

Guide to the MBChB Conference Bursary

The MBChB conference bursary is available to all medical students (including those intercalating) who attend conferences to present their research. Students can apply for up to **two** bursaries of £50 during their undergraduate career.

Please read through this document in its entirety before making an application.

Making an application for a bursary

- Students should first consult the various resources available on [1Med Info](#) for poster templates, guides and checklists on how to correctly format a poster or presentation.
- Approval of absence must be obtained from the Hospital Dean or any other relevant member of staff. Intercalating students need not send absence approval, but should notify their supervisor in writing nonetheless.
- Students should send their poster or presentation to the MBChB bursary inbox account for review **before** it is sent to print, since edits may need to be made.
- Students **can** apply for more than one bursary in an academic year.

Email Template

Completed application tables should be sent to [the conference bursary inbox](#). When emailing, students should adhere to the following email template, which can be found on 1Med Info [here](#):

1.	Organised by a recognised scientific or professional body?	Name of conference
2.	Research undertaken in connection with?	Location and name of your supervisor
3.	Date of event?	
4.	Is this a poster or presentation event?	
5.	Please quote your student ID to receive this bursary as the award will be paid by BACs into the account supplied on your student portal	

Please attach the following:

6.	The agreed absence with your Hospital Dean
7.	Acceptance email from the recognised/ professional body:
8.	A copy of the poster/presentation (your name and your Lead's name should be on this)
9.	Please confirm you have acknowledged yourself as a University of Manchester medical student* on your presentation/poster.

* The bursary applicant needs to reflect their status as a medical student at the University of Manchester in the address line of their poster/presentation.

This email account is managed by the Student Experience Office. If all the information in the above table is provided, a confirmation email will be sent to the student. If some information is missing or incomplete, the Student Experience Office will highlight which items are outstanding to the student.

Processing the bursary

Please ensure that bank details on Campus Solutions are up-to-date. Successful applications are put on to Campus Solutions once a week. Once on the system, it can take **up to three weeks** for the bursary to arrive in a student's account. Please be patient and follow this up by emailing [the](#)

[conference bursary inbox](#) if you have not received your bursary three weeks after the date of your last email correspondence. It is therefore advisable to start correspondence with the conference bursary inbox three weeks before the first day of attendance at the conference.

Students will *not* receive the bursary if:

- They have already received two previous bursary instalments
- The conference is student-ran or not part of an official scientific organisation
- They cease correspondence with the mmsconferencebursary inbox. We will attempt to chase your application, but we will not reward the bursary until you have sent us the relevant information required to process your application.

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