

EXCEPTIONAL FUNDING APPLICATION – Guidance for Applicants

If you are a current student, and receive funding from the Cambridge Commonwealth, European & International Trust, you can apply for financial assistance towards conference funding, extension funding, or any other unforeseen expenses.

There is no guarantee that the Trust will approve requests for additional funding, either in full or in part. Please note that retrospective applications will not be considered.

The Trust has limited resources for the provision of additional funding. When applying for this funding, scholars must also apply to other sources both within the University (i.e. your Department, College) and outside the University, where possible.

If funding partners contribute towards the cost of your scholarship, there is no need for you to apply directly to them as the Trust will administer this on their behalf.

If you have any questions, please contact the Trust at cambridge.trust@admin.cam.ac.uk.

1 EXCEPTIONAL FUNDING POLICY

- [a\) Conference Funding](#)
- [b\) Extension Funding](#)
- [c\) Other Exceptional Funding](#)

2 APPLICATION PROCESS

- [a\) Application Form](#)
- [b\) Personal Information](#)
- [c\) Supervisor Statement](#)
- [d\) Timetable for Applications](#)
 - [i\) Conference Funding](#)
 - [ii\) Other Exceptional Funding](#)
 - [iii\) Extension Funding](#)

3 ADDITIONAL INFORMATION FOR EXTENSION FUNDING

- [a\) Length of Funding Extension](#)
- [b\) Extension to Submission Dates](#)
- [c\) Reason for Extension Request](#)
- [d\) Financial Impact \(for Covid-related disruption\)](#)

1 EXCEPTIONAL FUNDING POLICY

a) Conference Funding

During the tenure of a PhD award, the Trust can consider one application for funding towards a conference up to a maximum of £500 (applications for virtual conference fee registrations will also be considered). It is the Trust's policy that retrospective applications and applications for conferences taking place during a fourth year of study cannot be considered.

b) Extension Funding

Scholars who receive full maintenance from the Trust may apply for an extension of this funding. Awards from the Trust for a PhD are usually of a tenure of three years (unless otherwise stated in the case of MRes and PhD 1+3) and for a Master's degree, the tenure is usually 1 year (or sometimes 9 months or 2 years). PhD students may remain on the Register of Postgraduate Students for a further 12 month 'writing up' period, and will normally be automatically exempt from payment of University Composition Fees during that time. Please be aware that all students requiring an extension to cover writing up periods need to apply to the Trust before any additional maintenance can be considered.

In the unusual circumstances presented by the pandemic of Coronavirus, the Cambridge Trust will also be considering applications for extensions of maintenance funding for students, on a case-by-case discretionary basis.

The Trust will consider applications for a term of overrun and subsequent terms if:

- you have the support of your College Tutor and Supervisor
- it can be shown that reasons beyond your control have contributed to the need for extra time
- it is certain that no further University Composition Fee is payable on your behalf
- you have a plan of work which will take you to completion

c) Other Exceptional Funding

Fully funded scholars should not normally need to apply to the Trust for exceptional funding as maintenance payments are calculated to meet living costs whilst studying. If, however, you run into financial difficulties, we will consider applications for exceptional funding.

The Trust will consider exceptional funding applications for students with a partial award but please do bear in mind that adjustments to awards are not normally allowed and the Trust would expect to hold students to the financial guarantee that they undertake in order to secure their place.

The Trust will consider applications for assistance:

- If it is clear that exceptional funding is required because of an unforeseeable change of circumstances since you came to Cambridge. This would include bereavement or illness. It would not necessarily include the failure of overly optimistic funding plans.
- If you are nearing the end of your degree course.
- If the grant from the Trust (and other sources) will be sufficient to enable the successful completion of your course.

2 APPLICATION PROCESS

a) Application Form

A form on which to apply for exceptional funding (for extensions, conferences and any other exceptional funding) can be obtained from the Cambridge Trust website at <https://www.cambridgetrust.org/scholars/>.

- Complete Part I as fully as possible yourself.
- If you are an undergraduate or affiliated student, pass the form to your College Tutor and ask them to complete Part II, and return the completed form to the Trust.
- If you are a postgraduate student:
 - Pass the form to your College Tutor and ask them to complete Part II.
 - Your Tutor should then forward the form to your Course Director/Supervisor.
 - Your Course Director/Supervisor then completes Part III and returns the completed form to the Trust.

b) Personal Information

The Trust will treat all supporting personal information in strictest confidence.

c) College Tutor and Supervisor Statements

Students should consult with their College Tutor and Supervisor/Course Director who should then give the Trust a brief commentary on the reasons for your request.

d) Timetable for Applications

i) Conference Funding

Please ensure that the form is completed accurately and sent to the Trust at least six weeks before a decision is required. You will be informed of the outcome of your application as soon as possible.

ii) Other Exceptional Funding

Applications can be made at any time.

iii) Extension Funding

Applications for extension funding should be made as close to the end of your funding end date as possible, to enable the Trust to have a clear indication of your financial need at that time, and your timeline for completion.

• **How early can I apply?**

Applications should not be made before the end of the term prior to your funding end date. For example, if your funding end date is 30 September, we would not expect to see an application before 30 June.

Early applications may be considered if there is an exceptional reason. Please discuss this with the Trust (cambridge.trust@admin.cam.ac.uk).

- **Is there a deadline for receipt of applications?**

We would advise you to send us your application no later than one month before your funding end date. For example, if your funding ends on the 30 September, we would expect to see an application before 30 August (this means we need to receive your application between 30 June and 30 August).

3 ADDITIONAL INFORMATION FOR EXTENSION FUNDING

a) Length of Funding Extension

After discussion with your supervisor and advisers, plans for submission of your thesis and completion of your research should be customised to fit within the length of additional time and the constraints the funding will allow.

Students should carefully consider, realistically, how much longer (in months) they will need to be supported up to submission. It is important to bear in mind that further extensions of support beyond this application may not be available.

b) Extension to Submission Dates

An application to extend your submission date should be made, using CamSIS, 3-6 months in advance of present submission deadline.

c) Reason for Extension Request

The Trust will require a short statement describing how your studies have been affected/delayed and what positive steps you have taken to advance your work and the amount of time needed to complete your studies beyond the tenure of your Cambridge Trust award.

If your studies have been affected, for example, by the Covid-19 pandemic, please include such details that apply to you which may include:

- Disruption to experimental work;
- No access to facilities, whether physical (laboratory work), digital (data retrieval to work on analysis), books, archives and library facilities;
- Inability to travel to undertake fieldwork in locations that are in lockdown;
- Being a carer (childcare or other);
- Isolation for health purposes;
- Adjustment to programme of work to remain productive while working remotely;
- Other reasons.

d) Financial Impact (for Covid-related disruption)

Describe the impact of Covid-19 on your financial circumstances, for example:

- Payment to a private landlord in Cambridge, despite being in your home country;
- Additional travel costs to return to your home country;
- Reduced living costs as you were able to live rent-free during the pandemic.