

## **Application form for travel funding (Tim Newling Fund, Student Enabling Fund and Emily Paige Short Fund)**

**Department of Earth and Planetary Sciences**

**Birkbeck, University of London**

A generous donation from a former student Mr Timothy J Newling and other anonymous donors has allowed us to establish funds to provide students with financial assistance with fieldwork and travel for scholarly purposes.

Applicants should be enrolled on a BSc, or postgraduate (PhD, MPhil, or Masters) at the Department of Earth and Planetary Sciences, Birkbeck College. Applicants should complete the accompanying application form and return it to Dr Eleanor Jennings.

The Tim Newling fund is a finite resource, so the following guidelines are to ensure that it is spent fairly and can be used to help as many students as possible.

### **Application deadline**

There are three application deadlines per year:

- 1) 30 November
- 2) 28 February
- 3) 31 May

### **Conditions of receipt of fund**

If you are awarded money from the Tim Newling fund, you are required to produce some evidence of expenditure at the end, to demonstrate that the fund was used as requested. Please nominate an end date on the form. Failure to follow this procedure may result in you being asked to repay the money and/or jeopardise future applications to the fund.

### **Undergraduate students**

Funding is limited to up to £500/person/year and offers partial support for fieldtrip attendance. It is only available in cases of financial hardship and failure of the college to provide funds (see below).

#### 1) AFT Fieldtrip funding and Map and Thesis

If students need help in funding an AFT fieldtrip or the Map and Thesis, they should apply directly to Student Services in the first instance. Other sources of funding are available and should be applied to BEFORE the Tim Newling Fund (this fund is a last resort if you are unable to acquire college funds or are ineligible for them, and are struggling to finance your fieldwork). Please contact Student Support directly <http://www.bbk.ac.uk/student-services/student-advice-service/contact-us> to enquire about eligibility to the various college funds, or browse this site: <http://www.bbk.ac.uk/student->

[services/financial-support/undergraduate-financial-support](#). You may be eligible for funds such as the Birkbeck Financial Support Scheme, the Financial Hardship fund, or a cash bursary depending on your situation.

If you have applied to a relevant college fund through Student Support and are told that you are ineligible, but are nonetheless experiencing demonstrable financial hardship, you may then be eligible to apply to the Tim Newling fund directly through the department. Please explain to us what you have previously applied for, or not been eligible for, and **provide evidence** of this. We will generally not fund cases that where a student is over college income thresholds.

The Tim Newling fund could be used for the fieldtrip fee, travel, or in the case of students attending AFT1 only, essential equipment (compass-clinometer and hand lens only). If the fund runs out, we will prioritise applications where the fieldtrip is an essential module rather than an optional one (e.g. Geology students on AFT1 have priority over Planetary Sciences). In case the fund is severely over-subscribed, students further through their degrees may be prioritised.

## 2) Other travel

If you have other course-related travel, require more travel-related funds because of a disability etc. please contact us directly: the Tim Newling fund may also be applicable. If the travel is for fieldwork beyond the remit of the course of study, consider the Emily Paige Short fund:

<http://www.bbk.ac.uk/student-services/financial-support/bursaries>.

## Postgraduate students

Funding is limited to £1000/person over the course of your degree

You may apply to this fund to help pay for fieldwork, conference or workshop travel, or other travel related to your studies. You may apply more than once for smaller sums of money, or once for the full sum for expensive travel (e.g. international conference). The total available from the Tim Newling fund will be £1000. Consider using this money to supplement other student travel bursaries available, e.g. through societies such as the Geological Society or through conference bursary schemes. For some fieldwork, the Emily Page Short fund may be appropriate:

<http://www.bbk.ac.uk/student-services/financial-support/bursaries>.

Please state clearly on the form what your source of funding is (if any) and what provisions are available for travel and research costs. Tim Newling funding is generally unavailable to DTP students except in the case of exceptional circumstances, and may also not be given to other students with access to significant research funds. If you are funded and still require travel money, the justification for this must be clearly explained in a supplemental letter from your PhD supervisor.

**Application form: Timothy Newling Fund**

By signing here, you confirm that you are registered student in Earth and Planetary Sciences and that you have read the eligibility criteria and that meet the income criteria. You must be able to provide financial evidence if requested. These are found here: UG under Student Support scheme eligibility: <http://www.bbk.ac.uk/student-services/financial-support/access-to-learning-fund> and PG see Income Criteria: <http://www.bbk.ac.uk/student-services/financial-support/birkbeck-postgraduate-bursary>

Name	Signature	Date

Programme of study:
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Please explain why you are applying for travel funding
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Other funds applied to / are you eligible for other funds, including college funds (UG only)? Please provide evidence as an attachment.
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Completion date (after this we will ask for evidence of expenditure)	
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Budget (itemised, please give adequate details e.g. fees, purchases, mode and distance of transport, nights in hotel and cost per night). Add rows if required.

Item	Cost
<b>Total</b>	

Project supervisor (Map and Thesis project or PG students only)

Name	Signature	Date

Outcome

Amount	HoD Signature	Date