

Postgraduate Academic Travel Fund

The purpose of the fund

The purpose of the postgraduate academic travel fund is to encourage and support full- and part-time postgraduate students travelling to present at appropriate conferences and clinical medicine students travelling for electives.

Masters students

Full-time students taking one-year Masters courses are entitled to request up to a total of £350 during their course of study to support academic travel to appropriate conferences where they are presenting a paper or poster. The full amount need not be used for travel to one event. Requests can only be considered that are submitted before the student's course end date.

Doctoral students

Full-time students taking doctoral courses of three or more years are entitled to request up to £350 during each of their first three years study to support academic travel to appropriate conferences where they are presenting a paper or poster. The available sum accumulates over three years, so any unused portion may be carried over to a subsequent year to a total potential maximum of £1,050. The full available amount need not be used for travel to one event. Any remaining unused portion after three years of study must be requested within 3 months post-submission or before the end of a fourth year of study – whichever is earlier.

Medicine and Veterinary Medicine students

Standard Course Medicine MB/BChir and Veterinary Medicine VetMB students are entitled to request up to £350 during each of their three clinical studies years of study to support academic travel on the same basis as doctoral students, and for travel to electives. The available sum accumulates over the three clinical years as it does for those taking doctoral courses. Students whose electives are in developing countries can be considered for additional funding of up to £300 from the Martin Le Cornu Fund.

MB/BChir students taking the three-year integrated MB/PhD will have any entitlement used during the first clinical year "paused" while the doctoral phase is carried out, the doctoral phase will be treated as the commencement and completion of a new course under the arrangements for doctoral students (see above) for the purposes of these grants.

Part-time students

Part-time students have the same total sums available pro-rated based on their specified rate of part-time study.

Process

Requests will be assessed on the basis of a supporting statement with the strong endorsement of the supervisor for doctoral students, and of a supervisor, lecturer or course coordinator for Masters

students. Supporting statements will be expected to confirm whether or not, in the view of the supervisor:

1. the student is presenting a paper or poster at a recognized academic conference, or planning to travel for a medical elective,
2. the travel will benefit, enhance and develop the student's individual research or study related to the course they are undertaking at Cambridge,
3. the planned travel may disrupt or be detrimental to the student's engagement with their studies, and whether
4. the supervisor supports the student's travel to the event.

Applications will be assessed on the basis of these criteria, which may be modified from time-to-time by the Senior Postgraduate Tutor.

Further requirements

The fund can only provide support for authorised travel in line with University norms and regulations. This normally means that taught Masters students will not travel during Full Term, and that the Leave to Work Away process will be followed where required. In all cases, students should have appropriate insurance in place, and may only travel to the extent permitted by their UK visa or any visa required to travel outside the UK.

While payment may be made in advance, receipts showing expenditure for the full amount provided by the fund for the relevant trip must be provided on return, with a summary report on the trip. Those in receipt of funding are not eligible to apply to the fund if relevant receipts and reports have not been provided for any previous travel supported by the fund, and they may be required to repay any grant for which receipts cannot be provided.