**Approval to Use Proficio Funds to Attend an External Course**

PGR students can apply to use their Proficio funding for attending an external course where a training need has been identified that cannot be met by the internal course on offer on Proficio. Students should discuss any training needs and any courses they have identified with their supervisor as the supervisor will need to co-sign the application.

You should consult the guidance available on the Proficio webpages on External Course and Conference requests before you submit your application.

**PART 1 – STUDENT REQUEST**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Registration Number |  |
| Department/School |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| Date of Course |  |
| Title of Course |  |
| Name of the organisation running the Course |  |
| Location of Course |  |
| Duration of Course/ (either in days or hours) |  |
| Cost of Course |  |

**EVENT SUITABILITY**

|  |  |
| --- | --- |
| Brief description of the course (topics covered, keynote speaker(s)) |  |
| Weblink to course (**Mandatory requirement**) |  |
| How is this course beneficial to the successful completion of your research degree? |  |
| Is there a similar course available through Proficio at Essex? |  |

**TRANSPORT DETAILS**

|  |  |
| --- | --- |
| Will transport costs be incurred to enable you to attend the course? | Yes  No |
| If “Yes”: |  |
| Mode of transport |  |
| Length of journey |  |
| Estimated total cost of journey(s) |  |

**ACCOMODATION DETAILS**

|  |  |
| --- | --- |
| Will accommodation costs be incurred to enable you to attend the course? | Yes  No |
| If “Yes”: |  |
| Type of accommodation |  |
| Length of stay |  |
| Estimated total cost of accommodation |  |

**COST OF CLAIM**

|  |  |
| --- | --- |
| Total cost of claim (including cost of course, transport and accommodation) |  |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Please provide any other information that you deem appropriate, for consideration as part of the approval process. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature |  | Date |  |

**PART 2 – SUPERVISOR APPROVAL**

**APPROVAL OUTCOME**

|  |  |
| --- | --- |
| Do you confirm that this course will be beneficial to the successful completion of the student’s research degree and is a good use of their Proficio funds? | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Name |  | | |
| Supervisor Signature |  | Date |  |

Please submit this form to [Proficio@essex.ac.uk.](mailto:Proficio@essex.ac.uk)

Your request will be considered by the Deputy Dean (Postgraduate Research Training), or nominee, and you will be notified of the outcome, usually within 7 days.