DEPARTMENT OF CLASSICS

POSTGRADUATE RESEARCH EXPENSES APPLICATION FORM

Please read the guidelines below before filling in this form. The completed form should be sent as an e-mail attachment to the Director of Graduate Studies and the graduate studies administrator

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| Your name: |
| Activity for which you want to claim expenses (delete whatever does not apply): |
| Details of activity, e.g. location of conference or seminar, nature of materials to be accessed, etc.: |
| Please describe (c. 100 words) the benefits to your research which you expect to gain from the activity. |
| Please provide an estimate of anticipated costs: |
| OFFICIAL USE ONLY |

# GUIDELINES

1. All expenses claims are subject to the availability of departmental funds and to the approval of the Head of Department.
2. Applications must be made to the Director of Graduate Studies in advance using this form. All applications must contain an estimate of anticipated costs and a justification in terms of the benefit to the applicant’s research.
3. As a general rule, the Department offers assistance with research expenses up to an annual maximum (currently £250).
4. ‘Research expenses’ may include, for example, the costs of attending a conference or seminar (especially when giving a paper), visiting a museum, library or archaeological site, or obtaining essential research materials.
5. Where external funding is available for an event or activity, e.g. Classical Association conference bursaries, you must apply for this first before approaching the Department.
6. We do not cover costs of travel between home and College or central London venues, or between College and central London.
7. For reasons of equity, note 6 applies to all students, irrespective of where they live. It follows that students who live abroad cannot claim the costs of travel to and from the UK. In the case of research expenses incurred by students living abroad, the department can make a contribution based on what it would be reasonable for a UK-based student to claim for the same activity.
8. Your application will be considered on behalf of the department by the Director of Graduate Studies and the Head of Department. We shall try to respond as soon as we can.
9. Approval of claims will be reported to the Graduate Studies Committee.
10. Any applications for funds in excess of the annual maximum, or for purposes not covered by note 4 above, may be referred to the Graduate Studies Committee (meeting once each term).
11. Once an application has been approved, it is your responsibility to provide the Senior Faculty Administrator with a record of actual expenses including receipts once the activity has been completed. No payment will be approved unless receipts are submitted.
12. You may be asked to provide a brief retrospective account of the activity for publication on the departmental postgraduate web pages.