**Exceptional Approval For Transferring Proficio Funds to Attend an External Course/Conference**

PGR students have a [set amount](https://www.essex.ac.uk/student/postgraduate-research/proficio-funding) reserved in their Proficio funding for course and conference attendance. Students are expected to manage their funding to make best use of the funds available and to ensure that the individual allocations are not exceeded.

Once a student exhausts their funding from one part of their allowance (either conference attendance or course attendance) and an additional course/conference arises that would benefit the student in attending, **one** exceptional funding request can be made to use funds from their other allowance providing there is sufficient funding available.

You should consult the guidance available on the Proficio webpages on External Course and Conference requests before you submit your application.

**PART 1 – STUDENT REQUEST**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Registration Number |  |
| Department/School |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| Date of Course/Conference |  |
| Title of Course/Conference |  |
| Name of the organisation running the Course/Conference |  |
| Location of Course/Conference |  |
| Duration of Course/Conference/ (either in days or hours) |  |
| Cost of Course/Conference  |  |

**EVENT SUITABILITY**

|  |  |
| --- | --- |
| Brief description of the course/conference (topics covered, keynote speaker(s)) |   |
| Weblink to course/conference (**Mandatory requirement**) |  |
| How is this course/conference beneficial to the successful completion of your research degree? |  |

**TRANSPORT DETAILS**

|  |  |
| --- | --- |
| Will transport costs be incurred to enable you to attend the course/conference? | [ ]  Yes[ ]  No |
| If “Yes”: |  |
| Mode of transport |  |
| Length of journey |  |
| Estimated total cost of journey(s) |  |

**ACCOMODATION DETAILS**

|  |  |
| --- | --- |
| Will accommodation costs be incurred to enable you to attend the course/conference? | [ ]  Yes[ ]  No |
| If “Yes”: |  |
| Type of accommodation |  |
| Length of stay |  |
| Estimated total cost of accommodation |  |

**COST OF CLAIM**

|  |  |
| --- | --- |
| Total cost of exceptional claim (including cost of course, transport and accommodation) |  |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Please provide any other information that you deem appropriate, for consideration as part of the approval process. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature |  | Date |  |

**PART 2 – SUPERVISOR APPROVAL**

**APPROVAL OUTCOME**

|  |  |
| --- | --- |
| Do you confirm that this course/conference will be beneficial to the successful completion of the student’s research degree and is a good use of their Proficio funds? | [ ]  Yes[ ]  No |
| Please provide a short statement as to how this student will benefit from attending the course/conference |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Signature |  | Date |  |

Please submit this form to Proficio@essex.ac.uk

Your request will be considered by the Deputy Dean (Postgraduate Research Training), or nominee, and you will be notified of the outcome, usually within 7 days.