London Arts & Humanities Partnership
Language Fund

Guidelines

IMPORTANT: Please read these guidelines carefully before completing the application form.

1. General Regulations
The principal aim of the LAHP Language Fund is:

- To provide research students with opportunities to undertake language training. Students need to articulate the value of language-learning for their research in their application (foreign languages also enhance employability, but this cannot be the sole reason given).
- Please note that a large selection of language courses offered under the LAHP Core Training Programme are available at the King’s College London Modern Language Centre (MLC).

2. Eligibility
- All LAHP/AHRC-funded students registered for MPhil/PhD research degrees at one of the eight LAHP HEI Partners are eligible to apply for funding from the Language Fund.
- Applications for activities taking place during the unfunded writing up year (CRS) cannot be accepted, even if submitted prior to your funding end date.

3. Guidance:
- Up to six allocations from this fund can be considered during a student's programme of study.
- LAHP assumes that normally individual language funding applications will be on average £350 each, although higher cost applications will be considered on a case-by-case basis.
- Funding requests should be related to needs identified in the applicant’s Training Needs Assessment.
- Please note that funding is not guaranteed. Each application is considered on its merits. LAHP aims to support language acquisition for all its students, however, the LAHP Language Fund is limited and there may be occasions when it is not possible to make an award.
- British Sign Language courses are covered by this Fund.
- Successful applicants will be required to submit a brief report when submitting the expenses claim.

Retrospective Applications
- Requests to fund retrospective applications (for expenditure already incurred) will be accepted in order to facilitate students’ applications. However, retrospective applications must be received by the next available Additional Funds to Support Research Training deadline (as published on the LAHP website) in order to be considered for funding. Retrospective applications must cover activities which fall within funded periods.
4. How to apply

- Please submit an electronic copy of the LAHP Language Fund Application Form, together with supporting documentation to the LAHP Office on info.lahp@london.ac.uk
- You will receive written confirmation of the outcome approximately one month after the closing date for applications.

4.1 Proposal

- Please use this section of the application form to outline how the proposed training will add value and benefit your research, which may include enhancing your employability skills (however, this cannot be the sole reason given).

4.2 Course fees & dates

- Please provide the full course fee and dates.
- If requesting part funding for this training, please provide details and value of other funding sources. Please liaise with other funders to arrange the amount of their contribution.

4.3 Supervisor endorsement and supporting documentation

- Applicants must attach any supporting documentation to their application form.
- Graduate research students should pass the form to their Supervisor for endorsement.
- The Supervisor should write a supporting statement and sign the application form. Electronic signatures will be accepted.

4.4 Deadline and submission of application

- Applications for funding must be submitted to the LAHP Office by the deadlines stated on the website: https://www.lahp.ac.uk/additional-funds-to-support-research-training/
- Supporting documentation is essential (for example evidence of language course costs).
- Please be aware that incomplete applications will be returned or rejected.

5. Claiming an award

If you are awarded funds, you will receive a confirmation and an Expenses Form. Please remember to keep all original receipts (photocopies are not accepted), as proof of payment, as you will need to send them to the LAHP Office.

On completion of the training course, please claim your award as follows:

- Complete the Expenses Form with actual costs incurred. The items for which you claim should be the same as those listed on your original application. Please do not claim for items you have not listed on your application form unless special circumstances have arisen and approval has been sought from the LAHP office.
- Send your completed Expenses Form and any electronic recipients (e.g. booking confirmations) directly to info.lahp@london.ac.uk
- Original receipts for the course fee should be provided (photocopies are not accepted). You should provide receipts for each item you have listed on your expenses form. Please number the receipts and staple together in the order in which you have listed them. Paper receipts must be delivered to the LAHP office: Room 204, Senate House, School of Advanced Study, University of London, London WC1E 7HU (via the postal service or hand delivery is acceptable)
- If your actual costs are lower than your estimated costs, your award will be reduced accordingly.
- Payment is via a personal payment.
- Please allow one month for payment to be processed.

For any queries please contact info.lahp@london.ac.uk