

## Guidelines for Student attendance at conferences, supported by StudentShapers

Proposals that envisage an element of external dissemination should consider whether it would be desirable to extend the staff-student partnership to this stage of a project. Given that a StudentShapers project is a co-productive exercise between staff and students, in most cases it would be normal for the opportunity to be equal partners in the dissemination process to also be available. However, whilst students might be given an opportunity to take part in this, it may be that they elect not to do so.

StudentShapers will financially support students to take an active role in external dissemination activities that result from a StudentShapers project. Staff should access local department funds or make an application to the [Teaching Fellows and Learning Technologist Development Fund](#) to support attendance.

The nature of StudentShapers projects is such that normally student attendance at UK or European based conferences would be supported, with a total expected budget in the region of £450 which would be covered by StudentShapers in line with the [College Expenses policy](#). An absolute maximum limit of £600 per student will be considered. Normally students will receive a heavily discounted registration fee. Students should also make an application to the [Imperial College Trust](#) for support.

The intent is that the support outlined above would completely cover the students' costs of attending the conference and thus the partnership continues to present equal opportunity for all students and adopt an inclusive approach.

In exceptional circumstances and where the benefit to the student and department/College can be clearly demonstrated higher cost (likely involving trans-continental travel) conference attendance might be considered. In these cases the department would be expected to provide additional funding to support the endeavour, combined with a reasonable attempt by the student to secure funds or awards from the Imperial College Trust and relevant Professional bodies to further cover costs. In line with the ethos of providing equal opportunities to students, and when the student has made reasonable attempts to secure their own funding awards, it would be expected that the costs of such an endeavour are fully covered.

Any envisaged costs of dissemination should be outlined in the initial application. To access agreed funds StudentShapers will handle an expenses claim, in line with the College Expenses policy.