. The Built Environment Faculty Office makes the 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 be received by Leanne Taylor (leanne.taylor@ucl.ac.uk) between the application windows below. Applications will be reviewed on a case-by-case until the funds for each term have been awarded. In all cases, applications received after the date of the conference will not be considered.
Term 1 application dates: 25th September - 6th November 2023
Term 2 application dates: 08 January - 12th February 2024
Term 3 application dates: 22 April - 3rd June 2024
- 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. 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 [Researcher Development](#).
- f. Any student wishing to attend a conference in person must firstly ensure this is in line with Government guidelines and then complete a [Risk Assessment](#) (to be signed by your supervisor) which should be submitted along with the application form. Please see the 'Meeting, Events and Conferences' section of the UCL Safety Services [website](#).

4. Expenses Policy

Please ensure that your expense claims comply with [UCL regulations](#). Only those costs approved as part of the application will be reimbursed.

5. Awards Available

Requests may be up to £500 for conferences in the UK and up to £750 for conferences overseas. Requests for virtual conferences may be made up to £500.

As part of the UCL Green Travel Plan, we strongly encourage applicants to consider their travel plans and avoid short haul flights where there may be other feasible options.

6. How to Apply

- a. Submit your application in advance of the conference and in line with the application windows, by email to leanne.taylor@ucl.ac.uk.
- 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, leanne.taylor@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:

[Bartlett Doctoral 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.
- 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 leanne.taylor@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/study/mphilphd>).

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 claims (complete and correctly made) must be submitted within 2 months of the award. Any unclaimed awards after that date will be withdrawn. Please plan the timing of your application accordingly.

If you have any questions about the Bartlett Student Conference Fund, please contact:
Leanne Taylor (leanne.taylor@ucl.ac.uk).