



# Department for Transport

## Coventry University

Finance Income Team

Priory Street

Coventry

CV1 5FB

FAO: [incenq.fin@coventry.ac.uk](mailto:incenq.fin@coventry.ac.uk)

\*SENT ELECTRONICALLY\*

Department for Transport  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Tel: 07977 435445  
Email: [\[REDACTED\]@dft.gov.uk](mailto: [REDACTED]@dft.gov.uk)

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

Thursday, 11 July 2024

## **SPONSORSHIP NOTICE**

DfT Reference: TAVI3137

Title: Sponsorship of MSc in Human Factors in Aviation

Student: [REDACTED]

Value of Sponsorship: £11,200.00

Dear Sir/Madam,

The Air Accidents Investigation Branch (AAIB) is an independent unit within the Department for Transport, which reports to the Secretary of State for Transport.

On behalf of the Secretary of State for Transport, this letter indicates the AAIB's intention to sponsor one employee, [REDACTED] to undertake an MSc in Human Factors in Aviation, commencing in September 2024 and terminating by 30 August 2026. Sponsorship will be conditional upon acceptance of [REDACTED] application for the course.

This course of study will be undertaken part time, alongside [REDACTED] work for the Department, and will have a maximum total value of £11,200.00, as set out on the Coventry University [webpage](#) for the course.

Sponsorship will be subject to the Department for Transport's (DfT) short form terms of contract. The following documents constitute a binding agreement between you, Coventry University (the Supplier) and the Department for Transport (the Buyer):

- This sponsorship notice, once signed by both parties
- The Department for Transport's short-form terms and conditions (Annex I)

If [REDACTED] is accepted to the course, you will need to sign and return a copy of this letter by way of acknowledgement of the AAIB's sponsorship. You will subsequently be issued with a Purchase Order number, which you will need to quote this number on all invoices, which should be submitted directly to:

Via email: [REDACTED], cc'ing [REDACTED].

Or post:

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

The DfT/AAIB's invoicing procedures are embedded below.



Invoicing  
Procedures.doc

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

Please direct correspondence relating to this sponsorship to [REDACTED] at [REDACTED]@aib.gov.uk

Yours sincerely,

[REDACTED]

[REDACTED]  
**DfT Commercial Manager**  
**Group Commercial Directorate**  
**By authority of the Secretary of State for Transport**

Accepted for and on behalf of Coventry  
University by:-

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Capacity: Finance Assistant

Date: 14/08/2024

## **Annex I – Short-form T&Cs**



DfT Short-form  
Conditions of Contr