

## **Medical Student Conference Bursary applications**

### **Further Information (Aug 2015)**

- You cannot apply for financial assistance through the Conference Bursary Group without having first gained approval for the leave via the School's Leave/Absence policy and forms.
- Once you are in receipt of your authorised Leave/Absence form you must complete an Application for Financial Assistance and send this along with a copy of your authorised Leave/Absence form to [medicine.bursaries@keele.ac.uk](mailto:medicine.bursaries@keele.ac.uk) for consideration at the next scheduled meeting of the Bursary Group.
- The Bursary Group meets once a semester (normally in November, February and June).
- If your claim is approved, the amount to be reimbursed will generally be your conference fee and a reasonable amount towards your expenses.
- To claim the cost you need to submit a **non staff members expenses form** with receipts after the event.
- Please note that if you have spent more than the amount recommended for reimbursement then you will only receive the agreed amount.
- There is also a limit for the maximum amount each student can claim and this is agreed by the Bursary Group annually. Any amount claimed in excess of this sum will not be reimbursed.
- Should the amount of claims in any year exceed the budget, then preference will be given to students who are presenting at a conference.
- The School follows Keele regulations in deciding on reasonable expenses. Travel should be by public transport, booked in advance and it is expected that students will use a Railcard. If private transport, taxis etc. are used then the reimbursement may only be that of the expected rail fare. Overnight accommodation should not exceed the cost as laid down in the Keele guidance, and students are therefore expected to seek out the most economical accommodation. Overseas travel will not be reimbursed.
- Any queries should be emailed to [medicine.bursaries@keele.ac.uk](mailto:medicine.bursaries@keele.ac.uk)
- The School would also like all students who are granted study leave to complete an evaluation/attendance report following the event. The completed evaluation should be sent to the Student Support Office or emailed to [medicine.bursaries@keele.ac.uk](mailto:medicine.bursaries@keele.ac.uk)