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## Bartlett Travel Awards and Scholarships

### Guidelines for applicants

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##### 1. Purpose

The Bartlett Faculty Travel Awards and Scholarships are available to support **Bartlett undergraduate students** in undertaking independent travel to another country. These awards are intended to fund travel which, rather than being directly related to a student's formal programme of study or coursework, will provide the student with an opportunity to independently experience and study a place which is new to them, and which they would not otherwise have the chance to visit. The awards are not intended to subsidise course related field trips, conferences, design projects, dissertation/thesis research or to return to a student's home country.

There are three scholarships available:

##### **Herbert Henry Bartlett Travel Scholarship**

This award is available for study and travel anywhere in the world.

##### **Owings Travel Scholarship**

This award is available for study and travel in the USA only.

##### **Maggie Scruton Memorial Travel Scholarship**

This award is available for study and travel in France only.

Students may apply for more than one of the above travel scholarships, but should only submit one application form. More than one award may be made from each scholarship fund. The amount available each year varies according to the return on the original scholarship donation. However, based on recent years, the amount of individual awards normally tends to be between £250.00 and £300.00.

##### 2. Eligibility

All undergraduate students registered on full-time undergraduate programmes of study in the Bartlett Faculty of the Built Environment are eligible to apply. Normally one award is made to a student from each of the following programmes of the Bartlett:

##### **The Bartlett School of Architecture:**

BSc Architecture

BSc Architectural Interdisciplinary Studies

##### **The Bartlett School of Construction and Project Management:**

BSc Project Management for Construction

BSc Project Management for Construction (sandwich programme)

##### **The Bartlett School of Planning:**

BSc Urban Planning, Design and Management

BSc Urban Studies

BSc Planning and Real Estate

### 3. The following requests will not normally be funded:

- Applications to cover cost of group Bartlett or UCL fieldtrips
- Retrospective applications for expenditure on travel already incurred
- Awards for group travel
- Funding for overseas students wishing to travel to their country of origin
- Requests to cover costs of field research directly relating to the programme of study on which a student is enrolled, for which it is generally expected that arrangements will have been made prior to the beginning of the student's degree programme
- Funding for research directly linked to course work (e.g. a dissertation or thesis, design process)
- Funding for travel to attend conferences

### 4. Criteria used to assess applications

All applications will be considered by the Bartlett Travel Awards Committee Chaired by the Faculty Tutor. The Bartlett Travel Awards Committee assesses and grades all applications on their merits, according to the criteria set out below:

- The formulation of the travel proposal
- The clarity of the stated objectives of the trip
- Timing of trip (most awards are made for travel in the summer vacation)
- Thoroughness of proposal and budget (preference will be given to students who apply for part, rather than the full cost, of the proposed study and travel and are able to fund the balance).
- Likelihood that the student will directly benefit from the travel, in terms of their academic, personal and/or career development
- Opportunity to investigate something or somewhere different or unique which would not have arisen if funding was not available

### 5. How to apply

**The deadline is Friday 12<sup>th</sup> May 2017, 17.00**

Applicants should use the application form provided, available from the Bartlett website.

Applications should be typed wherever possible. All applications should be submitted by email, electronically in MS Word format, to: **Naz Siddique: [n.siddique@ucl.ac.uk](mailto:n.siddique@ucl.ac.uk)**

**University College London, The Bartlett School of Architecture, Professional Studies Administration, 22 Gordon Street, London, WC1H 0QB**

#### **Applications should include:**

- Details of proposed destination, route, and specific itinerary of places it is intended to visit
- Dates of travel, length of stay
- Method of transport to destination
- Purpose of travel and relevance to academic, personal or career development. Please identify reasons for choice of destination and explanation of what it is expected to achieve.
- Any equipment necessary for travel
- Breakdown of all estimated expenses, justifying costs and providing quotations (including flights, insurance, accommodation, expenses). Please be as accurate as possible in projecting costs
- An indication of how you will raise funds for the trip other than the amount provided through the travel award, should you be successful (e.g. personal funds; other grant or scholarship, etc.)

## **6. Submitting the application**

1. It is not necessary to submit these guidelines with the application.
2. Incomplete applications will be returned.

## **7. Claiming your award**

A meeting of The Bartlett Travel Awards Committee will normally be held within 6 weeks of the deadline for applications. You will receive email confirmation of the outcome of your application if successful by **Friday 22<sup>nd</sup> June 2017**. Regretfully, unsuccessful applicants will not be notified individually. The awards applications will be processed as quickly as possible, please do not contact the awards administrator or awards committee members if you have not received notification, we will inform the successful applicants individually.

## **8. On returning from travel funded by a Bartlett Travel Award**

Following expenditure of the travel award, individuals **are required** to submit a Bartlett Travel Award Report 2000 – 4000 words (within 1 month of return) accounting for the expenditure and describing the trip and its outcomes. Original receipts / tickets should be submitted with the report as appropriate.

**If a report is not submitted within this time any funds awarded will have to be paid back to UCL.**

## **9. Further information**

If you have any queries about the Bartlett Travel Awards please contact Susan Ware (s.ware@ucl.ac.uk). Please note that detailed advice on individual travel proposals cannot be given.)