UCCL Application Form Instructions

Before completing the application form, it is important that you read this document, and the UCCL Webpages.

The application form may be downloaded from the website. When completing it please note the following points:

- It is important to give the full information requested, paying particular attention to the requirement to provide details of the provision for the project made by your own school, department or university and also of your own financial position.
- Information on any financial support sought, offered, or obtained, from other sources is required.
- Any previous support by UCCL to the applicant must be included.
- Evidence of academic support for the visit is essential. References from the host institutions or conference organisers, are required. Sufficient information must be given for the committee to judge the academic merits of the proposed visits.
- If visits in China are involved, the identity of those to be visited, their relevance to the project and appointment should be detailed where possible.

Deadlines

The Executive Council meets three times per year. Applications should be submitted by the first day of February, June, and November.

Signatures

No signatures are required on the UCCL application form. However, reference letters must be signed.

References

In making its decisions the Executive Council relies heavily on the references which support the applications. Two references are therefore preferable, but one might suffice if it manages to cover the following ground:

- References must be provided at the instigation of the applicant.
- The purpose of references is to provide the Executive Council (EC) with confidence that the project will in some way improve the overall level of UK-China academic exchange, and that the investment which the UCCL is being asked to make will provide gain for the wider academic community. The content of the reference will therefore depend on the nature of the application.
- The EC will be interested in the qualifications and potential of the applicant, their formal status if a postgraduate (and, when applicable, when the applicant was upgraded), the aims of the project, its academic content, the relationships involved and the likely content and distribution of the product.
- References must be written in English, must be signed (scanned or mailed) and must state clearly the relationship between their authors and the applicants or projects.
- References should be in letter form.

Submission methods

Once you have completed the form you may email or post it to the contact details below. You may, if you wish, complete the form in pen. Please write clearly in black ink. No double-sided pages. The form will be photocopied, so preferably no staples.

Universities' China Committee in London (UCCL)
Swire House
59 Buckingham Gate   **tel:** 020 7963 9480
London SW1E 6AJ   **email:** universitiesccl@yahoo.co.uk

The UCCL web pages are hosted on the website of the Great Britain-China Centre. For any technical problems with these pages, please contact trust@gbcc.org.uk.