**English Department**

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**Doctoral Programme in English and American Literary Studies**

**Travel Grant Policy**

* Students of the doctoral programme in English and American Literary Studies may apply for travel grants to assist with travel to relevant conferences, or to visit research collections.
* Travel grants are normally awarded to researchers giving papers at conferences and not to those attending or chairing panels.
* In order to apply for funding, an application form should be completed and submitted to the coordinator of the doctoral programme by **15** **April** in the spring semester and by **15 October** in the fall semester for an event taking place within 12 months of the application deadline. The application form and email address of the coordinator can be found below.
* In addition, applicants are required to submit a detailed budget as well as a short written statement of justification to the doctoral coordinator by the abovementioned deadlines.
* In the written statement of justification, applicants should do the following:

1. stipulate how attending a conference or visiting a research collection will contribute to finishing their PhD degree
2. provide a timeline of their research project and indicate where they are in the PhD writing process

* The director of the doctoral programme determines the allocation of travel grants.
* Travel funds are usually first awarded to those students who need the ECTS, as well as to those who do not already have a travel grant from a different source, and only thereafter to other applicants.
* Travel grants are meant to contribute towards travel expenses and towards conference fees, and not to cover them fully. Travel grants cover neither accommodation nor food.
* Travel grants are capped at CHF 500.00 for travelling within Europe and at CHF 1000.00 for travelling outside Europe.
* While applicants may apply for travel grants in successive semesters, they can be awarded a maximum of CHF 1500.00 per year and a maximum of CHF 4000.00 for the duration of their doctoral studies.
* If funding is awarded, successful applicants must submit a detailed report (500-600 words) as well as the original receipts of their conference-related expenses to the doctoral coordinator no later than one month after their return.
* Receipts should be stuck on a separate A4-size piece of paper using sellotape.
* If applicants fail to submit the report and the original receipts to the doctoral coordinator within the deadline, the awarded funds will not be paid out.

**Travel Grant Applications**

To apply for a travel grant, please submit an electronic copy of the following to [stella.castelli@es.uzh.ch](mailto:elizabeth.kollmann@es.uzh.ch) by **15 April** (spring semester) and by **15 October** (fall semester):

1. a completed travel grant application form (see below)
2. a short written statement of justification
3. a detailed budget

Travel Grant Application Form

**Name**:

**Student number**:

**Supervisor**:

**Address**:

**Bank account (IBAN no.)**:

**Travel purpose**:

**Destination**:

**Departure date**:

**Return date**:

**Estimated expenses (total)**: