

UNIVERSITY OF WESTMINSTER SCHOLARSHIP PROGRAMME

PROFESSOR GEOFFREY PETTS MEMORIAL FUND

APPLICATION FORM 2026/2027

PART A: *to be completed by the doctoral researcher:*

Name:

Student ID:

School:

Start date of Doctoral programme:

Year of study:

University Email address:

Mode of attendance: Full-time/part-time/distance-learning/writing up (*delete as appropriate*)

Funding status: Self-Funded/ Funded (*delete as appropriate*)

If funded, please specify the name of your studentship:

Doctoral Project title:

Summary of Proposed Fieldwork: *Please provide details of the fieldwork, including date, location and summary of activity.*

Fieldwork Location/s:

Departure Date:

Return Date:

Please give a brief outline of your research plan, making it clear why it is necessary to undertake this travel, how it contributes to your dissertation research, and a justification for the resources requested in the indicative budget (approx. 500 words).

Have you submitted a risk assessment

Yes No N/A

☐	☐	☐
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Have you sought ethics approval

☐	☐	☐
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Please provide your Research Ethics application number/s (generated in the VRE):

Purchase of research equipment details: *Please provide details of the equipment needed and how this supports your fieldwork activities (approx. 500 words).*

Expenses Requested: *(For foreign currency items, convert to GBP (£) and show exchange rate used, or claim sterling charged to credit card)*

<i>Expense type</i>	<i>Breakdown of costs – separate each journey, country, equipment cost etc.</i>	<i>Total costs in this category (£)</i>
International Travel e.g. flights, train		
Internal travel costs – number of trips and method of transport		
Accommodation type and nightly rate (N.B. This should not exceed a max. £100 per night).		
Research Equipment		
Total Sum Requested (£)		

Declaration:

Please tick the boxes below

I enclose:

An itemised list of anticipated costs (as above)

☐

Evidence that an ethics approval application has been submitted (if applicable)*

☐

*as indicated by the application number given above.

Applicant's electronic signature:

Date:

Please email your completed form to your Director of Studies. Once they have completed Part B and returned the form to you, please send the form to your PhD Coordinator for the completion of Part C. Your PhD Coordinator should then return the form to you. Please submit the completed form along with any supporting documentation to graduateschool@westminster.ac.uk

Please note that sign off by your DoS and PhD Coordinator does not mean that your application has been approved. Final ratification requires Graduate School approval.

PART B: to be completed by the applicant's Director of Studies, to confirm that:

- ☐ The proposed fieldwork falls within the remit of the doctoral research
- ☐ Doctoral Researcher progression is on track for timely completion
- ☐ An ethics application is in progress/has been approved for the proposed field work (if applicable)

Statement of support (maximum of 300 words):

Director of Studies: Date:

Once complete please return to the applicant who will need to send it to their PhD Coordinator for completion. Where the PhD Coordinator is also on the Supervisory Team please send the application to the Assistant Head of College - RKE.

PART C: to be completed by the PhD Co-ordinator

Statement of support from School to confirm that:

The application has the support of the School ☐ or The application does not have the support of the School ☐, please provide a reason:

☐ There are no outstanding APRs (i.e. doctoral researcher has met own APR deadline; no outstanding remedial action)

PhD Co-ordinator Date:

Once complete, please return the form to the doctoral researcher. Once the application is received and validated, we will send a confirmation email to the applicant confirming successful receipt of their application.

FOR GRADUATE SCHOOL USE ONLY

PART D: to be completed by the Graduate School Board

Decision

GSB Chair: Date: