

Conference Attendance Procedure for Students

Faculty of Medicine and Health Sciences

January 2026

Contents

1. Purpose

This procedure sets out the principles, criteria, and processes by which students may apply for:

- (a) authorised absence from teaching to attend an academic conference; and/or
- (b) financial support towards conference attendance.

The procedure aims to ensure decisions are fair, transparent, consistent, proportionate, and timely.

2. Scope

This procedure applies to all students studying on all courses within the faculty of Medicine and Health Sciences.

Decisions on absence and funding will be considered separately but may be processed together.

3. Principles

All decisions under this procedure will:

- Be based on published criteria
- Be applied consistently across applicants
- Take account of individual circumstances
- Include written reasons for outcomes
- Be completed within stated timeframes

Reasonable adjustments will be made where required for students with disabilities or other protected characteristics.

4. Eligibility

- Students must be currently enrolled on a programme within the Faculty of Medicine and Health Sciences to apply for funding from this Faculty budget.
- Students must be attending the conference in the capacity of presenter and not as attendee for funding requests.
- Students should demonstrate that they have attempted to source funding support from an external body to cover some of the costs.
- Students must provide evidence of academic support from a named member of staff regarding the quality of the presentation/data or the standing of the conference in the discipline.

Academic Standing Considerations

- Applications will normally take into account:
- Academic progress
- Attendance and engagement
- Any ongoing professional or fitness to practise concerns

These factors will not result in automatic exclusion. Each application will be considered on its individual merits.

5. Prioritisation Criteria

Where demand exceeds available funding, applications will be prioritised using the following criteria:

1. Type of presentation (oral presentations prioritised over posters)
2. First-time presenters at external conferences
3. Alignment with programme learning outcomes or faculty research priorities
4. Demonstrated academic or professional benefit
5. Evidence of attempts to secure external funding

6. Application Process

Applications must be submitted via the designated online form via the following link:

<https://forms.office.com/e/aTRB6EAPq7>

Applicants must provide:

- Evidence of acceptance (e.g., abstract acceptance)
- Copy of submitted work
- Supporting statement from an academic where possible linking to and Faculty values and research strategy.
- Details of requested funding
- Evidence of external funding applications (where applicable)

7. Timelines

- Applications should normally be submitted at least 3 months in advance
- Applications must be submitted no later than 1 month before the conference to ensure that students receive approval in sufficient time to make conference arrangements
- Decisions will normally be provided within 15 working days
- Expedited review may be granted in exceptional circumstances.

Students should not pay conference fees/book travel until their request is approved.

8. Authorised Absence

Students should be thoughtful of the impact of their requests on their overall academic performance/progression and seek appropriate academic counselling from the appropriate member of academic staff.

Approval of absence will consider:

- Impact on academic progression
- Ability to meet programme requirements

Approval of absence does not guarantee provision of catch-up teaching.

9. Financial Support

Financial support is a contribution towards costs and not full funding.

Eligible costs include:

- Conference registration fees
- Travel
- Accommodation

Maximum contribution: £100 per student per academic year.

Funding is subject to budget availability.

10. Decision-Making Process

Applications will be reviewed by a panel of at least three eligible staff members.

Panel members must:

- Declare any conflicts of interest
- Not participate where a conflict exists

Decisions will be recorded using a standardised checklist and scoring approach.

Applicants will receive:

- A written outcome
- A brief explanation of the decision

A student may request a review of the outcome within **10 working days** of receiving the decision.

A review will only be considered on one or more of the following grounds:

- There was a procedural error in the consideration of the application
- Relevant information was not considered that was available at the time
- The decision was not consistent with the published criteria

Requests for review should be submitted in writing to FMHS-ResearchEthics@buckingham.ac.uk.

The review will be conducted by a member of staff or panel with no prior involvement in the original decision.

The outcome of the review will normally be communicated within 15 working days and will include a brief explanation.

The review outcome is final.

11. Equality and Reasonable Adjustments

Students may request reasonable adjustments to the application process, including deadlines or evidence requirements.

Requests will be considered in line with faculty policy.

12. Confidentiality and Data Handling

All applications will be handled confidentially and in accordance with data protection regulations.

13. Record Keeping

A record of applications, decisions, and reasons will be retained by the faculty for audit and quality assurance purposes.

14. Responsibilities

- Students: submit accurate and timely applications
- Academic supporters: provide informed recommendations
- Faculty: ensure fair and consistent decision-making

15. Monitoring and Review

This procedure will be reviewed annually to ensure alignment with institutional policy and sector guidance.

16. Review Group Applicant Checklist

Student Name

Student number

Conference

Conference date

Date of Submission

Date of Response

Application requirement	YES	NO
Student currently enrolled on FMHS programme		
Student has had abstract accepted		
Student has completed funding support application form		
Application is at least 3 months in advance but no later than one month before the event		
Student has provided a copy of abstract/work associated with the conference		
Student has provided named academic support		
Funding request is within the award allocation allowed		
Student is in good standing		
Student has no outstanding Concerns or Fitness to Practice reports.		
Student has history of good attendance and engagement		
Student has attempted to source external funding		
Student is not in receipt of other funding for the same event		

17. Review Group Decision

Review Group Member	Name	Signature	Approve	Decline
1				
2				
3				
Overall Decision				

Amount Approved £

Faculty Registrar sign off Date