

# OLD CENTRALIANS' TRUST

The Charitable Trust of the City & Guilds College Association (Formerly 'Old Centralians')

## POSTGRADUATE TRAVEL AWARDS – RULES FOR AWARD

The Old Centralians' Trust will award one or more travel scholarships of up to £500 maximum, per academic year, to assist a postgraduate from any of the seven former City and Guilds College Departments\* to travel abroad for the purpose of presenting a paper or poster at a conference relevant to his or her course.

The award will be made in accordance with the following conditions:

1. Applications can only be accepted on the standard Old Centralians' Trust application form, copies of which may be obtained from Dr Teresa Sergot, Level 2, Faculty Building, Imperial College, LONDON, SW7 2AZ; Tel: (int) 41184 (ext) 020 7594 1184; e-mail [cgca@ic.ac.uk](mailto:cgca@ic.ac.uk)
2. Each applicant must submit detailed plans of his or her proposal, giving details of the conference it is proposed to attend, the title of the paper and confirmation of acceptance by the organisers. The application should state whether the paper is to be read at the conference, or displayed as a poster. Also included should be full details of travel plans and dates, accompanied by a full budget including details of travel and accommodation expenses, together with any other relevant cost data. Details shall be given of other funding applied for, with results, and of any budget allowed as part of their course funding. Preference may be given to applicants who have not previously attended an international conference of the type proposed.
3. The application must be supported by at least two written references, one of which must be from the student's own course tutor. Written approval by the Head of Department for the proposed trip is also required. References are to be submitted at the same time as the application form.
4. Applicants should discuss with their tutor whether departmental assistance may be possible in the event that an award is forthcoming from the Old Centralians' Trust. The outcome of such discussions should be noted in the application.
5. Applicants may be required to attend an interview. In such cases the decision of the Trust will be advised as soon as possible thereafter.
6. Each recipient of a Postgraduate Travel Scholarship will be required to submit a report on their trip. The report, which need only be brief, should be submitted within one month of his or her return. It is possible that the report, or an article based on it, will be considered for publication in the "Imperial Engineer" – the Journal of the City & Guilds College Association and the Royal School of Mines Association.
7. Successful applicants, if not already members of the City & Guilds College Association, will be strongly encouraged to take up membership.

C Lumb  
Chairman, Old Centralians' Trust Fund Board  
(Last amended Apr 2008)

\* The seven Departments recognised as such are as follows: Aeronautics, Bioengineering, Chemical Engineering & Chemical Technology, Civil & Environmental Engineering, Computing, Electrical & Electronic Engineering (including ISE), & Mechanical Engineering.